



WEB CPL

User Guide



User Instructions

These instructions explain how to use the Web CPL application to generate your own Closing Protection Letters (CPLs). However, if you need to change any information for your account, for example the name, address, or location, contact Member Agent Services at 1-800-336-3863, ext. 7878. You may be required to submit your request in writing on your firm's letterhead.

Once completed, you will be able to generate the CPLs with the updated information on the following business day.

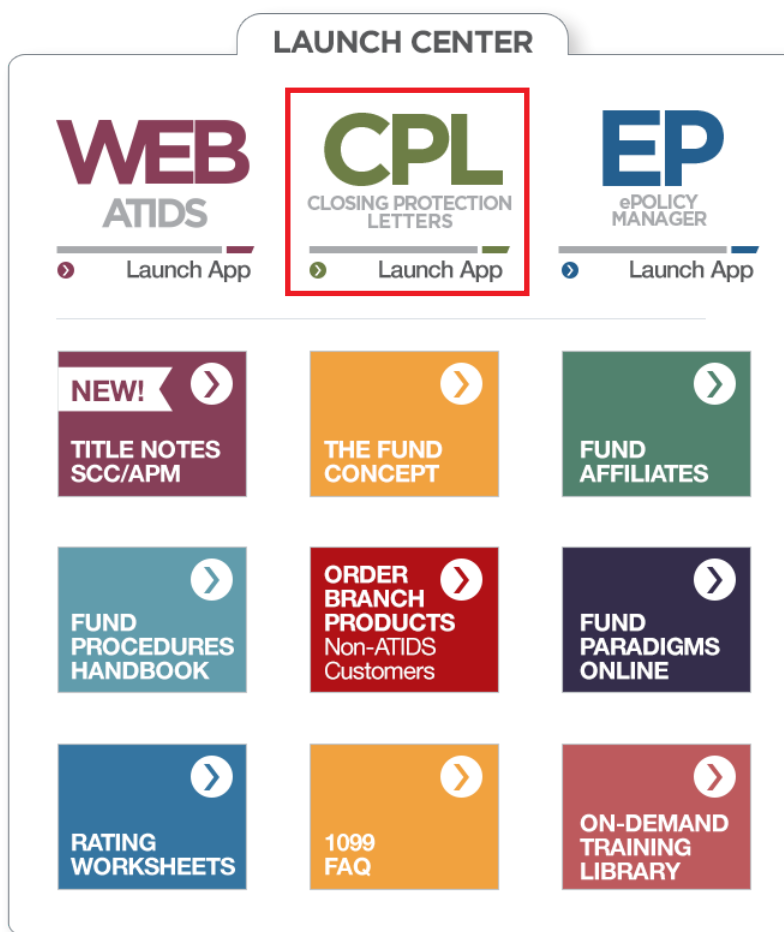
NOTE: If insuring a lender with a foreign address, please contact Risk Management to generate your CPL request

Generating a CPL

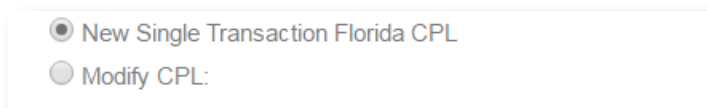
1. From your web browser, go to **thefund.com**.
2. Login to **thefund.com** using your **FundNet User ID** and **Password**.

NOTE: If you do not have a **FundNet User ID** and **Password**, please contact The Fund's Help Desk at 1-800-421-9378.

3. Click CPL Launch App from The Fund's Launch Center (Members only) on the right column of the web page.

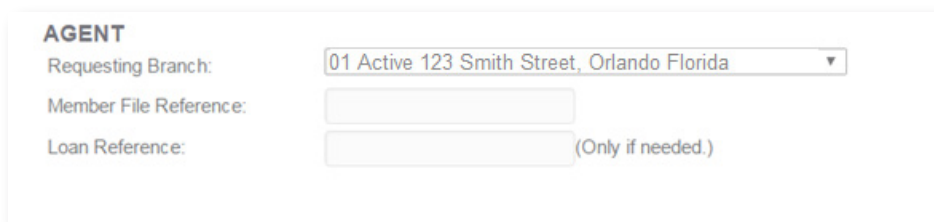


4. Select **New Single Transaction Florida CPL**, then Click **Continue**.



New Single Transaction Florida CPL
 Modify CPL:

5. Select the Requesting Branch. The Requesting Branch is displayed with your home branch information based on your individual FundNet logon. To generate a CPL for another branch, select the appropriate requesting branch.



