Job Aid: How to Cancel a File

The purpose of this document is to show you how to cancel a file. Selecting this option cancels the file and voids any existing CPL or Policy Jacket in AgentNet and removes the entry in the Number field on the Policy - Data tab in TitleExpress.

1. From within your **File**, click [Policy]
2. Click [Data]
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**
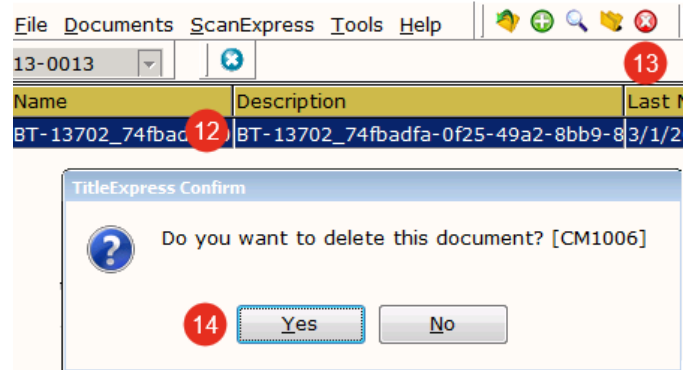6. Click [Next >>]

7. Click [☑ Cancel File]
8. Click [Next >>]

9. Click [Finish]

NOTE: Remove any associated documents from your **TitleExpress** file.

10. To remove a **Document**, click [Order]
11. Click [Documents]
12. In the **Documents** window, select the document you want to remove
13. Click ⊗
14. Click [Yes] to confirm deletion of the document

15. Click [❌] to close the **Documents** window