



## Closing Protection Letter Request Form – What’s New in CPL 2.0

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The following topics address information that is **new** or **changed** in the CPL 2.0 version of the **Closing Protection Letter Application**.

### Announcements Page

The **Announcements** page is included to publish notifications that are currently relevant to the **CPL application**.

### Manage Records

To **maintain** agent contact record, lender record, branch office record or a closing attorney record, locate the record via the **Manage drop down box** located in the upper right of the request form. Access to records and authorization to maintain records will be based on your security rights.

### The CPL Request Form

With the new CPL 2.0 version, when creating a Closing Protection Letter, the first three **required** fields are the **letter transaction type**, the **transaction state** and the **letter type**.

If **Blanket CPL Letter** is chosen for the **letter transaction type**, the **transaction state** field is hidden on the form and not required.

In addition, the **Pertain to** field is now the **Pertain to / Borrower** field. This field and the **Covered Parties** and **Property Information** fields will be required and visible on the form **only if** the letter transaction type is **Single transaction CPL Letter**.

### Selected Agent Branch Office

The checkbox to ‘Include the following Branch office information on this closing protection letter’ **has been removed**. The branch office that is selected from the drop down list will be automatically printed on the CPL request.

### Deliver CPL via Email to Closing Attorney

You can now choose to **have the CPL letter delivered to the closing attorney via email**.

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### Announcements Page

The **Announcements** page is included to publish notifications that are currently relevant to the **CPL application**. It may display prior to logging in, in which case you may click on the **Continue** button to proceed to the **Log In** page.

The **Announcements** page may be accessed at any time throughout the **Closing Protection Letter** request form.

Access to the Announcements page

Agent: A34221 | OLD REPUBLIC TITLE RESIDENTIAL INFO. SERVICES

**OLD REPUBLIC** NATIONAL TITLE INSURANCE COMPANY

Closing Protection Letter

View your CPL activity | Help | Announcements | Sign out

Announcements

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This site is best viewed with Adobe Reader 8.0+

Click on Continue to proceed to next page or log in page

## Closing Protection Letter Request Form – What’s New in CPL 2.0

### Manage Agent Contact/Lender Records

To **maintain** agent contact record, lender record, branch office record or a closing attorney record, locate the record via the **Manage drop down box** located in the upper right of the request form. Select your choice from the drop down list and click **Go**. Navigate to the required screen(s) necessary to create, edit, save or delete a record.

The email and fax information entered for the record will be saved and will automatically default to the letters, eliminating the need to enter the information for each request. However, you can change the options for the individual letter, overriding the default for that CPL request only.

Maintain records via the Manage field

The image shows two overlapping screenshots of the Old Republic Closing Protection Letter system. The top screenshot shows the 'CPL Letter Request' form with a 'Manage' dropdown menu open, highlighting 'Agent Contacts'. An orange arrow points from the text 'Maintain records via the Manage field' to this dropdown. The bottom screenshot shows the 'Agent Contacts Management' screen with a table of agent contacts. An orange arrow points from the text 'Email and fax defaults to the letter' to the 'Email CPLs?' and 'Fax CPLs?' columns in the table.

**Agent Contacts Management**

	Name	Email Address	Email CPLs?	Fax Number	Fax CPLs?
Delete Edit	ALAN GILL	agill1@oldrepublictitle.com	Yes		No
Delete Edit	BARBARA CLARK	bclark@oldrepublictitle.com	Yes		No
Delete Edit	BARBARA HOLLAR	bhollar@oldrepublictitle.com	Yes		No
Delete Edit	BEN WINTER	bwinter@oldrepublictitle.com	Yes		No
Delete Edit	BETH GAYHEART	bgayheart@oldrepublictitle.com	Yes		No