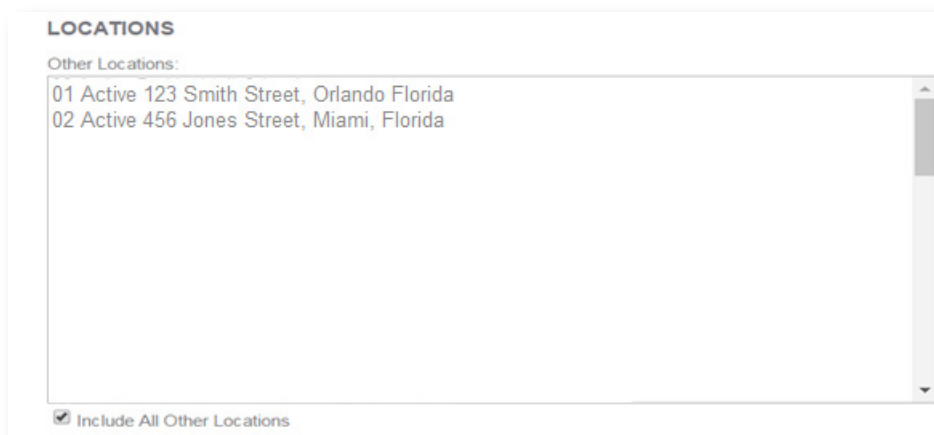
AGENT

Requesting Branch:

Member File Reference:

Loan Reference: (Only if needed.)

6. Enter the **Member File Reference**
7. Enter **Loan Reference** (only if needed).
8. Select **Other Locations** to include on your CPL (or select Include All Other Locations to create a CPL, listing all other locations).



LOCATIONS

Other Locations:

01 Active 123 Smith Street, Orlando Florida
02 Active 456 Jones Street, Miami, Florida

Include All Other Locations

9. Click **Continue**.

10. Enter the **Lender Information**.

LENDER INFORMATION

Lender Name: *

Lender Mortgagee Clause:

None

its successors and/or assigns

and/or its assigns

its successors and/or assigns, as their interest may appear

Other

Lender Attention:

Lender Suite/Mail:

Lender Address 1: *

Lender Address 2:

Lender City: * Lender State: *

Lender Zip: * -

11. Enter the **Property Information**. If complete and no changes are needed, then Click **Generate CPL**.

NOTE: * indicates required fields

PROPERTY INFORMATION

Property Address 1: * Required

Property Address 2:

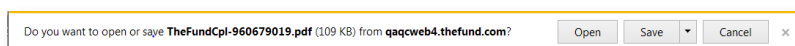
Property City: * Required Property State: FL

Property Zip: * Required

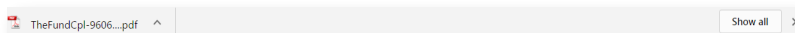
Transaction: * Required

NOTE: *Indicates required fields

12. Once CPL is generated depending on your browser, you will be prompted to Save or Open. For Internet Explorer users the save dialog will appear at the bottom of the browser window:



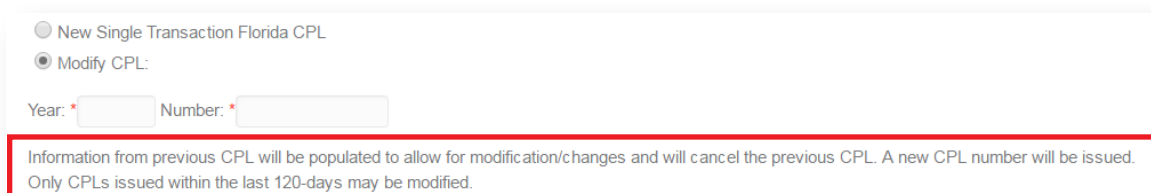
For Google Chrome users the dialog will appear at the bottom of the browser window:



From here either open or the save the CPL and then Print.

