



# Job Aid: Generate a Closing Protection Letter

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

## Generate a CPL

1. Double-click the desired file



2. Enter the **Property**, **Buyers** and **Sellers**, **Lender** and **Underwriter** information needed for a **CPL** as necessary
3. Click **New Loans**
4. Enter the **Sales Price**, **Loan Amount**, and **Loan Type** information as necessary

5. Click **CPL...**

**NOTE:** The **CPL Data** window opens, showing the property information already entered.

6. Click **Request CPL...**

7. Confirm your **AgentNet®** credentials



8. Select an option in the **AgentNet® Office ID** dropdown list
9. Select an option in the **Underwriter Code** dropdown list
10. Select an option in the **CPL Type** dropdown list

**NOTE:** Your default **Attorney** appears if you use **Approved Attorneys**.

**NOTE:** **Buyer** and **Seller Data** displays in the window.

**NOTE:** See **Second Party CPL** if applicable

11. Click **Generate**

**NOTE:** ResWare™ sends your information to **AgentNet** and receives your **CPL**. Once completed, a **CPL Response** dialog box opens, informing you that the **CPL** document request was successful.

12. Click **OK**

**NOTE:** Your **CPL** entry shows in the **CPL Data** window.

## View a CPL

1. Click on the desired **CPL**

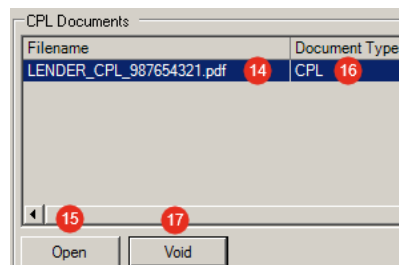
2. Click **Open**

**NOTE:** Your **CPL** opens as a **pdf** file in a new window. You can now print or save the **CPL** as needed.

## Void a CPL

1. Click on the desired **CPL**

2. Click **Void**



3. Click **Yes** to confirm you want to delete the **CPL**

**NOTE:** Your **CPL** is voided in the system and in **AgentNet**. The **CPL Filename** now displays the prefix "**VOID.**"



## Second Party CPL

1. Click **Second Party...**

2. Enter search terms

**NOTE:** Enter only enough terms to display the desired office to avoid excessively limiting results.

3. Click **Search**

First American Second Party Search

Role:

Office Name:

City:

Zip:

County:

Office State:

License State:

Name	Address	County	City	Office State	License State	Zip Code
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4. Select the **Office** from the results

5. Click **Select**

First American Second Party Search

Role:

Office Name:

City:

Zip:

County:

Office State:

License State:

Name	Address
Land Title and Escrow Company	901 NE Midway
Land Title and Escrow Company	7202 267th St
Land Title and Escrow Company	5595 S. Harbor
Columbia Gorge Title, LLC	41 SW Russett
Cascade West Title Company, LLC dba CW Title and Escrow	11201 SE 8th
Cascade West Title Company, LLC dba CW Title and Escrow	1002 39th Ave
First American Title Insurance Company - Lenders Advantage	555 S Renton

6. Return to step 11 in **Generate a CPL**