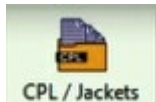




Closing Protection Letters – Process in Closers' Choice

Learn how to generate, edit, view and void a Standard Closing Protection Letter from your Closers Choice file using the AgentNet® Integration.

Generate CPL



1. Click **CPL / Jackets**
NOTE: The **CPLs** option is selected by default.

2. In the **Services Gateway – CPL & Jackets** window:

3. Verify/select **Firm, Office, and Underwriter**

NOTE: **Firm** section (**Office** and **Underwriter**) might be disabled (greyed out) if you have previously ordered another product, such as a Title Search, for the same File.

4. Verify/select **Firm Signatories**, if preferred

5. Select **Covered Parties**

6. Verify/select **Letter Type**

NOTE: You can generate a **Blanket Letter Type** if permitted in your state.

7. Verify/select **Lender Party**

NOTES:

- **Lender** defaults to the **Lender on File** you entered into **Closers Choice**
- Or -
- You can click **Lenders** to select a Lender from your **AgentNet** saved Lender Party list
- Or -
- You can click ☐ **Use CPL Address**

8. Verify/select **Closing Date**

9. Verify/enter **Loan Number**

10. Select appropriate option to search and add **Additional Parties**, if applicable

NOTE: States that require the use of an **Approved Attorney** see their default **Attorney**.

Get CPL

11. Click **Get CPL**
NOTE: The **Order** confirmation is displayed in the **Orders** section. **CPL** document is displayed in the **Documents** section of the **Services Gateway – CPLs & Jackets** screen.



Optional Edit a CPL

To edit a CPL after it has been generated follow these steps:

1. Make the appropriate selections or changes to the order form in the **Services Gateway – CPLs & Jackets** screen as needed
NOTE: If you have just ordered a CPL, your selections on the order form will be retained. If you have ordered a subsequent CPL, the last CPL's selections will be on the order form. If you have left the integration ordering window, and returned, the order form will be reset to the defaults.
2. In the **Orders** section of the screen, click **Edit** next to the applicable CPL to update that CPL with the selections currently displayed on the order form
NOTE: The CPL document is voided; a new CPL is generated and displays a new Order Number and new Document. The new document is also automatically available in your Saved Documents in your file in Closers' Choice. The voided CPL will be removed from your Saved Documents in your file in Closers' Choice.

View a CPL

1. Select the document to view
2. Click **View** to see the **CPL** document on screen

NOTES:

- All **CPLs** generated are also accessible from the Closers Choice main screen in the **Documents** section
- Remember to **Void** any duplicate **CPLs** in your files to avoid remittance issues if there are 2 open **CPLs** for the same file

Void a CPL

To void a **CPL** in Closers' Choice and AgentNet after it has been generated, follow these steps:

1. In the **Orders** section of the **Services Gateway – CPLs&Jackets** screen, highlight the applicable **CPL**
2. Click **Void**
3. Click **OK** in the confirmation window