Modifying CPL

1. Select **Modify CPL**

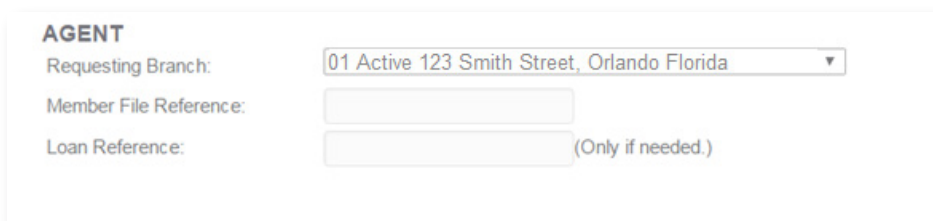


New Single Transaction Florida CPL
 Modify CPL:

Year: Number:

Information from previous CPL will be populated to allow for modification/changes and will cancel the previous CPL. A new CPL number will be issued. Only CPLs issued within the last 120-days may be modified.

2. Enter **Year and CPL Number** (This is located in the lower left corner on the last page of the CPL) and Click **Continue**.
3. Edit Agent Information (If needed).



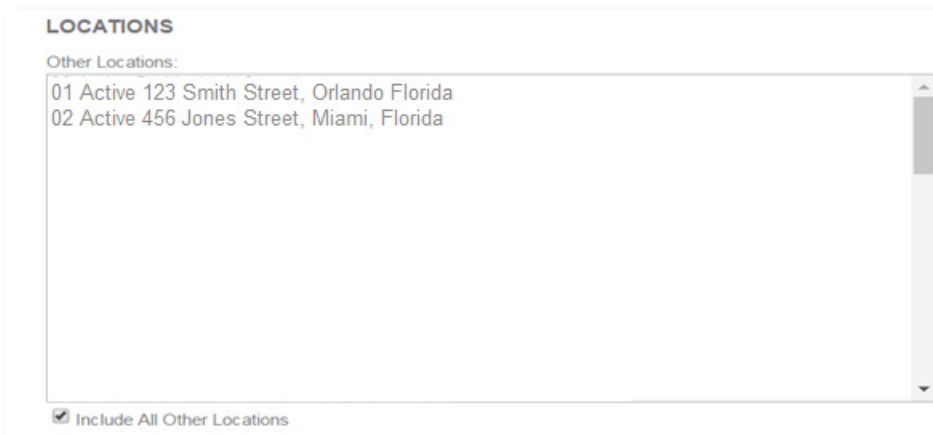
AGENT

Requesting Branch:

Member File Reference:

Loan Reference: (Only if needed.)

4. Edit Location (If needed) and Click **Continue**.



LOCATIONS

Other Locations:

- 01 Active 123 Smith Street, Orlando Florida
- 02 Active 456 Jones Street, Miami, Florida

Include All Other Locations

5. Edit **Lender Information** (if needed).

LENDER INFORMATION

Lender Name: *

Lender Mortgagee Clause:

None

its successors and/or assigns

and/or its assigns

its successors and/or assigns, as their interest may appear

Other

Lender Attention:

Lender Suite/Mail:

Lender Address 1: *

LenderAddress 2:

Lender City: * Lender State: *

Lender Zip: * -

6. Edit **Property Information** (if needed) and then Click **Generate CPL**.

PROPERTY INFORMATION

Property Address 1: * Required

Property Address 2:

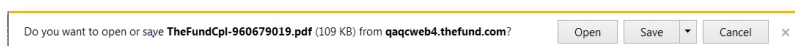
Property City: * Required Property State: FL

Property Zip: * Required

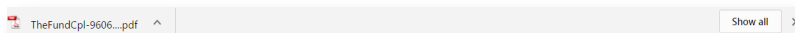
Transaction: * (The "Real Estate Transaction" - Pertains to/Borrower) Required

NOTE: *Indicates required fields

13. Once CPL is generated depending on your browser, you will be prompted to Save or Open.
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For Google Chrome users the dialog will appear at the bottom of the browser window:



From here either open or the save the CPL and then Print.