





eJackets - Process in Settlor

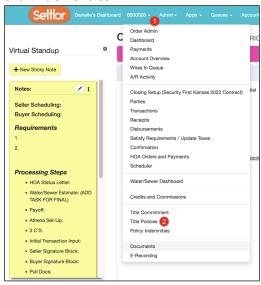
Learn how to generate an eJacket using the AgentNet® Integration.

NOTE: There must be an address for any party on the transaction. Settlor will prompt for missing information if needed.

Request a Policy Jacket

After a title commitment is created, to generate the policy jacket document for a policy in your Settlor file:

- 1. Click the file number on the Settlor dashboard
- 2. Click Title Policies



3. Click Create Policy From Commitment



4. Click Save



NOTE: Settlor copies the requirements, exceptions, and other information into the policy as needed.

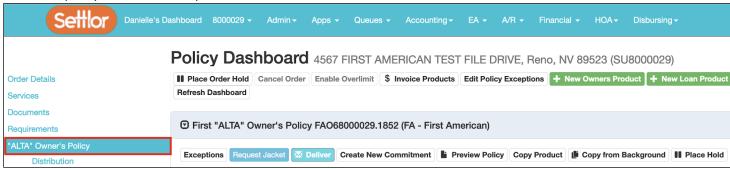
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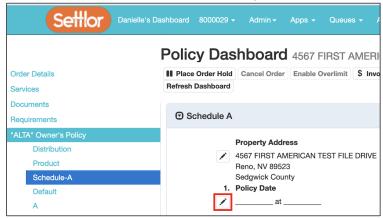




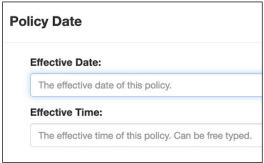
5. Select the policy in the file's left pane



6. Scroll down to **Schedule A** and confirm expected information is displayed



NOTE: If necessary, click to enter the Policy **Effective Date** and **Effective Time** and click **Save Changes**. If you try to request a Jacket without this information, Settlor will display an error message.



7. Scroll to the top of the policy information and click Request Jacket



Confirm policy information in the Request Policy Jacket window
NOTE: Loan Number will not display on an Owner's policy. Endorsements display for Short Form policies.

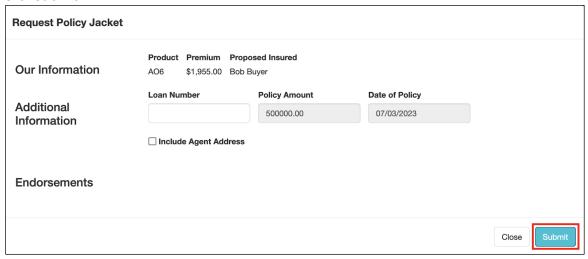
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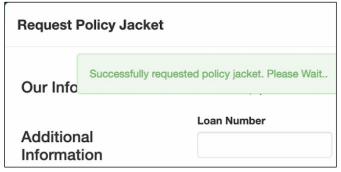




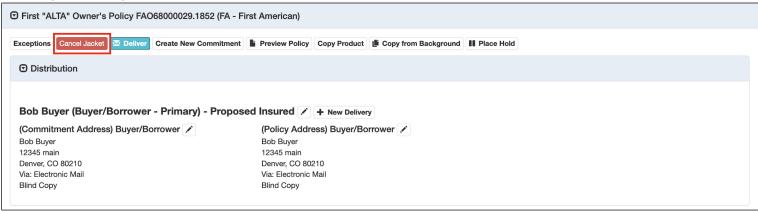
9. Click Submit



NOTE: A message displays when AgentNet confirms the Jacket request.



Settlor updates and you can now click Cancel Jacket if needed.



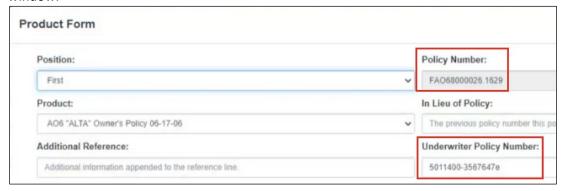
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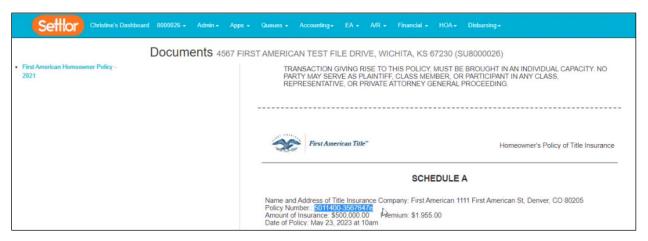


To find the Settlor and Underwriter (First American) **Policy Numbers**, click **Edit Product** and view them in the **Product Form** window.



Click **Preview Policy** to see Settlor and First American data reflected in the policy.





Request eJackets for each policy individually; there is no option to request eJackets for all policies at once.