



Job Aid: Generate and Void eJackets

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

Generate an eJacket

1. Point to **Maintain File** from within your file
2. Click **Title Policy**

NOTE: An area for both the **Loan Policy** and the **Owner Policy** displays. Enter "TBD" for any **Policy** for which you want to enter a **Jacket**.

3. Enter "TBD" into the **Policy number** field
4. Select the desired option in the **Policy Rate Type** dropdown list for the **Loan**
5. Select the desired option in the **Jacket type** dropdown list for the **Loan**

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

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

Underwriter	First American Title Insurance C	
Commitment Effective Date		Time
	Loan	Owner
3 Policy number*	TBD 4	TBD
Policy Rate Type	Standard 5	Standard 7
Jacket type	ALTA Loan Policy (6-17-06) 6	ALTA Owner Policy (6-17-06) 8
Total Coverage	400,000.00	500,000.00
Reissue Rate Coverage	.00	.00
Premium	1,350.00	420.00
Policy Exceptions	1, 2, 3	1, 2, 3

8. Select any **Endorsement** you want to add
9. Click **Generate Jackets**

Generate Jackets 10
Generate CPL

Endorsements 9

\$0.00 ☐ 2 - Truth In Lending

NOTE: The **Loan Number** that pulls in from the **E-ClosingSM** file.

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

11. Click **Generate Jacket**

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

12. 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** link.

Void an eJacket

1. Click **Void Jackets**
2. Select the **Jacket** you want to void
3. Enter the reason for voiding the **eJacket**

Select Jackets and Enter Void Reason

Select the Jacket(s) to Void

☒ Loan Jacket 15

☒ Owner Jacket

Enter the reason for voiding

Reason for voiding 16

4. Click **Void Jackets**

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 **E-Closing** file removes the **Jackets** and **Pending Void** displays in **AgentNet®**.