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**

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**

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.

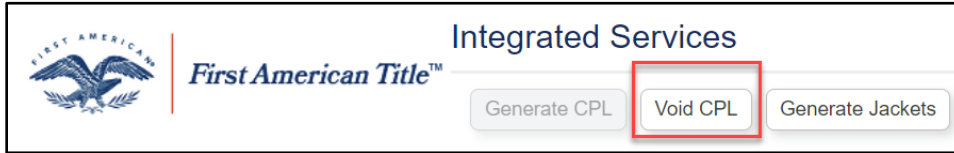## Void CPL

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.