

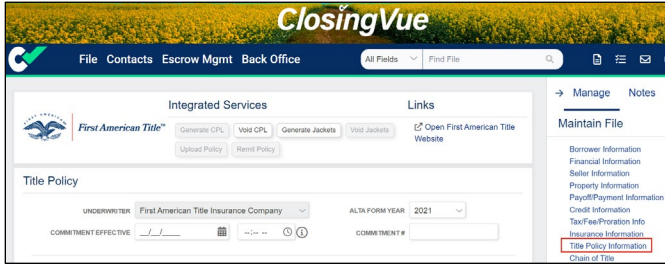


Job Aid: eJackets in ClosingVue™

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 **X** 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.

The screenshot shows the 'Integrated Services' section of the First American Title interface. A green notification banner at the top states 'Jacket has been generated successfully' with the policy number '2023-10007'. Below this, the 'Generate Jackets' button has been replaced by a 'Void Jackets' button, which is highlighted with a red box. Other buttons like 'Generate CPL', 'Void CPL', and 'Generate Jackets' are also visible. The 'Title Policy' section shows fields for 'UNDERWRITER', 'ALTA FORM YEAR', 'COMMITMENT EFFECTIVE', and 'COMMITMENT ISSUED'. The 'Loan' section shows 'POLICY #' and 'POLICY AMOUNT'.

Void an eJacket

1. Click **Void Jackets**

This screenshot shows the 'Integrated Services' section with the 'Void Jackets' button highlighted by a red box. Other buttons include 'Generate CPL', 'Void CPL', 'Generate Jackets', 'Upload Policy', and 'Remit Policy'. The 'Title Policy' section is visible below.

2. Select the **Jacket** you want to void
3. Enter the reason for voiding the **eJacket**
4. Click **Submit**

The screenshot shows the 'Void Jacket(s)' dialog box. Step 1 points to the 'Void Jacket(s)' title. Step 2 points to the 'SELECT THE JACKET(S) TO BE VOIDED' section, which includes checkboxes for 'Loan Jacket' and 'Owner Jacket'. Step 3 points to the 'REASON FOR VOIDING' text input field. Step 4 points to the 'Submit' button. A 'Cancel' button is also present.

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®**.