



## Job Aid: How to Generate and Void Closing Protection Letters

The purpose of this document is to show you how to generate and void Closing Protection Letters. Prior to creating a CPL, you should ensure your File has the Property information, including the Zip Code, a Lender with the associated Address, and a Buyer/Seller.

1. From within your **File**, click **Property**
2. If necessary, enter the required **Property** information
3. Click **Parties**
4. If necessary, enter the required **Buyer** and **Seller** information
5. Click **Policy**
6. Click **Data**
7. Click **Request** in the desired section (**Lender's** or **Owners**)
8. If necessary, enter your **AgentNet Username**
9. If necessary, enter your **AgentNet Password**

10. Click **Next >>**

Enter your AgentNet username and password to continue.

Username  **8**  
 Password  **9**

[AgentNet Online](#)

<< Back

Next >> **10**

11. Click ☒ **Closing Protection Letter: Request New**

12. Click **Next >>**

Service
<input checked="" type="checkbox"/> Closing Protection Letter: Request New <b>11</b>
<input type="checkbox"/> Policy Jacket: Request New
<input type="checkbox"/> Back Title

Logged In: TXP-MD | [Change User](#) **12**

[AgentNet Online](#) << Back Next >>

13. Select the **Closing Protection Letter** options

☐ Print firm locations in the Attachment A section

☐ Change lender information **13**

**NOTE:** You can choose to **Print firm locations in the Attachment A section**. You also have the option to **Change lender information**.

14. Click **Next >>**

15. Select the default **attorney** or search for an approved **attorney**

Select the attorney:

☒ Use default attorney **15**

☐ Search for approved attorney

16. Click **Next >>**

17. To view the **File**, click for the desired **Document**

**NOTE:** You can now review the **Document** and print a copy.

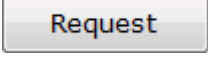



18. Click to close the **PDF Document**.

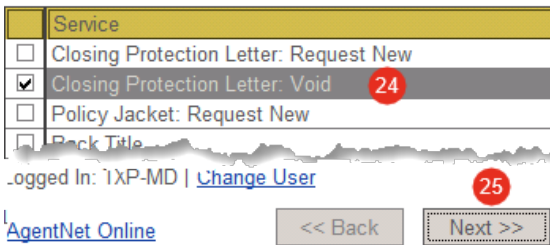
19. Click **Finish** to save a copy of the **File** to the **Title Express** order

**NOTE:** A **CPL Number** displays in the **Number** field of the **Closing Service Letter** section on the **Data** tab.



**NOTE:** You can also **Void** a **CPL**. This process voids the **CPL** in **AgentNet** and removes the **CPL Number** from the **Number** field in your **TitleExpress Order**.

20. Click  in the **Lender's Policy** section
21. If necessary, enter your **AgentNet Username**
22. If necessary, enter your **AgentNet Password**
23. Click 
24. Click ☒ 
25. Click 



Service

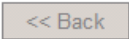
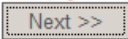
☐ Closing Protection Letter: Request New

☒ Closing Protection Letter: Void 24

☐ Policy Jacket: Request New

☐ Back Title

Logged In: TXP-MD | [Change User](#) 25


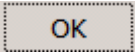
[AgentNet Online](#)  

26. Select the **Closing Protection Letter** you want to void

Select the Closing Protection Letter(s) to void and then click Next:


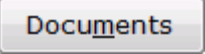

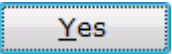
☒ CPL1-L-12145084 26

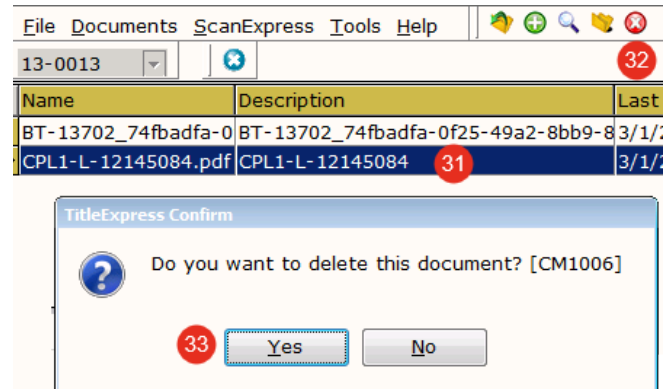
**NOTE:** Make a note of the covered party and **Document Number** so you can delete the corresponding **PDF** in the **Document Manager**.

27. Click 
28. Click  to acknowledge the message that the document has been voided but not removed

**NOTE:** The **CPL Number** no longer appears in the **Number** field in the **Closing Service Letter** section.

**NOTE:** The **CPL Document** must manually be deleted in the **Document Manager**.

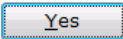
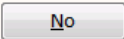
29. To remove the **Document**, click 
30. Click 
31. In the **Documents** window, select the **Document** you want to remove
32. Click 
33. Click  to confirm deletion of the document



Name	Description	Last
BT-13702_74fbadfa-0	BT-13702_74fbadfa-0f25-49a2-8bb9-8	3/1/
CPL1-L-12145084.pdf	CPL1-L-12145084	3/1/

TitleExpress Confirm

Do you want to delete this document? [CM1006]

33  

34. Click  to close the **Documents** window