





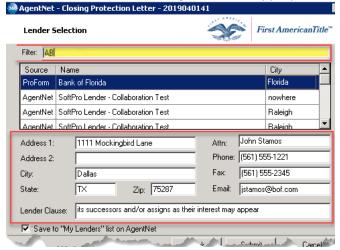
Closing Protection Letter - Process in SoftPro 360®

Learn how to generate and edit a Closing Protection Letter (CPL) from your ProForm file.

Generate a Closing Protection Letter (CPL)

Beginning from the **AgentNet** interface in SoftPro 360°:

- 1. Click Add Product in the Title Services dialog box
- → Closing Protection Letter
 2. Click Attach a new CPL
- 3. In the Closing Protection Letter dialog box, verify information is accurate with correct options selected NOTE: You can add a second party if needed. See Add 2nd Party section for steps.
- 4. Click Next
- 5. In the Lender Selection dialog box, select appropriate Lender, if necessary



NOTES:

- Lender defaults to the Lender you entered into ProForm. All Lenders stored in AgentNet® are also available.
- As you start typing the lender name into the Filter field, the list will be filtered to improve Lender selections from AgentNet.
- Address and Lender Clause information can be edited, if necessary.
- 6. Click Next to view the Approved Attorney Selection window NOTE: States that require the use of an Approved Attorney see their default Attorney.
- 7. Use Search for Attorney to select an Attorney, if necessary
- 8. Click Submit
- 9. Click to preview in the Review Closing Protection Letter(s) window `
- 10. Click to close the preview window
- 11. Click Accept to accept the selected document

NOTE: CPL appears in the **Title Services** section and is added to the file's **Attachment** screen. You can access it any time you log into SoftPro* 360 and AgentNet. You can click to copy and save the document in another location or paste it into an email.

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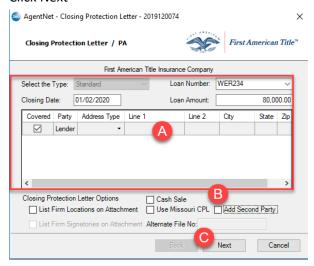






Add 2nd Party

- 1. In the Closing Protection Letter dialog box:
 - A. Verify information is accurate with correct options selected
 - B. Click Add Second Party checkbox option
 - C. Click Next



- 2. In the Second Party Selection dialog box:
 - A. Select/enter appropriate search criteria
 - B. Click Search

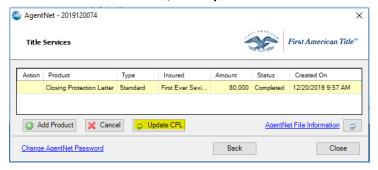
NOTE: Search results are displayed on screen.

- C. Select applicable Second Party option
- D. Click Next

Update Closing Protection Letter

Follow the steps below to update the issued Closing Protection Letter.

1. In the Title Services screen, click Update CPL



NOTE: The CPL screen appears with pre-filled information, such as lender, covered party, etc.

2. Follow steps 3-11 in Generate a Closing Protection Letter (CPL) to complete the update