



Order a Closing Protection Letter in SnapClose

The purpose of this document is to provide detailed instructions on how to order a Closing Protection Letter (CPL) using the SnapClose integration with AgentNet®.

Required Information

The following information is required to generate a CPL in SnapClose.

- Enter required information on the **Profile** screen: **Property Address**, **Parties** to the transaction, **Branch**, **Underwriter**, **Transaction Type**, **Property Type**, **NAIC Type**, **Liability Amounts**

The screenshot displays the SnapClose application interface for a file named 'NJ-2022-3052'. The 'Profile' tab is active, showing various fields for transaction details. Red boxes highlight the required information for a Closing Protection Letter (CPL):

- Subject Property:** 321 Main St, NJ-BURLINGTON
- Parties:** Seller/Owner(s) & Attorney(s): Test Seller; Buyer(s) & Attorney(s): First Buyer
- Branch:** Abstract Thought ZZZ-Integration Testing (Jacks)
- Underwriter:** First American Title Insurance Company (Marlton)
- Transaction Information:** Trans Type: Purchase; Prem Type: Simul Standard; Prop Type: Residential; NAIC Type: Residential; Interest: Fee Simple; 1099 Filing: ☐
- Closing Information:** Closing Date: 02/15/2022; Closing Place: None; Closing Completed: ☐
- Purchase Information:** Price: \$300,000.00; Prior Price: \$0.00; Prior Loan: \$0.00

Other visible fields include Lender(s), Loan Amount(s) & Attorney(s): Bank of New Jersey, \$215,000.00, P; File Status: System Generated; Legal Name: Test Seller; Buyer: First Buyer; Client: [dropdown]; Ref. No. [text field].



Order a Closing Protection Letter

1. Select the **Commitment** tab
2. Select the **CPL** button

The screenshot shows the SnapClose application window titled "SnapClose - NEW JERSEY / Company: Amazon Cloud DB 5 / FILES - File NJ-2022-3052 Status: Application". The interface has a top navigation bar with tabs: Profile, Orders & Reminds, **Commitment** (highlighted with a red circle 1), Invoice, CD, 1099, Disburse, E-Record, Policy, Docs, Notes, Courier, and Lender Exchange. Below the tabs is a section for "Fill Using" with a dropdown menu, "Commitment Date" with a date picker, "Time" with AM/PM radio buttons, and "Expiration Date" with a date picker. There are buttons for "Email Alerts" and "Create Document(s)". A large horizontal line separates the top section from the bottom section. In the bottom section, there is a "Show:" area with checkboxes for "Vesting", "Legal/Property Description", "Requirements", "Exceptions", "Mortgages", and "Surveys". To the right of these checkboxes is a button labeled **CPL** (highlighted with a red circle 2).

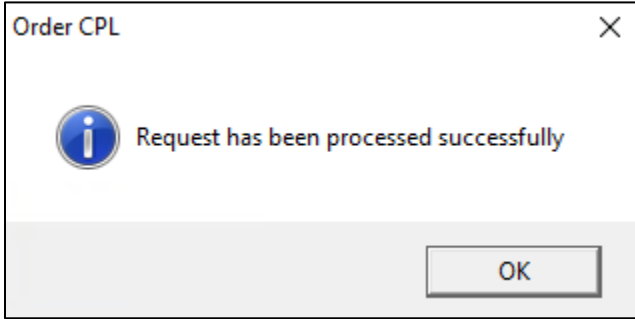
NOTE: File information will load on the screen.

3. Validate and edit data as appropriate
4. Select the **Order CPL** button

The screenshot shows the "Request CPL" form. At the top, there is a "CPL Type:" dropdown menu set to "Standard" and an "Attorney:" dropdown menu set to "NextGen Office, 2082 Summit Lake Drive, Tallahassee, FL, 32317". Below this is a section for "Loan #:" with the value "23233", "Loan" with the value "215000", and "AgentNet" with a dropdown menu set to "<Please Select an Agent Net Lender>". The "Lender Information" section includes fields for "Name:" (Bank of New Jersey), "Address:" (204 Main Street), "City:" (Fort Lee), "State:" (NEW JERSEY), "Zip:" (07024), "Attention:", "Email:", "Phone:", "Fax:", and "Clause:" (Its successors and/or assigns, as their interest may appear). There is a red circle 3 over the "Email:" field. To the right of the lender information is a "Select Party:" section with checkboxes for "Test Seller (Seller/Owner)" and "First Buyer (Buyer)". Below this is a button labeled **Order CPL** (highlighted with a red circle 4) and a "Submit Date:" field. At the bottom of the form is a "Close" button. A red disclaimer text is visible at the bottom of the form: "First American Disclaimer – AUTHORIZED USE ONLY. This system is restricted to only users authorized by First American. All unauthorized users must log off immediately. Unauthorized access to this system is subject to civil, criminal and/or administrative penalties. Use of this system constitutes acknowledgement of the terms of use policy."



5. Select **OK**



NOTE: The Closing Protection Letter will be on the **Docs** tab.

SnapClose - NEW JERSEY / Company: Amazon Cloud DB 5 / FILES - File NJ-2022-3052 Status: Application

FILES | Profile | Orders & Reminders | Commitment | Invoice | CD | 1099 | Disburse | E-Record | Policy | **Docs** | Notes | Courier | Lender Exchange

Create Document(s) | Import Document(s) | Edit/View Shared Status | View History | Closing Docs

Display Name	INSERT	Date Created	Last Accessed	Last Accessed By	Document Source	
Back Title Document		2/15/2022 10:12:2	2/15/2022 10:12:	Chris Heffner	Received From Vendor	Chris Heffner
CPL Standard		2/15/2022 10:16:2	2/15/2022 10:16:	Chris Heffner	Received From Vendor	Chris Heffner