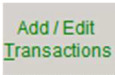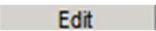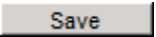# Job Aid: How to Generate an Underwriter Letter

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.
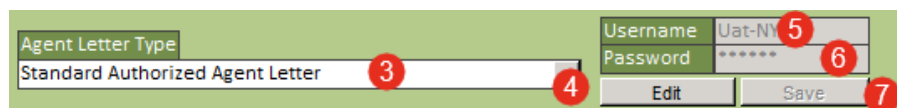
1. In the **Applications** window, click [Add / Edit Transactions]

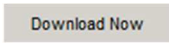2. In the **Edit Title Insurance Policies** window, click [Agent Letter]

    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**.

3. In the **Letter Type** field, select a **Letter Type**

    NOTE: You can edit your **AgentNet®** login information with the **Edit** button.
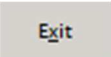
4. To edit the login information, click [Edit]
5. If necessary, enter the **Username** into the **Username** field
6. If necessary, enter the **Password** into the **Password** field
7. If necessary, click [Save] to save the **Username** and **Password**

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 [Exit] 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.

16. Click [X] to close the document view

17. Click [Exit] to close the **Edit Title Insurance Policies** window