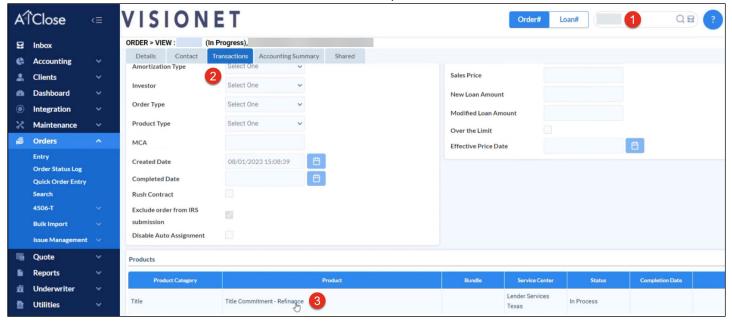# CPLs – Process in AtClose

You can request, view, and void Closing Protection Letters (CPLs) in AtClose.
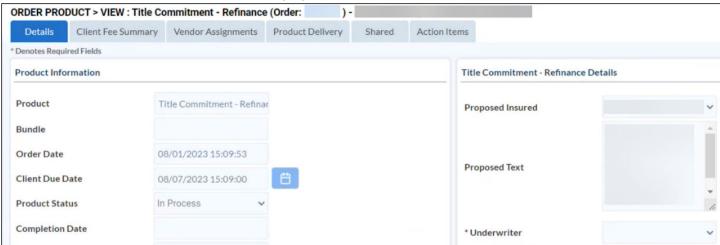
Generate a CPL

After you enter lender information and create a title commitment product for your order, you can generate a CPL document:

1. Enter the order number on the AtClose dashboard
2. Select the **Transactions** tab
3. Scroll down to the **Products** section and select the Commitment product

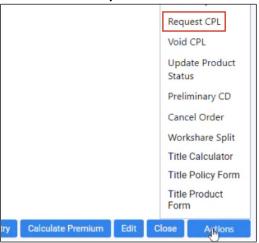**NOTE:** The **Order Product** view's **Details** tab displays.

4. Scroll down to the **Title Policies** section and select the policy to expand its **Details** section
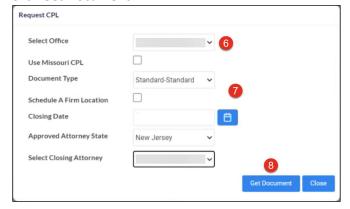

5. Click **Actions > Request CPL**

6. Select the **Office**
   NOTE: Fields below will display according to your selection. If there is no Lender information available on the Order, then AtClose will not display any selections in the **Select Office** field. You must first add Lender details for the Order on the **Order Contact** screen.

7. Select the **Document Type** and complete other field selections as needed:
8. Click **Get Document**

NOTE: The CPL displays in a separate window where you can save or print it. When you close the CPL display window, the **Request CPL** window displays a message that the CPL uploaded successfully.
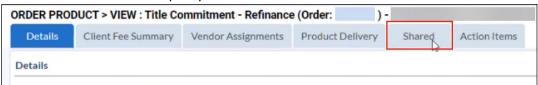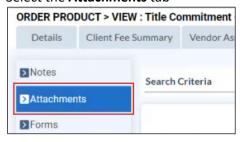
View a CPL

After you generate a CPL, you can view it again from Attachments:

1. Select the **Shared** tab in the policy's **Order Product** view

2. Select the **Attachments** tab

NOTE: The CPL displays in the list of attachments.

Click to see details about the CPL attachment or click to display the CPL PDF in a new window.
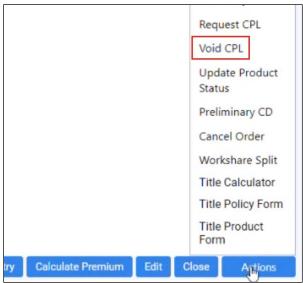
Void a CPL

1. On the Order Product view's **Details** tab click **Actions > Void CPL**

2. Enter the reason for voiding the CPL in the **Comments** field of the **Void CPL** window
3. Click **OK**
   NOTE: A message displays in the bottom left confirming the CPL was voided.