




Job Aid: How to Order an eJacket

The purpose of this document is to show you how to order an eJacket.


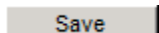
1. In the **Applications** window, click 
2. In the **Title Policies** window, select the desired **Policy**



Title Policies:	
Owners Fee Simple	\$449,000.00
Loan Mortgage	\$350,000.00

3. Click 

NOTE: The **eJacket** window opens, displaying all of the data you previously entered into the file.

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

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

Username	Password
Uat-NY	*****
	

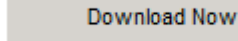
8. If necessary, select a required field to enter or enter or edit information

Field	Value
* Block	518
* Closing Date	
* Loan Number	Test1234

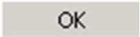
9. If necessary, enter the required information in the **Value** field

Field:	Closing Date
Value:	4/7/2017

10. If necessary, repeat steps 8 and 9 for other required fields

11. Click: 

NOTE: A message displays, telling you that the **EJacket** was successfully processed.

12. Click  to close the message
13. Repeat steps 2 thru 12 for any remaining **Jackets** you wish to generate

NOTE: **Jackets** are stored in the **Policy Sections** of the **Title Policies** window.


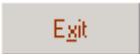
14. To view a document, select the desired **Title Policy**

Title Policies:	
Owners Fee Simple	\$449,000.00
Loan Mortgage	\$350,000.00

15. In the **Policy Sections**, double-click the desired **Policy**

Policy Sections:
VT-NY-1249 1 EJACKET

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

17. Click  to close the document view
18. Repeat steps 14 and 15 to view additional documents
19. Click  to close the **Title Policies** window