



DOC·U·SERV

INSTRUCTIONS FOR Ordering Prepaid Documents

Step 1

To create a **New Account**, click on the **Sign Up** tab and fill in the information requested.

Select the appropriate Account Type: **REAL ESTATE PROFESSIONAL, APPRAISER, OR HOMEOWNER.**

After creating your account, and establishing a user name and password, go to **Login** to access your account.

Step 2

To order documents, choose **Place Order** or **Order Here**

Locate the address and association by beginning to type the property address. A list of addresses will appear.

Select and click on the correct address and association.

***Note:** If a property is part of both a master and sub-association, you will need to place a separate order for each.*

Step 3

Place your order/select the documents you are requesting by checking the box next to the document(s) needed. Please note that fees may vary depending upon the association.

Click **Continue** at the bottom of the page.

Step 4

Complete the Owner Information.

Click **Continue** at the bottom of the page.

Step 5

Delivery

Share your Order Option: Include email addresses for Real Estate Agents, Lenders, Seller, etc.

Click **Continue** at the bottom of the page.

Step 6

Payment

Enter the Billing and Credit Card Information

To place the order, click **Order Now**

You will receive an email alert stating "**Order has been placed**" and then "**Order Complete**" with instructions on how to retrieve your order, once completed.

If you have problems ordering, please contact HOAMCO's Escrow Department at (928) 776-4479 or (800) 447-3838, or e-mail us at infodocuserv@hoamco.com.