Email and fax defaults to the letter

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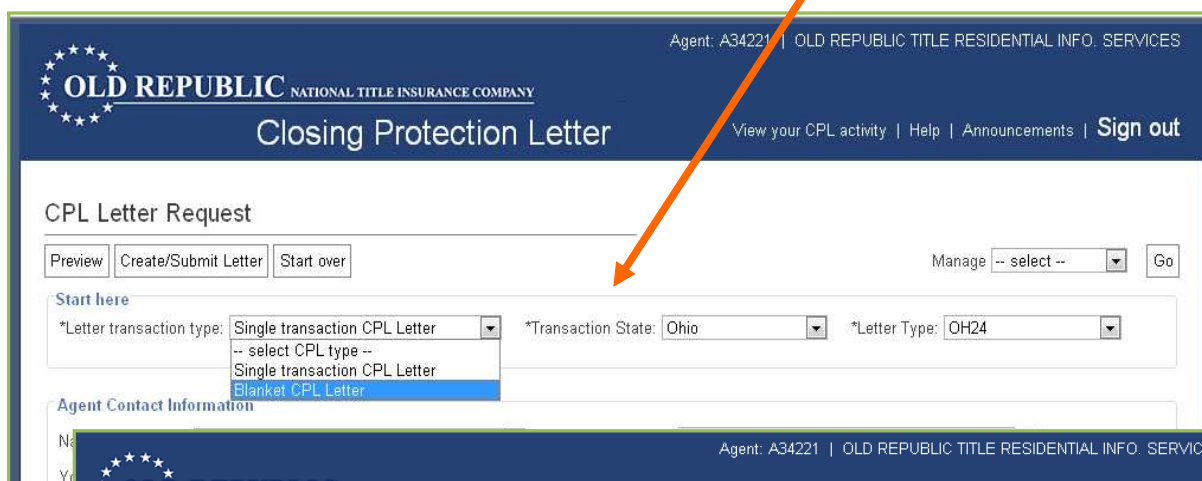
### The CPL Letter Request Page

With the new CPL 2.0 version, when creating a Closing Protection Letter, the first three required fields are the **letter transaction type**, the **transaction state** and the **letter type**.

Default information is automatically entered to the **Letter Transaction Type**, **Transaction State** and **Letter Type**, for the agent in that state.

The default of **Single transaction CPL Letter** is automatically entered to the **Letter Transaction type** field. If the **Blanket CPL Letter** is selected for the letter transaction type, the form changes and the **Transaction State** field is hidden.

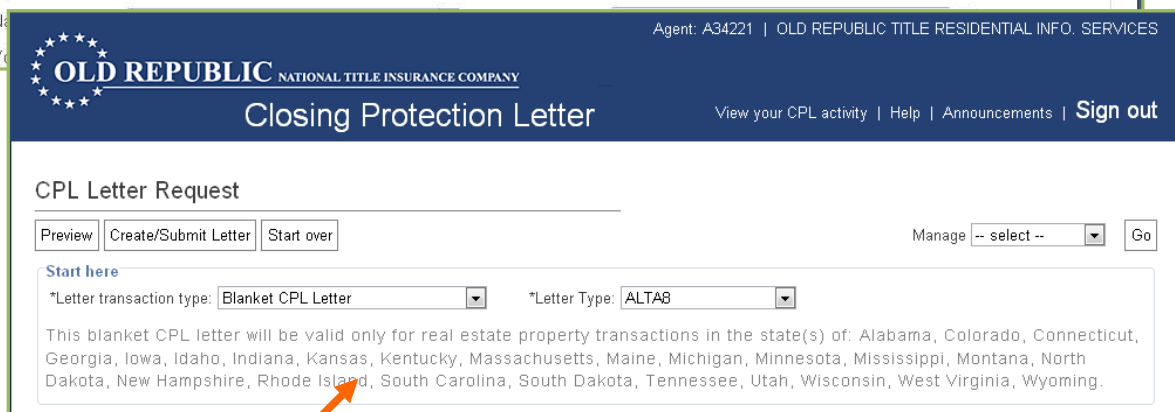
Default information is automatically entered to the Letter Transaction Type, Transaction State and Letter Type



This screenshot shows the 'CPL Letter Request' form with the following fields and values:

- \*Letter transaction type: Single transaction CPL Letter (dropdown menu is open showing options: -- select CPL type --, Single transaction CPL Letter, Blanket CPL Letter)
- \*Transaction State: Ohio
- \*Letter Type: OH24

Buttons: Preview, Create/Submit Letter, Start over, Manage -- select --, Go



This screenshot shows the 'CPL Letter Request' form after selecting 'Blanket CPL Letter' as the transaction type. The 'Transaction State' field is hidden.

