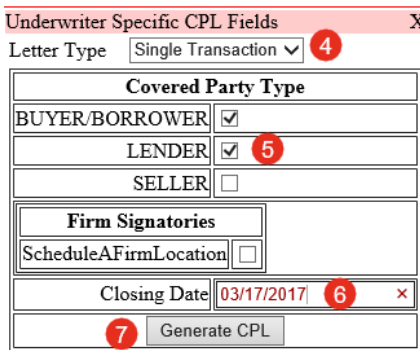


Job Aid: Generate, Void and Edit a Closing Protection Letter

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

1. 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.

Edit a CPL

- From the Title Policy Screen, click **Generate/Revise CPL**



- 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 re-select the Additional Party to maintain them on the previously ordered CPL.



- Click **Generate/Revise CPL**

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:

- **All** 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.