CPL
CLOSING PROTECTION LETTERS

# WEB CPL

## User Guide

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CPL 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

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# 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.

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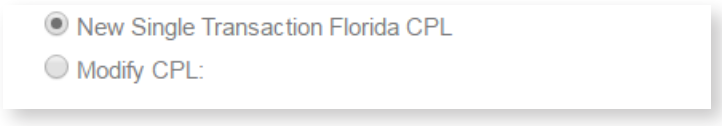
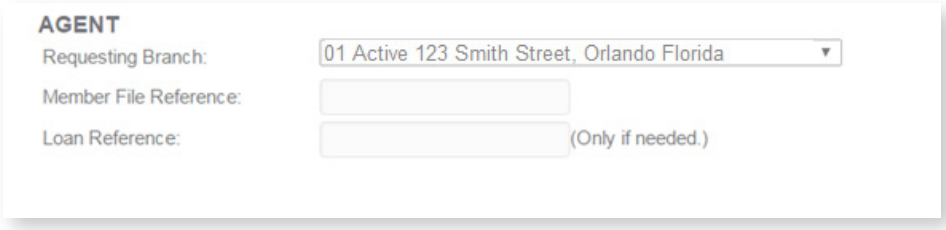
4. Select **New Single Transaction Florida CPL**, then Click **Continue**.



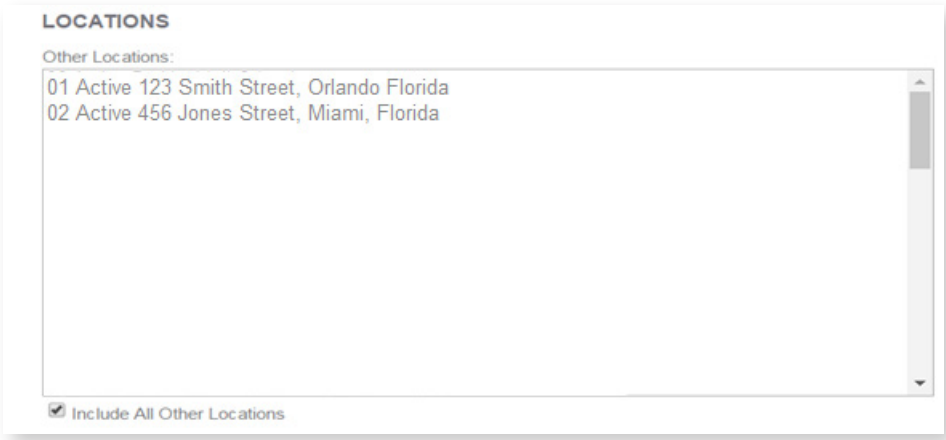

5. Select the Requesting Branch. The Requesting Branch is displayed with your home branch information based on your individual FundNet logon. To generate a CPL for another branch, select the appropriate requesting branch.




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).

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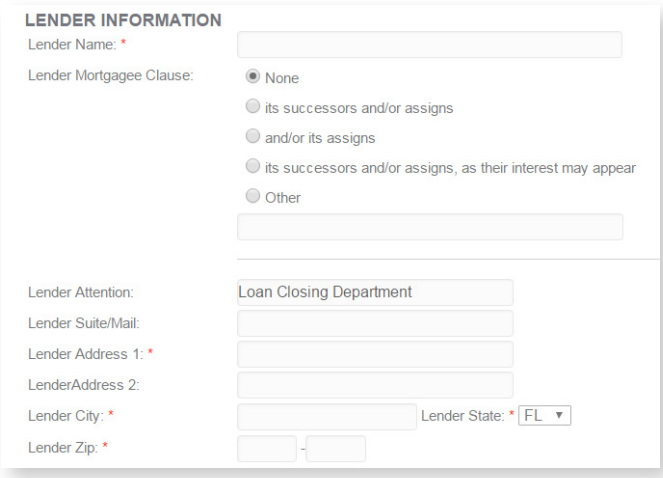
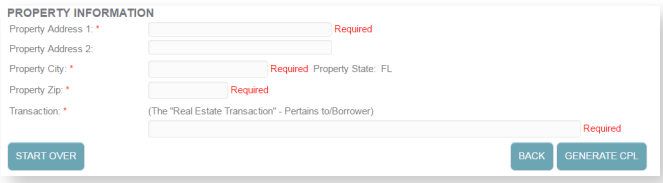
9. Click **Continue**.

10. Enter the **Lender Information**.




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

**NOTE:** * indicates required fields




**NOTE:** *Indicates required fields

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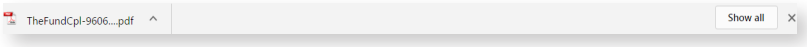
12. Once CPL is generated depending on your browser, you will be prompted to Save or Open. For Internet Explorer users the save dialog will appear at the bottom of the browser window:

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.

