



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

The screenshot shows the AtClose VISIONET dashboard. On the left is a navigation menu with options like Inbox, Accounting, Clients, Dashboard, Integration, Maintenance, Orders, Quote, Reports, Underwriter, and Utilities. The main area is titled 'ORDER > VIEW: (In Progress)'. It has tabs for Details, Contact, Transactions (selected), Accounting Summary, and Shared. Under the Transactions tab, there are fields for Amortization Type, Investor, Order Type, Product Type, MCA, Created Date, Completed Date, Rush Contract, Exclude order from IRS submission, and Disable Auto Assignment. To the right of these fields are input fields for Sales Price, New Loan Amount, Modified Loan Amount, Over the Limit, and Effective Price Date. At the bottom, there is a 'Products' section with a table. The table has columns for Product Category, Product, Bundle, Service Center, Status, and Completion Date. The first row shows 'Title' as the Product Category and 'Title Commitment - Refinance' as the Product. A red circle 3 highlights this product name.

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

The screenshot shows the 'ORDER PRODUCT > VIEW: Title Commitment - Refinance (Order:)' page. It has tabs for Details (selected), Client Fee Summary, Vendor Assignments, Product Delivery, Shared, and Action Items. Below the tabs is a section for 'Product Information' with fields for Product, Bundle, Order Date, Client Due Date, Product Status, and Completion Date. To the right of this is a 'Title Commitment - Refinance Details' section with fields for Proposed Insured, Proposed Text, and * Underwriter. A red circle 3 highlights the 'Title Commitment - Refinance' product name in the Product field.



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

Title Policies	
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**

ORDER PRODUCT > VIEW : Title Commitment - Refinance (Order:) - Open Issue(s):0

Details Client Fee Summary Vendor Assignments Product Delivery Shared Action Items

Details

* Policy Type	ALTA Loan Policy	Prior Policy Amount	
Policy #		Prior Policy Date	
Lender's Insured Amount	\$100,000.00	Prior Issuer	
Owner's Insured Amount		Prior Policy #	
Policy Premium	\$525.00	Mortgage Amount	
Client Proposed Name		Mortgage Date	
Borrowers Name		Recorded Date	
Property Address		Policy Date	
Section 13	<input type="checkbox"/>	Re-Recorded	
MERS	<input type="checkbox"/>	Trustee	
Pro-forma	<input type="checkbox"/>	Policy Form Type	Short Form

Add Request Jacket Void Jacket

6. Select the **Office**
7. Select the **Document Type**

Request Jacket Document

Select Office

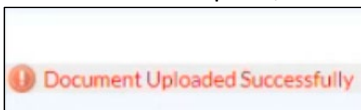
Document Type

Owner-ALTA Owner's Policy (6-17-06)

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

ORDER PRODUCT > VIEW : Title Commitment - Refinance (Order:) -

Details Client Fee Summary Vendor Assignments Product Delivery **Shared** Action Items

Details

2. Select the **Attachments** tab

ORDER PRODUCT > VIEW : Title Commitment

Details Client Fee Summary Vendor As

> Notes



> Attachments

> Forms


Search Criteria

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

Attachments							
<input type="checkbox"/>	Show Inactive Attachments						
	Type	File Type	Size(KB)	Description	Entered By	Date	
<input type="checkbox"/>	Loan Policy Jacket	pdf	195	NJRB 2-19 ALTA Short Form Res Loan-Current Violati	Bob Pellington (E)	08/01/2023 15:26:11	

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

≡ - NJRB 2-19 ALTA Short Form Residential Loan Policy - Current Violatio... 1 / 1 | 100% + |  



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First American Title™

ALTA Short Form Residential Loan Policy – Current Violations – One-to-Four Family

ISSUED BY
First American Title Insurance Company

POLICY NUMBER
[REDACTED]

Loan Policy

SUBJECT TO THE EXCEPTIONS FROM COVERAGE CONTAINED IN SCHEDULE B BELOW, AND ANY ADDENDUM ATTACHED HERETO, FIRST AMERICAN TITLE INSURANCE COMPANY, A NEBRASKA CORPORATION, HEREIN CALLED THE "COMPANY," HEREBY INSURES THE INSURED IN ACCORDANCE WITH AND SUBJECT TO THE TERMS, EXCLUSIONS AND CONDITIONS SET FORTH IN THE AMERICAN LAND TITLE ASSOCIATION LOAN POLICY (06-17-06 New Jersey Variation, NJRB 2-16), ALL OF WHICH ARE INCORPORATED HEREIN. ALL REFERENCES TO SCHEDULES A AND B SHALL REFER TO SCHEDULES A AND B OF THIS POLICY.

SCHEDULE B
EXCEPTIONS FROM COVERAGE AND AFFIRMATIVE INSURANCES

Except to the extent of the affirmative insurance set forth below, this policy does not insure against loss or damage (and the Company will not pay costs, attorneys' fees, or expenses) which arise by reason of:

1. Notwithstanding any provision of the policy to the contrary, any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the land.
2. Those taxes and assessments that become due or payable subsequent to Date of Policy. This does not modify or limit the coverage provided in Covered Risk 11(b).



Void a Policy Jacket

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

Trustee

Policy Form Type: Short Form

Add Request Jacket Void Jacket

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

