

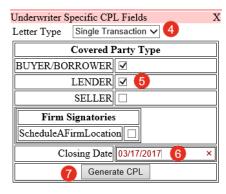


Job Aid: Generate, Void and Edit a Closing Protection Letter

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

Generate a CPL

- 1. Point to Maintain File from within your file
- 2. Click Title Policy
- 3. Click Generate CPL
- 4. Select the desired option in the Letter Type dropdown list
- 5. Select the desired Covered Party Type
- 6. Enter or revise the **Closing Date**, if necessary
- 7. Click Generate CPL



NOTE: A PDF file appears in a separate window for your review and a copy is added to your E-ClosingSM File.

8. Click X to close the preview window

NOTE: The **Title Policy** page displays and the **Generate CPL** link has been replaced with a **Void CPL** link.

Void a CPL

Click Void CPL

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

2. Click OK to the message regarding voiding the **CPL**

NOTE: A message displays, telling you that the **CPL** has been voided.

3. Click X to close the message

NOTE: E-Closing and AgentNet® voids the CPL and the E-Closing File no longer contains the CPL Document. The Generate CPL hyperlink is again available for selection.

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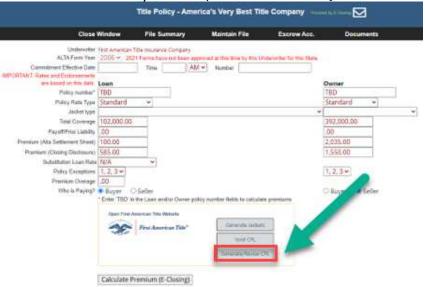






Edit a CPL

1. From the Title Policy Screen, click Generate/Revise CPL



2. Make applicable changes to the Order Screen

NOTES:

- Prior selections for: Mortgage Clause, Covered Party Type, Additional Party Type, Additional Party Office State, Additional Party License State, Schedule A Firm Location, Missouri CPL, and the Closing Date.
- To maintain the Party on the CPL, only the Type, Office State, and License State will be
 defaulted for the last selection. User will need to click "Get Available Parties" again, and reselect the Additional Party to maintain them on the previously ordered CPL.



Click Generate/Revise CPL

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NOTES:

- Selecting an additional or new CPL Type will generate the initial CPL document, as well as revise any existing CPLs.
- The new CPLs will appear in a separate window for review. A copy will be added to the E-Closing File. (Located in the **Document Management** Screen)
- 4. Click X to close the Preview Window

NOTES:

- <u>All</u> previously ordered CPLs will be voided and reordered in E-Closing and AgentNet. The E-Closing file will no longer contain the voided CPL document.
- The Generate/Revise CPL is available for selection unless all CPLs have been voided instead of edited.

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