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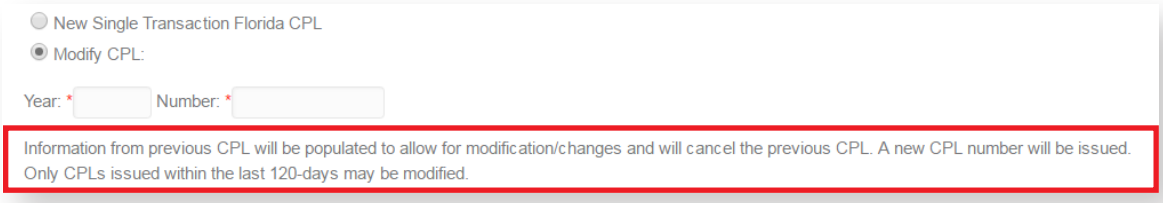
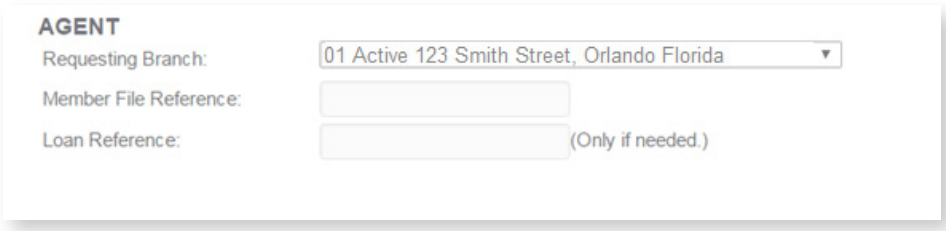
# Modifying CPL

1. Select **Modify CPL**

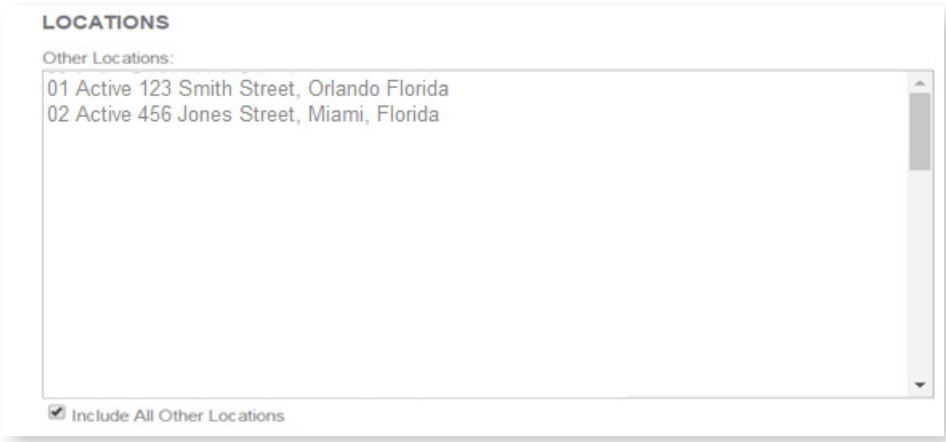



2. Enter **Year and CPL Number** (This is located in the lower left corner on the last page of the CPL) and Click **Continue**.

3. Edit Agent Information (If needed).




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

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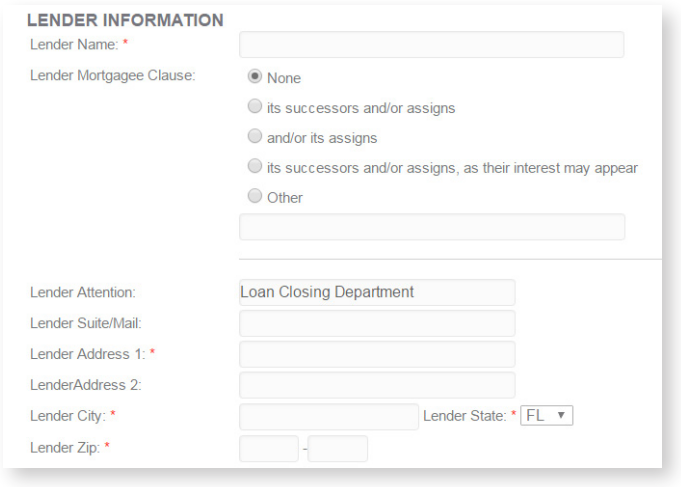
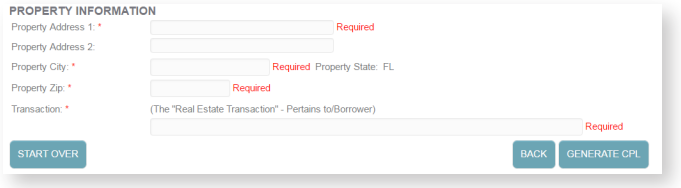
5. Edit **Lender Information** (if needed).




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




NOTE: *Indicates required fields

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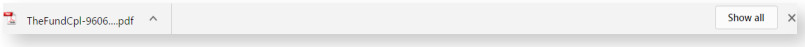


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