Job Aid: Order a Policy Jacket
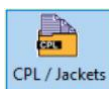
The purpose of this document is to provide detailed instruction on how to order, view, and void a Policy Jacket.

Order a Policy Jacket

1. Beginning from an open file, click **CPL / Jackets**
   NOTE: If this is your first time using the feature, a new window will open for you to enter your AgentNet login credentials. You can always re-enter your credentials by clicking
2. In the new window, select the **Jackets** radio button
3. Select the **Product Type** from the dropdown menu
   NOTE: The ☑ for Use Vested Borrowers is automatically selected. Un-check to only use the borrower name(s) without vesting.
4. Verify the **Loan Number** and **Policy Amount** below under the **Additional Policy, Property and Loan Information** section
5. Check ☑ if you wish to **Include Agent Address** on your jacket
   NOTE: For Short Form Policy Jackets, **refer** to the section below for additional steps.

6. Click **Get Jacket**

   NOTE: Your policy jacket(s) order and **Policy Number** will appear in the **Orders** section and the document in the **Documents** section below. Your **Policy Number(s)** will also populate into your Closers Choice file in the **Issued/Effective** screen.

7. Click **View** to the right of your jacket to view, print and/or email the jacket image

Short Form Policies

Follow these additional steps for Short Form Policy jackets.

1. Select the appropriate **Signatory** from the dropdown menu from your list of **Signatories** in AgentNet
2. Under the **Additional Policy, Property and Loan Information** section, select the appropriate radio button to attach the Addendum or not
3. Under the **Endorsements** section, check ☑ to the left of each **Endorsement** for your policy
4. Return to step 6 in the **Order a Policy Jacket** section above

Optional – Void Policy Jacket

To void your policy jacket, click **Void** to the right of the appropriate jacket under the **Orders** section.