



Order and Void an eJacket in SnapClose

The purpose of this document is to provide detailed instructions on how to order an eJacket using the SnapClose integration with AgentNet®.

Required Information

The following information is required to order an eJacket 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**

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

Search | Recent | New File | Calendar | File NJ-2022-30...

ORDERS/REM | Search | Inbox | Overdue

BANKING | General | Remittance | Reconcile Acct. | Reconcile E-Rec.

REPORTS | Other

PREFERENCES | Administrator | User

CONTACT MGR | Search

HELP | Remote Support | Email Support

Subject Property: 321 Main St NJ-BURLINGTON V

Parties

Seller/Owner(s) & Attorney(s): Add

Test Seller

Buyer(s) & Attorney(s): Add

First Buyer

Lender(s), Loan Amount(s) & Attorney(s): Add

Bank of New Jersey \$215,000.00 P

Other Contacts (Type & Name): Add

Branch: Abstract Thought ZZZ-Integration Testing (Jacks

Underwriter: First American Title Insurance Company (Marlton)

File Status: System Generated

Legal Name

Seller/Owner: Test Seller Pull

Buyer: First Buyer Pull

Client:

Ref. No.

Transaction Information

Trans Type: Purchase

Prem Type: Simul Standard

Prop Type: Residential

NAIC Type: Residential

Interest: Fee Simple

1099 Filing:

Dates

File Opened Date: 02/15/2022

Commitment Owners Policy

Gen.:

Sent:

Commitment Due:

Date Cancelled:

Closing Information

Closing Date:

Closer:

Notary:

Examiner:

Closing Place: None

Closing Completed

Purchase Information

Price: \$300,000.00

Prior Price: \$0.00 Prior Loan: \$0.00

Custom Fields Commitment Import

Title Notes:

Recording Notes:

Closing Notes:

Other Notes:



Order an eJacket

1. Navigate to the **Policy** tab
2. Complete the **Effective Date**, **Document Date** and **Recorded Date** as well as recording information, as applicable
3. Select the **Policy Jacket Type**
4. Select **Order Jacket**

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Reconcile E-Rec.

REPORTS | Other

PREFERENCES | Administrator

Owner Policy:

Amount: \$300,000.00

Policy #: [] Deed From: Test Seller

Effective Date: 02/15/2022 Issued To: First Buyer

Document Date: 02/15/2022

Recorded Date: 02/15/2022 Book: [] Page: [] Instrument #: []

Policy Jacket Type: ALTA Owner Policy (6-17-06) Submit Date: []

Order Jacket

Loan Policies:

Type	Lender	Amount	Policy#
<input checked="" type="checkbox"/> Primary	Bank of New Jersey	\$215,000.00	

Policy #: [] Mortgage From: First Buyer RevisePolicyJacket

Effective Date: 02/15/2022

Document Date: 02/15/2022

Recorded Date: 02/15/2022 Book: [] Page: [] Instrument #: []

Policy Jacket Type: NJRB 2-16 ALTA Loan Policy (6-17-06; Rev. 7-1-18) Submit Date: []

Order Jacket

5. Make any applicable changes
6. Select **Order Policy Jacket**

Request Policy Jacket

Policy Jacket Type: ALTA Owner Policy (6-17-06)

Loan Number: 23233 Policy Amount: 300000

Date of Policy: 2/15/2022

☒ Include Agent Address

Select Lender: Bank of New Jersey

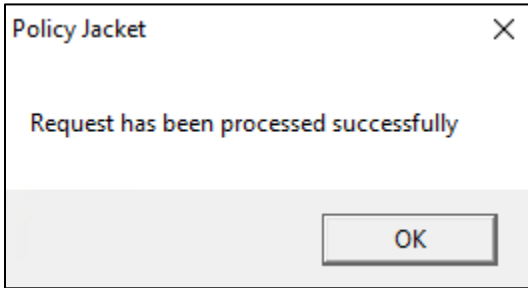
Select Party:
 ☒ Test Seller (Seller/Owner)
☒ First Buyer (Buyer)
☒ Bank of New Jersey (Insured)

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Order Policy Jacket Close



7. Select **OK**



NOTE: The policy number displays in the **Policy #** field. The user can **View Document** or **Void Jacket**.

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

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

Owner Policy:

Amount	\$300,000.00	Deed From	Test Seller
Policy #	5011434-016680	Issued To	First Buyer
Effective Date	02/15/2022		
Document Date	02/15/2022		
Recorded Date	02/15/2022	Book	Page
Policy Jacket Type	ALTA Owner Policy (6-17-06)	Submit Date	2/15/2022 10:21
	Void Jacket	View Document	

NOTE: The eJacket is saved to the **Docs** tab.

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

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 10:17:	Chris Heffner	Received From Vendor	Chris Heffner
ALTA Owner Policy (6-17-06)		2/15/2022 10:21:3	2/15/2022 10:21:	Chris Heffner	Received From Vendor	Chris Heffner
NJRB 2-16 ALTA Loan Policy (6-17-0		2/15/2022 10:23:1	2/15/2022 10:23:	Chris Heffner	Received From Vendor	Chris Heffner

Repeat the process for additional jackets as applicable.



Void an eJacket

1. Select **Void Jacket**

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Calendar
File NJ-2022-30...

ORDERS/REM
Search
Inbox
Overdue

Owner Policy:

Amount	\$300,000.00	Deed From	Test Seller
Policy #	5011434-016680	Issued To	First Buyer
Effective Date	02/15/2022		
Document Date	02/15/2022		
Recorded Date	02/15/2022	Book	Page
Policy Jacket Type	ALTA Owner Policy (6-17-06)	Submit Date	2/15/2022 10:21
	Void Jacket	View Document	

2. Enter a reason for the void

3. Select **Void Policy Jacket**

Request Policy Jacket

Policy Jacket Type: NJRB 2-16 ALTA Loan Policy (6-17-06; Rev. 7-1-18)

Please provide reason for voiding Policy Jacket:

wrong form 2

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3 Void Policy Jacket Close

4. Select **OK**

Policy Jacket

Request has been processed successfully

OK

NOTE: The Policy Jacket number is removed and the button changes to **Order Jacket**.

Loan Policies:

Type	Lender	Amount	Policy#
<input type="checkbox"/> Primary	Bank of New Jersey	\$215,000.00	5036034-0074546e

Policy # Mortgage From First Buyer RevisePolicyJacket

Effective Date 02/15/2022

Document Date 02/15/2022


Recorded Date 02/15/2022 Book Page Instrument #

Policy Jacket Type NJRB 2-16 ALTA Loan Policy (6-17-06; Rev. 7-1-18) Submit Date

Order Jacket



NOTE: The voided jacket image will be automatically removed from the **Docs** tab.

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

FILES

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