- \*Letter transaction type: Blanket CPL Letter
- \*Letter Type: ALTA8

Buttons: Preview, Create/Submit Letter, Start over, Manage -- select --, Go

This blanket CPL letter will be valid only for real estate property transactions in the state(s) of: Alabama, Colorado, Connecticut, Georgia, Iowa, Idaho, Indiana, Kansas, Kentucky, Massachusetts, Maine, Michigan, Minnesota, Mississippi, Montana, North Dakota, New Hampshire, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Wisconsin, West Virginia, Wyoming.

Form changes and Transaction State field is hidden when Blanket CPL Letter type is chosen

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## The CPL Letter Request Page

The **Pertain to** field is now the **Pertain to / Borrower** field.

This field and the **Covered Parties** and **Property Information** fields will be required and **visible** on the form **only if** the letter transaction type is **Single transaction CPL Letter**.

**Pertains to / Borrower and other Covered Parties and Property information is required only with Single transaction CPL letter type**

The screenshot shows a form with three main sections: 'Pertains to / Borrower', 'Covered Parties', and 'Property Info'. An orange arrow points to the 'Pertains to / Borrower' field. The 'Covered Parties' section includes checkboxes for Seller, Buyer, Lender, and Borrower. The 'Property Info' section includes fields for Address, City, State (OH), and Zip.

*Pertains to / Borrower: <input type="text"/>	
*Agent Order/Commitment/File Number: <input type="text"/>	Single Transaction Funds Amount: \$ <input type="text"/>
<b>Covered Parties</b>	
*Covered parties required	
Seller <input type="text"/> <input type="checkbox"/>	Lender <input type="text"/> <input type="checkbox"/>
Buyer <input type="text"/> <input type="checkbox"/>	Borrower <input type="text"/> <input type="checkbox"/>
<b>Property Info</b>	
*Address: <input type="text"/>	*City: <input type="text"/> State: OH *Zip: <input type="text"/>

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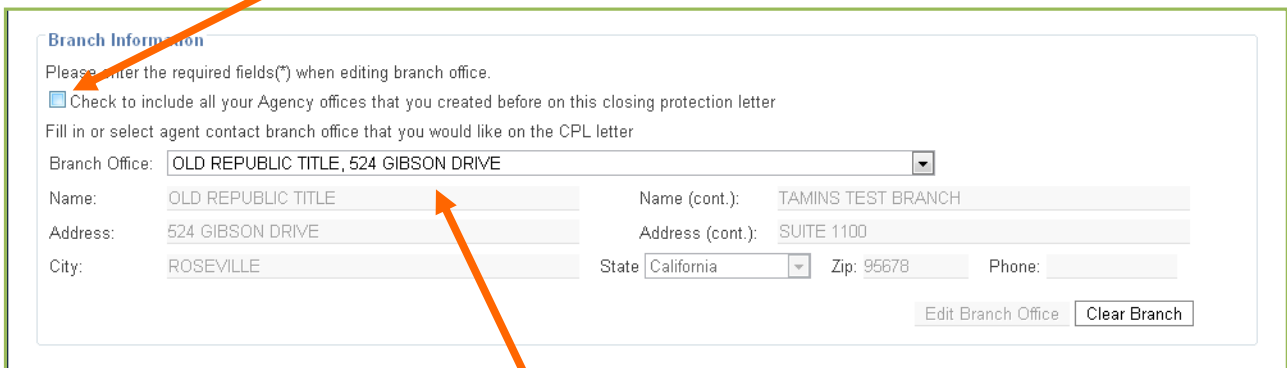
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### Selected Agent Branch Office

The checkbox to ‘Include the following Branch office information on this closing protection letter’ **has been removed**. The branch office that is selected from the drop down list will automatically be printed on the CPL request.

