





Policy Jackets - Request in TitleFusion

Learn how to request a Policy Jacket from your TitleFusion file using the AgentNet® integration.

Access the Integration

1. On the Application screen, click the Underwriter hyperlink



Select Firm, Office, and Underwriter

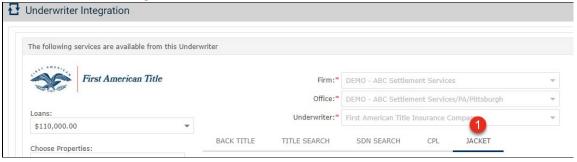
- 1. If applicable, select the Firm in the drop-down list
- 2. If applicable, select the Office in the drop-down list
- 3. If applicable, select the **Underwriter** in the drop-down list



NOTE: If you have previously submitted a request for a product or service for the file, these options will be grayed out.

Select Jacket and Options

1. Under Underwriter Integration, select Jacket

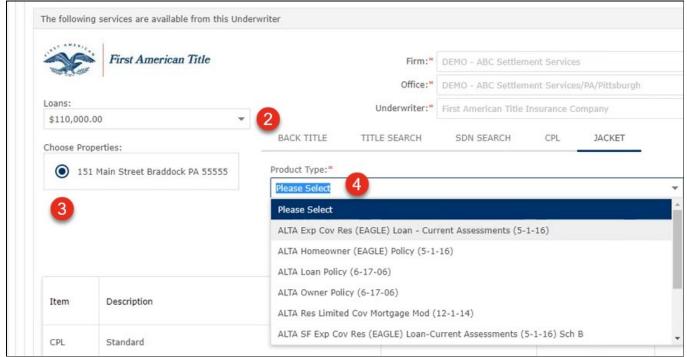








- 2. Select the loan, if applicable
- **3.** Select the property, if applicable
- Select the appropriate jacket type from the Product Type dropdown



NOTES:

- You can select from Lender's or Owner's Jackets.
- You can select one Jacket at a time.

Complete Additional Fields and Request Jacket

1. Enter the Loan Number, if applicable

NOTE: The Loan Number will pull from Application if entered and is not a required field.

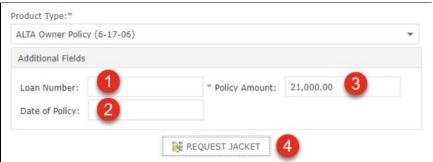
2. Select the Date of Policy

NOTE: Today's date is the default.

3. The Policy Amount pulls from the file; adjust if needed

NOTE: Required fields will vary based on the type of Jacket selected.

4. Click REQUEST JACKET



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NOTES:

The jacket opens in the Underwriter Integration area.



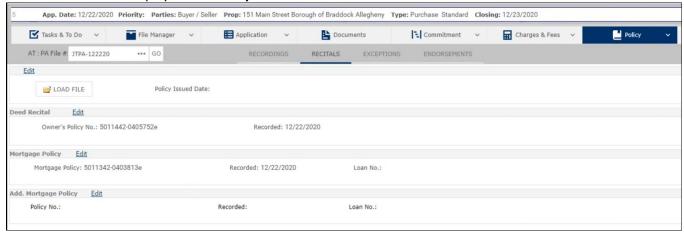
The Jacket is added to the **Documents** screen.



• A line item for the Jacket is added to the grid in the bottom of the Underwriter Integration area.



The Jacket numbers display on the Policy Recitals screen.



Void Jacket

- 1. Return to the Underwriter Integration page
- 2. Locate the policy jacket in the products grid at the bottom of the Underwriter Integration screen
- 3. Click the red X to void the policy jacket and move it to the Archive folder in the Documents screen



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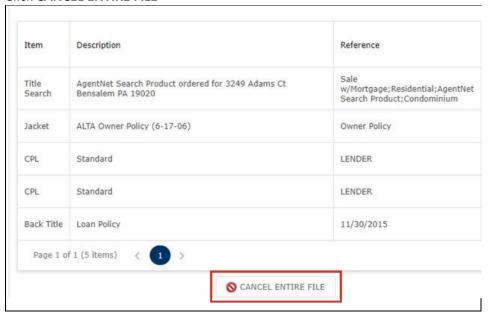




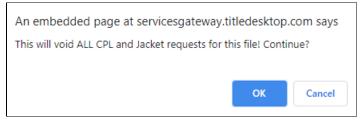


Cancel Entire File

1. Click CANCEL ENTIRE FILE



2. Click OK in the confirmation window



NOTES:

• A pop-up message confirms the file was deleted



• The Order Status column in the item grid is updated

Item	Description	Reference	Vendor Order Number	Policy / Cert Number	Order Status	Requested By	Requested	Received	Voided		
Title Search	AgentNet Search Product ordered for 3249 Adams Ct Bensalem PA 19020	Sale w/Mortgage;Residential;AgentNet Search Product;Condominium	5190997		Cancelled	JennFA	2/3/2021 5:23:42 AM		2/3/2021 12:37:00 PM		<u>**</u>
Jacket	ALTA Owner Policy (6-17-06)	Owner Policy		24770857	Cancelled	JennFA	2/2/2021 1:46:22 PM	2/2/2021 1:46:22 PM	2/3/2021 12:37:00 PM		<u>7</u> 3
CPL	Standard	LENDER	19963014	19963014	Voided	JennFA	1/27/2021 4:46:00 PM	1/27/2021 4:46:00 PM	1/27/2021 5:22:00 PM		73
CPL	Standard	LENDER	19963000	19963000	Cancelled	JennFA	1/27/2021 4:45:05 PM	1/27/2021 4:45:05 PM	2/3/2021 12:37:00 PM		<u>7</u> 3
Back Title	Loan Policy	11/30/2015		50113420198402e	Cancelled	JennFA	1/25/2021 8:00:03 PM	1/25/2021 8:00:03 PM	2/3/2021 12:37:00 PM		<u>***</u>

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• All documents are voided and moved to the Archived folder on the **Documents** screen

$ lap{}$	Show Archived Documents (4)		d Doo	cuments (4) Select all Documents Mark Selected Docs N	I				
P	Page 1 of 1 (5 items) < 1 >								
	t	<u> </u>		VOIDED 2/3/2021-BackTitle via First American Loan Policy	Search Results	01/25/2021 08:00 PM			
	t	Z.		VOIDED 2/3/2021-CPL PA LENDER 19963000	CPL	01/27/2021 04:45 PM			
	1	<u> </u>		VOID_CPL PA LENDER 19963014	CPL	01/27/2021 04:46 PM			
	t	<u>Z</u>		VOIDED 2/3/2021-ALTA Owner Policy (6-17-06) 5011442-0411464e	Policy	02/02/2021 01:46 PM			
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