eJackets – Process in AtClose

You can request, view, and void policy jackets in AtClose.

Request a Policy Jacket

After a title commitment product is created for your order, you can request a policy jacket 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

Policy Type	Lender's Insured Amount
ALTA Loan Policy	$100,000.00

5. Scroll to the bottom of the selected policy's expanded **Details** section and select **Request Jacket**

6. Select the **Office**
7. Select the **Document Type**
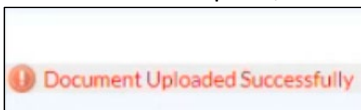
NOTE: The **Additional Property, Policy and Loan Information** section expands below, displaying different fields and file/order information depending on your **Document Type**.

8. Enter or edit fields, as needed
9. Click **Get Document** at the bottom of the **Request Jacket Document** window
   NOTE: When complete, a confirmation message displays in the bottom left corner of the window.

10. Close the **Request Jacket Document** window

View a Policy Jacket

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

2. Select the **Attachments** tab

NOTE: The Policy jacket displays in the list of attachments.

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

Void a Policy Jacket

1. Scroll down the jacket's **Details** tab and click **Void Jacket**

NOTE: A message displays in the bottom left confirming the jacket was voided successfully.