



Job Aid: CPLs in ClosingVue™

The purpose of this document is to show you how to generate and void a Closing Protection Letter (CPL).

Generate CPL

1. In a file, under **Maintain File**, select **Title Policy Information**
2. Click **Generate CPL**

The screenshot shows the ClosingVue web application interface. At the top, there's a navigation bar with 'File', 'Contacts', 'Escrow Mgmt', and 'Back Office'. Below this, the main content area displays '2022-4349' and 'Title Policy Information - Americas Very Best Title Company'. On the right, there's a 'Maintain File' sidebar with a list of options: Borrower Information, Financial Information, Seller Information, Property Information, Payoff/Payment Information, Credit Information, Tax/Fee/Proration Info, Insurance Information, Title Policy Information (highlighted with a red box and a red circle with the number 1), Chain of Title, Recording Information, and Text Description. In the main content area, there's a section for 'Integrated Services' with buttons for 'Generate CPL' (highlighted with a red box and a red circle with the number 2), 'Void CPL', 'Generate Jackets', 'Void Jackets', 'Upload Policy', and 'Remit Policy'.

3. Select the desired option in the **Letter Type** dropdown list
4. Enter or revise the **Closing Date**
5. Select **Mortgage Clause** from the dropdown list
6. Select the desired **Covered Party Type**
7. Click **Submit**

The screenshot shows the 'Generate CPL' form in the ClosingVue application. The form has a header with the First American Title logo and the text 'Generate CPL'. The form fields are as follows: 'LETTER TYPE' is a dropdown menu set to 'Standard' (highlighted with a red circle with the number 3); 'CLOSING DATE' is a date picker set to MM/DD/YYYY (highlighted with a red circle with the number 4); 'MORTGAGE CLAUSE' is a dropdown menu (highlighted with a red circle with the number 5); 'COVERED PARTY TYPE' has two checkboxes: 'LENDER' and 'BUYER/BORROWER' (highlighted with a red circle with the number 6); 'ADDITIONAL PARTY' has three radio buttons: 'NONE' (selected), 'TITLE', and 'ESCROW'; 'FIRM SIGNATORIES' has a checkbox for 'SCHEDULE A FIRM LOCATION'; 'USE MISSOURI CPL' has a checkbox. At the bottom, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red circle with the number 7.

NOTE: A PDF file displays in a separate window for your review, and a copy is added to the **Document Management** area of your file.



8. Click **X** to close the preview window

NOTE: The **Title Policy Information** page displays. The **Generate CPL** button is disabled and the **Void CPL** button is now available.

Additional Parties

Additional Options are available based on location, e.g., **Approved Attorney** dropdown for applicable states. **Additional Party** buttons display for Title and Escrow in applicable states. Please note the **Office State** and **License State** will be defaulted for Title and Escrow. Click **Get Parties** and select the Additional Party.

First American Title™ Generate CPL

LETTER TYPE: Standard

CLOSING DATE: 07/07/2023

MORTGAGE CLAUSE: Standard

its successors and/or assigns, as their interests may appear

APPROVED ATTORNEY: [Dropdown]

ADDITIONAL PARTY: ☒ NONE ☐ TITLE ☐ ESCROW

FIRM SIGNATORIES: ☐ SCHEDULE A FIRM LOCATION

USE MISSOURI CPL: ☐

Cancel Submit

First American Title™ Generate CPL

LETTER TYPE: Standard

CLOSING DATE: [Blank]

MORTGAGE CLAUSE: [Blank]

its successors and/or assigns, as their interests may appear

COVERED PARTY TYPE: ☒ LENDER ☐ BUYER/BORROWER

ADDITIONAL PARTY: ☐ NONE ☐ TITLE ☒ ESCROW

OFFICE STATE: FL

LICENSE STATE: FL

Get Parties

PARTY: [Dropdown]

FIRM SIGNATORIES: ☐ SCHEDULE A FIRM LOCATION

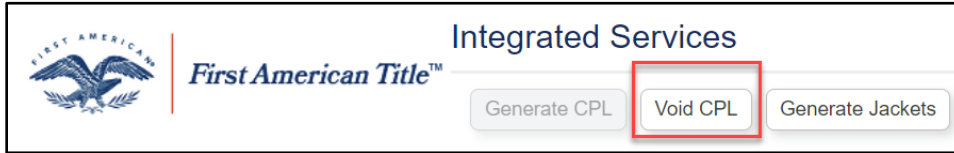
USE MISSOURI CPL: ☐

Cancel Submit



Void CPL

1. Click **Void CPL**



NOTE: A message asks if you are sure you want to void the CPL.

2. Click **Yes** to void the CPL

NOTE: A message displays confirming the CPL is voided.

E-Closing and AgentNet void the CPL. The ClosingVue file no longer contains the CPL document. The **Generate CPL** button is available again.