Job Aid: How to Order and Void Policy Jackets

The purpose of this document is to show you how to order and void Policy Jackets.

1. From within your **File**, click **Policy**

2. Click **Data**

   NOTE: To order a **Jacket**, you can select **Request** from the **Owner** or **Lender** area on the **Data** tab.

3. Click **Request** in the desired section (**Lender's** or **Owners**)

4. If necessary, enter your **AgentNet Username**

5. If necessary, enter your **AgentNet Password**

6. Click **Next >>**

   Enter your AgentNet username and password to continue.
   Username: TXP-MD (4)
   Password: ****** (5)
   AgentNet Online   << Back   Next >> (6)

7. Select the **Policy Jacket: Request New** option

8. Click **Next >>**

   Service
   ☐ Closing Protection Letter: Request New
   ☑ Policy Jacket: Request New (7)
   ☐ Back Title
   Logged In: TXP-MD | Change User
   AgentNet Online   << Back   Next >> (8)

9. Select the **policy jacket type**

   NOTE: **Simultaneous** is selected by default.

10. Click **Next >>**

    ○ Lender
    ○ Owner (9)
    ⦿ Simultaneous (10)
    AgentNet Online   << Back   Next >>

11. Select the desired policy jacket

12. Click **Next >>**

    Select the Owners policy jacket:
    Policy Jacket (9)
    ○ ALTA Homeowner 2nd Gen. Eagle (10-17-98)
    ○ ALTA Homeowner Policy (4th Gen. EAGLE)(Rev. 2-3-10)

    Select the Lenders policy jacket:
    Policy Jacket (9)
    ○ ALTA Expanded Cov Res Loan Policy (4.1/5.1)[4th Gen. EAGLE](Rev. 7
    ○ ALTA Expanded Cov Res Loan Policy(Eagle)(10-13-01)
    AgentNet Online   << Back   Next >> (10)   Cancel

13. Answer the questions that appear for your **Policy Type** and **File**

14. To view the file, click 📄 for the desired document

    NOTE: A **PDF** image of the document displays, and you can now review the document and print a copy, if desired.

15. Click ❎ to close the **PDF** document

16. Click **Finish** to save a copy of the **Files** to the **Title Express** order

    NOTE: **Policy Numbers** display in the **Policy Number** fields of the

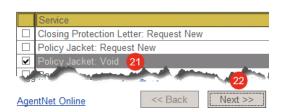**Lender's** and **Owner's Policy** sections on the **Data** tab.

NOTE: You can order an additional **Jacket** by following the same steps. The previous **Jacket** ordered will be grayed out to prevent you from ordering a duplicate.

17. To **Void** a **Policy Jacket**, click [Request] in the desired section (**Lender's** or **Owners**)

> **NOTE**: This process voids the **Policy Jacket** in **AgentNet** and removes the **Policy Jacket Number** from the **Number** field in your **TitleExpress Order**.

18. If necessary, enter your **AgentNet Username**
19. If necessary, enter your **AgentNet Password**
20. Click [Next >>]
21. Click the **Policy Jacket: Void** option
22. Click [Next >>]

Service	
☐ Closing Protection Letter: Request New	
☐ Policy Jacket: Request New	
☑ Policy Jacket: Void **21**	

AgentNet Online   [<< Back]   [Next >> **22**]

23. Select the **Closing Protection Letter** you want to void.
24. Enter the desired information into the **Reason** field

> **NOTE**: The **Reason** field is a required entry.

25. Click [Next >>]

Select the jacket(s) to void, enter the reason for voiding, and then click Next:

☑ ALTA Loan Policy (6-17-06) **23**   Reason for voiding **24**

AgentNet Online   **25** [Next >>]   [Cancel]

26. Click [OK] to acknowledge the message that the **Selected Policy Jackets have been voided** but not removed.

> **NOTE**: The **Policy Jacket** Document must manually be deleted in the **Document Manager**.

27. To remove the document, click [Order]
28. Click [Documents]
29. In the **Documents** window, click the document you want to remove
30. Click ⊗
31. Click [Yes] to confirm you want to delete the document
32. Click [✕] to close the **Documents** window