



## 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 >>**

Enter your AgentNet username and password to continue.

Username  4  
Password  5

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Next >>

7. Click ☒ **Cancel File**
8. Click **Next >>**

	Service
<input type="checkbox"/>	Closing Protection Letter: Request New
<input type="checkbox"/>	Policy Jacket: Request New
<input type="checkbox"/>	Back Title
<input checked="" type="checkbox"/>	Cancel File 7

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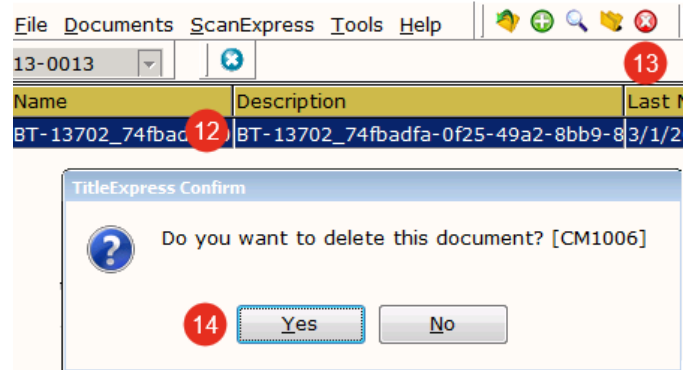
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9. Click **Finish**

**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