

Purpose of this Summary Notification

To make you aware of the additions and changes that will be implemented in the beginning of 2013 to the **Closing Protection Letter Application**. This summary emphasizes the following, more significant enhancements to the **new CPL 3.0 version**.

- A New Enhanced Look to the Letter Request Form
- The Ability to Update, Cancel or Close an Existing Letter
- The Order Number is now Required for Single Transaction Letters, Allowing for Additional Searching Options for Locating Letters to be Updated.
- A New Letter Activity Report Showing all Letter Activity for the Agent Number, including Updated, Canceled or Closed Letters

• A New Look to the Letter Request Page/Form

A new **Menu selection** at the top of the letter request page allows easy access to the functions of the application. This includes the **Manage Lists function** that was previously included on the letter request form; used to create and maintain the agent contact and lender information.

The letter request form is now available in a **short 'tabbed' form** version, as well as the existing single page long form version. Your long or short view selection will default the next time you log into the CPL application.

A new men selection fo canceling a	and closing	Manage Lists function
	***** * OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY **** Agent Number: C Letters V Reports Manage Lists V Announcements Help	Closing Protection Letter 31836 Agent Name: EQUITY SETTLEMENT SERVICES, INC. Sign Out
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	Agent Order / Commitment / File Number:	Click on Switch to Tabbed Views to
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	Agent Contact: 🔺 Select Agent Contact 💽 + New Agent 🗙 Clear Agen	Click on Switch to Long Form to toggle / back to the long form.
	Your Name:	

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New short version of the letter request form

Tabs represent sections of the form

• Update, Cancel or Close an Existing Letter

The ability to **update**, **cancel** and **close** an existing letter is now done via the **Letters** selection of the new menu bar at the top of the **Letter Request** page.

Once you have selected one of the **Letters** functions, search options are available for locating the active letter(s) to update/cancel/close; with the search results displayed on the page.

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Search results page to locate the letter to be updated

• The Order Number is now Required for Single Transaction Letters

The agent **order number** (or commitment number/file number) is now required when requesting a **single transaction letter**. The order number field is located in the **Start Here** section of the letter request form.

If the order number entered is a number that **currently exists** for another letter, you will be advised. The window displaying the existing order number includes additional letter information related to the order number.

You may at that time view/update the existing letter. Options on how to proceed are also available. You may choose to change the order number selected for the new letter, add a new letter to the selected order number or cancel the letter request.

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Select how you wish to proceed

• Letter Activity Report – Reporting the Status Change Activity to the Letter

This feature reports all letter activity for all statuses for the selected agent. The letter statuses that you may see in the **Activity Report** are Active, Updated, Canceled or Closed.

A new **Menu selection** at the top of the page includes the **Reports** function where you may access the **Letter Activity Report**.

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	Seller:		Property Address:	borrower street address,, IA
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Reports the previous and current statuses of the letter