








## Closing Protection Letter – Request and Void in Titlesoft

Learn how to request and void a Closing Protection Letter (CPL) using the Titlesoft integration with AgentNet®.

### Request Closing Protection Letters

Beginning from an existing Titlesoft file:

1. In **Quick Order View** menu, click **File Events**  
**NOTE:** The **File Events** window is opened
2. Click **First American Title**
3. Click **+ Add**
4. In the **Add First American Event** window, select **CPL Closing Protection Letter**
5. Click **Add and Exit**
6. Select **CPL**, if more than one available  
**NOTE:** To remove a **CPL Event**, click **Delete**
7. Click **Edit/View/Send**  
**NOTES:**
  - **First American Title – CPL** window is opened, displaying sections to complete
  - If preferred, you can click  indicates a required field
8. In **File Information**:
  - A. Next to **Office**, click 
  - B. In the **First American Title – Select Office** window, select appropriate office
  - C. Click **Select and Exit**
  - D. **Underwriter** will auto-populate. To change, click  next to **Underwriter**
  - E. In **First American Title – Select Underwriter** window, select appropriate underwriter
  - F. Click **Select and Exit**  
**NOTE:** **State** and **Account#** fields are auto-populated
9. In **Property Information**:
  - A. Next to **NAIC Property Type**, click 
  - B. In **First American Title – Select Property Type** window, select appropriate property type
  - C. Click **Select and Exit**
  - D. Verify **Address**

10. In **Letter Type** (**Letter Type** auto-populates if only one type is available):
  - A. Next to **Letter Type**, click 
  - B. In **First American Title – CPL Type** window, select appropriate CPL type
  - C. Click **Select and Exit**  
**NOTE:** **Covered Party** is defaulted to **Lender**.  
Seller CPLs are not available via AgentNet®



11. In **Additional Letter Information**, verify additional letter information, if applicable


12. In **Lender Information**, verify lender information

13. In **Approved/Closing Attorney**, verify **Default**

#### Approved Attorney

##### NOTES:

- To select the Default Attorney, click 
- If no Default Attorney is available, click  **Select From list of approved Attorneys**

14. Click  **Send Request**


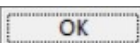

15. In the **Message** window, click 

16. Click 

**NOTE:** CPL appears in **green** in the **First American Title** tab

### Optional - Void Closing Protection Letters

You can void a completed CPL Request if necessary. This process voids the Closing Protection Letter in TitleSoft and AgentNet.

1. In the **File Events > First American Title** tab, select the applicable **CPL**
2. Click **Edit/View/Send**
3. In the **First American Title – CPL** window, click  **Void Product**
4. In the **Message** window, click 
5. Click   
**NOTE:** CPL appears in **red** in the **First American Title** tab