

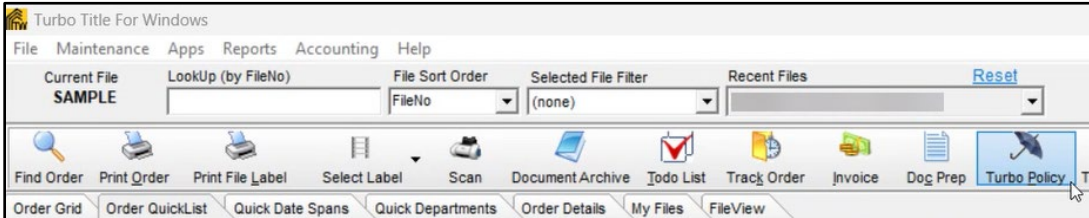


CPLs – Process in TurboTitle

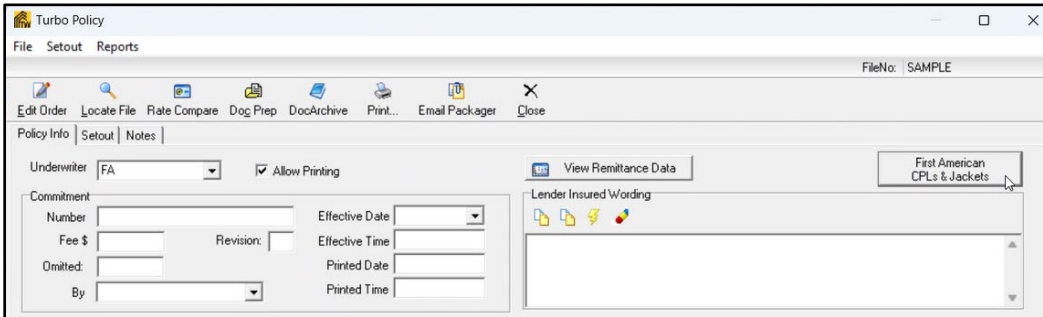
You can request, view, and void Closing Protection Letters (CPLs) in TurboTitle.

Generate a CPL

1. Open a file with all the basic party and address information with First American selected as the file underwriter
2. Click **Turbo Policy**

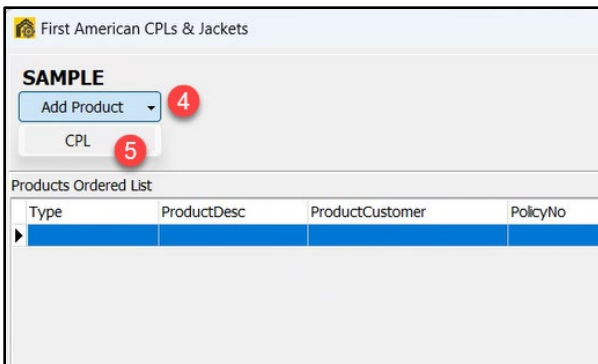


3. Click the **First American CPLs & Jackets** button



NOTE: If you have not selected **FA** in the **Underwriter** field, the **First American CPLs & Jackets** button will not display.

4. Click **Add Product**
5. Select **CPL**



6. Complete the **Create CPL Request** screen as needed



7. Click **Submit Request**

First American CPLs & Jackets

Create CPL Request

FileNo **SAMPLE**

File Type: **Sale w/Mortgage** Issue Date: **9/22/2023** Office: OfficeAddress: LetterType: Covered Parties: **Lender**

Buyers/Borrowers			Sellers		
Name	PartyType	PartyDesc	Name	PartyType	PartyDesc
	Individual			Individual	
	Individual				

Lender: **Sample Lender Co**
Address Lines: **456 Testing Road**
City: **WEST HAVEN** State: **UT** Zip: **84401**
LoanNo: Closing Date: Second Title Company:

Lender Clause:

7 Submit Request Refresh File Data Cancel

NOTE: A message confirms the CPL was created. You can click **View Document** or **Done**.

First American CPLs & Jackets

Closing Protection Letter Received

Form

Closing Protection Letter: **3NS-CPL Lender**

Status	Serial No	Document Name
Issued	24649595	FA_CPL_24649595.PDF

[View Document](#) [Done](#)



Void a CPL

1. Select the CPL in the **First American CPLs & Jackets** screen
2. Click **Void**

First American CPLs & Jackets

SAMPLE
Add Product

Products Ordered List

Type	ProductDesc	ProductCustomer	PolicyNo
CPL	Standard	LENDER	

CPL

View Document Revise Void

CPL Info
Letter
Standard
Status
Issued

3. Click **OK** to confirm void

Confirm

Void CPL? are you sure?

OK Cancel

4. Click **OK**

Firstamaccess

Void Complete

OK



Unvoid a CPL

1. Select the voided CPL in the **First American CPLs & Jackets** window
2. Click **UnVoid**

Type	ProductDesc	ProductCustomer	PolicyNo	Issued Date	Status
CPL	Standard	LENDER		9/21/2023	Void
CPL	Standard	BORROWER/BUYER		9/21/2023	Void

3. Click **OK** to confirm

Confirm

UnVoid CPL? are you sure?

OK Cancel

4. Click **OK**

Firstamaccess

Unvoid Complete

OK



Revise a CPL

1. Select the CPL in the **First American CPLs & Jackets** screen
2. Click **Revise**

First American CPLs & Jackets

SAMPLE

Add Product ▼

Products Ordered List

Type	ProductDesc	ProductCustomer	PolicyNo
CPL	Standard	LENDER	

CPL

View Document Revise Void

3. Update CPL information

First American CPLs & Jackets

Create CPL Request

FileNo: **CMH-0001**

File Type: Sale w/Mortgage Issue Date: 9/25/2023 Office: LetterType: Standard Covered Parties: LENDER

Buyers/Borrowers			Sellers		
Name	PartyType	PartyDesc	Name	PartyType	PartyDesc
	Individual			Individual	
	Individual				

Lender: Sample Lender Co

Address lines: 456 Testing Road

City: WEST HAVEN State: UT Zip: 84401

Lender Clause

LoanNo: 1234

Closing Date: 9/25/2023

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today: 9/25/2023

Submit Revision Refresh File Data Cancel

4. Click **Submit Revision**

Lender: Sample Lender Co

Address lines: 456 Testing Road

City: WEST HAVEN State: UT Zip: 84401

Lender Clause

Submit Revision Refresh File Data Cancel