





Job Aid: Generate and Void eJackets

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

Generate an eJacket

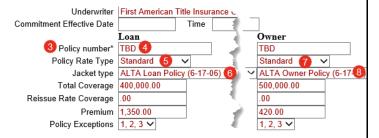
- 1. Point to Maintain File from within your file
- 2. Click Title Policy

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**



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



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

 Enter or edit the **Date of Policy**, if necessary 11. Click Generate Jacket

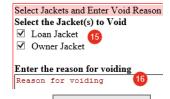
NOTE: A **PDF** image of the **Document** displays. A copy is also in your **E-Closing** file.

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**



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 to close the **Informational Message**

NOTE: The E-Closing file removes the Jackets and Pending Void displays in AgentNet®.