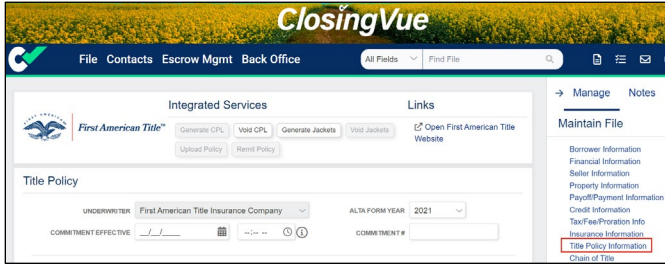# Job Aid: eJackets in ClosingVue™

The purpose of this document is to show you how to generate and void eJackets.

Generate an eJacket

1. In a file, select **Title Policy Information** from the **Maintain File** menu

   NOTE: An area for both the Loan Policy and the Owner Policy displays.

2. Click the toggle for any Policy for which you want to enter a Jacket

   NOTE: TBD displays in the **Policy number** field.

3. Select the desired option in the **Policy Rate Type** dropdown list for the **Loan**

4. Select the desired option in the **Jacket type** dropdown list for the Loan

   NOTE: Verify the **Policy Rate Type** and **Jacket type** combination.

5. Select the desired option in the **Policy Rate type** dropdown list for the **Owner**

6. Select the desired option in the **Jacket type** dropdown list for the **Owner**

   NOTE: Verify the **Policy Rate Type** and **Jacket type** combination.

7. Select any **Endorsement** you want to add

8. Click **Generate Jackets**

   NOTE: The **Loan Number** pulls in from the ClosingVue file.

9. Enter or edit the **Date of Policy**, if necessary

   NOTE: If no date is entered, the **Closing Date** from the file will be used for the **Date of Policy**.

10. Click **Submit**

   NOTE: A **PDF** image of the **Document** displays. A copy is also in your ClosingVue file.

Click ✕ to close the **PDF Document**

NOTE: The **Policy number** displays in the **Policy number** field, where previously it contained "**TBD**". The **Generate Jackets** link now displays as a **Void Jackets** button.

Void an eJacket

1. Click **Void Jackets**

2. Select the **Jacket** you want to void

3. Enter the reason for voiding the **eJacket**

4. Click **Submit**

NOTE: An **Informational Message** informs you that the **Jackets** have been voided and the **Policy number** appears as **TBD** again.

5. Click **X** to close the **Informational Message**

NOTE: The ClosingVue file removes the **Jackets** and **Pending Void** displays in **AgentNet®**.