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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**

Closing Protection Letter Application – What's New in CPL 3.0

○   **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 menu Letters selection for updating, canceling and closing letters

Letter Activity Report

Manage Lists function

Click on Switch to Tabbed Views to access the short version of the form. Click on Switch to Long Form to toggle back to the long form.

New short version of the letter request form

Tabs represent sections of the form

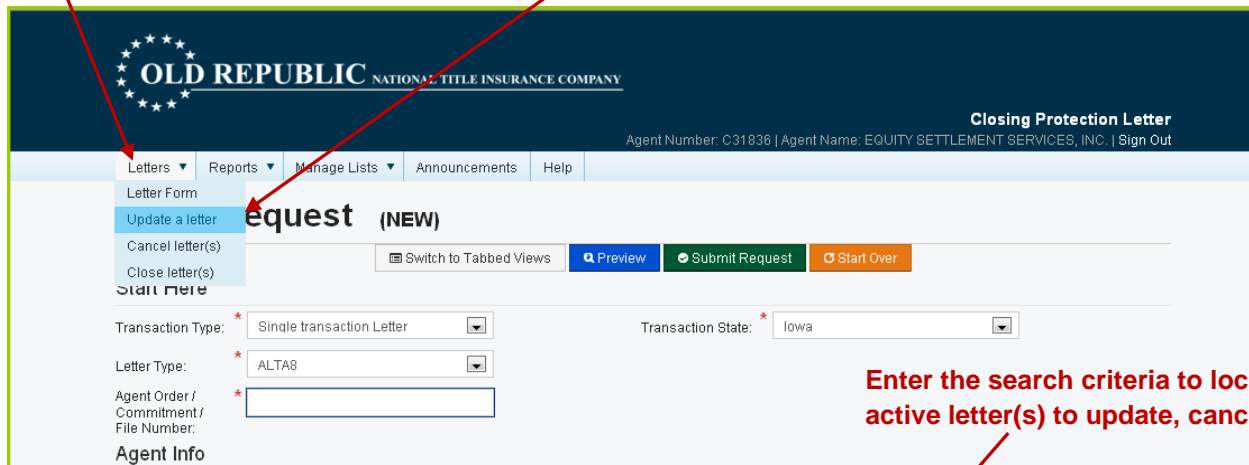# Closing Protection Letter Application – What's New in CPL 3.0

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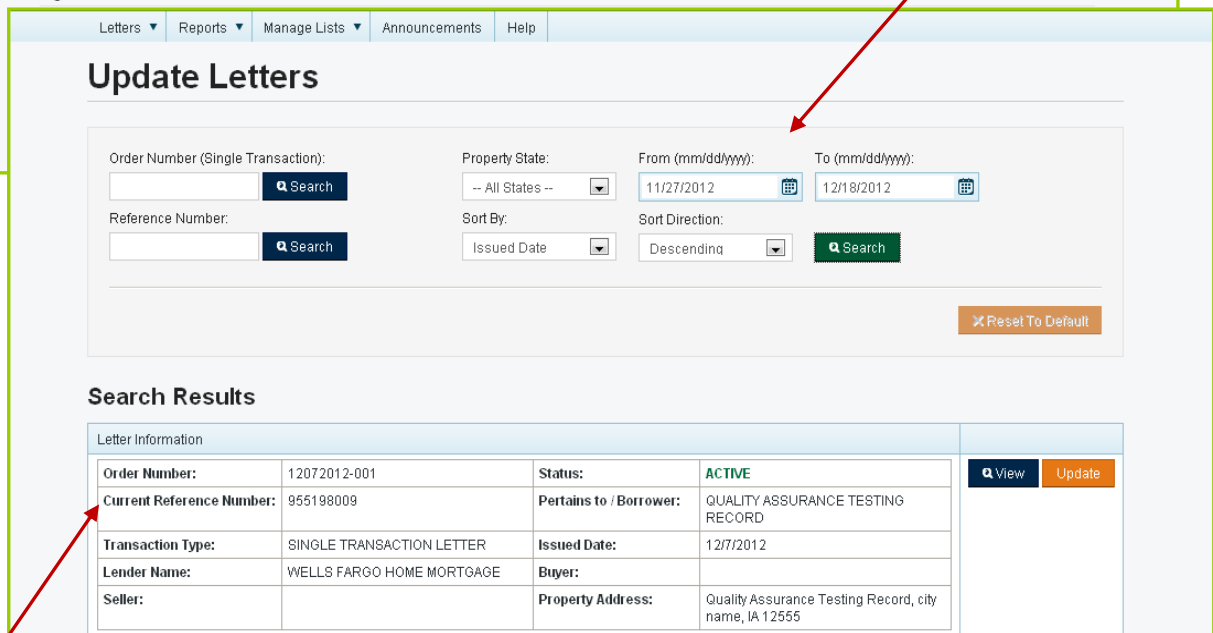
Once you have selected one of the **Letters** functions, search options are available for locating the active letter(s) to update/cancel/close; with the search results displayed on the page.

Letters option of menu bar

Select Update/Cancel/Close from the drop down menu

Enter the search criteria to locate the active letter(s) to update, cancel or close

Search results page to locate the letter to be updated

Closing Protection Letter Application – What's New in CPL 3.0

o **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.

# Closing Protection Letter Application – What's New in CPL 3.0

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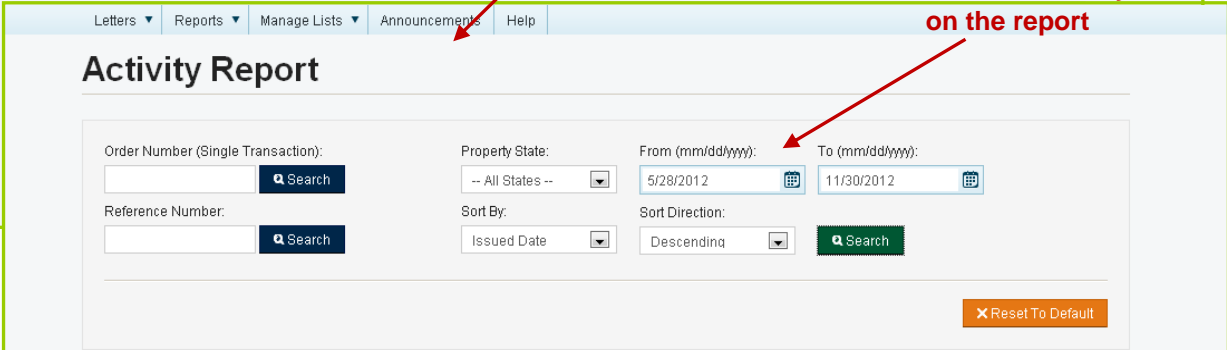
A new **Menu selection** at the top of the page includes the **Reports** function where you may access the **Letter Activity Report**.

Reports option of menu bar

Select Activity Report to access the Letter Activity Report
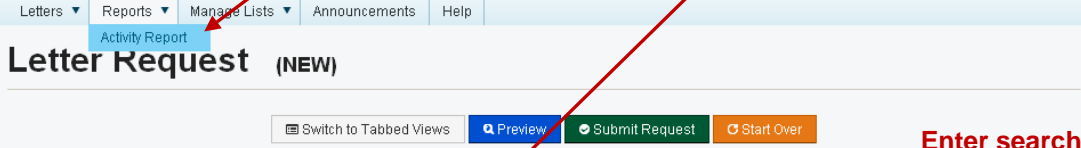
Enter search criteria to further filter the activity that displays on the report

Reports the previous and current statuses of the letter