To include all your agency offices that have been created on the CPL, check the checkbox.

Check to include all previously created agency offices



The screenshot shows a form titled "Branch Information" with the following fields and controls:

- Instruction: "Please enter the required fields(\*) when editing branch office."
- Checkbox:  "Check to include all your Agency offices that you created before on this closing protection letter"
- Instruction: "Fill in or select agent contact branch office that you would like on the CPL letter"
- Branch Office: A dropdown menu showing "OLD REPUBLIC TITLE, 524 GIBSON DRIVE".
- Name: "OLD REPUBLIC TITLE" (with an annotation arrow pointing to it).
- Name (cont.): "TAMINS TEST BRANCH"
- Address: "524 GIBSON DRIVE"
- Address (cont.): "SUITE 1100"
- City: "ROSEVILLE"
- State: "California" (dropdown menu)
- Zip: "95678"
- Phone: (empty field)
- Buttons: "Edit Branch Office" and "Clear Branch"

Selected branch office is automatically printed to the CPL letter

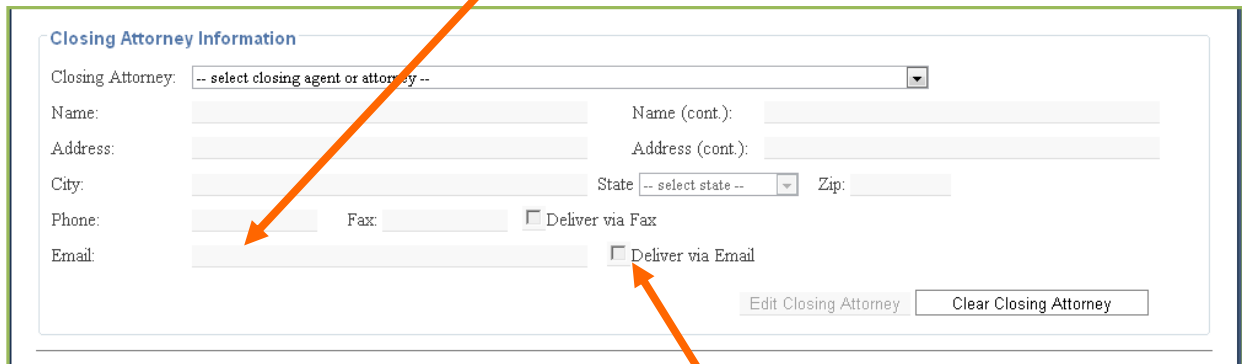
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### Deliver CPL via Email to Closing Attorney

You can now choose to **have the CPL letter delivered to the closing attorney via email**. **Enter an email address** for the closing attorney and check the checkbox **Deliver via Email**.

Enter an email address for closing attorney



The screenshot shows a form titled "Closing Attorney Information". It contains the following fields and controls:

- Closing Attorney: -- select closing agent or attorney -- (dropdown menu)
- Name: [text input] Name (cont.): [text input]
- Address: [text input] Address (cont.): [text input]
- City: [text input] State: -- select state -- (dropdown menu) Zip: [text input]
- Phone: [text input] Fax: [text input]  Deliver via Fax
- Email: [text input]  Deliver via Email

At the bottom right of the form are two buttons: "Edit Closing Attorney" and "Clear Closing Attorney".

Two orange arrows are overlaid on the form: one points from the text "Enter an email address for closing attorney" to the Email input field, and the other points from the text "Check Deliver via Email checkbox" to the "Deliver via Email" checkbox.

Check Deliver via Email checkbox