





## Job Aid: How to Generate an Underwriter Letter

The purpose of this document is to show you how to generate an Underwriter Letter. You completed the work in your TrackerPro file and need to generate an Authorized Agency Letter.

1. In the **Applications** window, click

2. In the **Edit Title Insurance Policies** window, click

Agent Letter

**NOTE**: The file information from your **TrackerPro** file is imported. You can **Add** or **Edit** the **Parties** for your **Letter** and input fields, such as **Attention** to and a mortgagee **Clause**.

In the Letter Type field, select a Letter Type

NOTE: You can edit your AgentNet® login information with the Edit button.

- 4. To edit the login information, click Edit
- 5. If necessary, enter the **Username** into the **Username** field
- 6. If necessary, enter the **Password** into the **Password** field
- 7. If necessary, click Save to save the Username and Password



- 8. If necessary, enter or edit the Attention field
- 9. If necessary, enter or edit the **Lender Clause** field
- 10. To generate your new **Authorized Agency Letter**, click Download Now



NOTE: A message displays, telling you the CPL order was successfully processed.

- 11. Click ok to close the message
- 12. Click to close the **Edit Title Insurance Policies** window
- 13. To view your new **Letter**, click
- 14. In the Select Document dialog box, select the desired document
- 15. Click Open

**NOTE**: The **Letter** displays, enabling you to print or save the file to another location.

- 17. Click to close the **Edit Title Insurance Policies** window

First American Title Insurance Company makes no express or implied warranty respecting the information presented and assumes no responsibility for errors or omissions. First American, the eagle logo, First American Title, First American Eagle Academy\* and firstam.com are registered trademarks or trademarks of First American Financial Corporation and/or its affiliates. This document is for informational purposes only and is not and may not be construed as legal advice. No third party entity may rely upon anything contained herein when making legal and/or other determinations regarding its practices, and such third party should consult with an attorney prior to embarking upon any specific course of action.

1