



# **User Instructions**

Version 1.0

Web CPL (Closing Protection Letters)  
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## Web CPL User Instructions

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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. If you need to have a CPL generated immediately, contact Lender Relations at 1-800-336-3863, ext. 7385, 7394, or 7514. You will be able to generate the CPLs with the updated information on the following business day.

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Note: If insuring a lender with a foreign address, please contact Lender Relations to generate your CPL request.

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### Generating a CPL

1. From your web browser, go to <http://www.thefund.com>.
2. Login to FundNet using your FundNet User ID and Password.

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

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3. Select Launch Web CPL from the FundNet (members only) list on the left column of the web page.
4. Click Launch Web CPL on the Web CPL window. The CPL application is launched in the current browser window. Please verify that your Member/Agent number and location addresses are correct.
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. Select Other Locations to include on your CPL (or select Select All Other Locations to create a CPL, listing all other locations).
7. Click Submit. A Lender Information form is displayed.

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8. Select the type of letter based on the property location. The default is based on your office location.

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Note: All fields marked with a red asterisk are required fields.

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9. Type the name of the lender (maximum of 150 characters).
10. Select the appropriate lender mortgagee clause.

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Note: If other special language is needed, please contact Lender Relations to generate your CPL request.

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11. Type the Lender Attn: information (maximum of 100 characters).  
“Loan Closing Department” is displayed as the default.
12. Type the Lender’s Suite or Mail Stop information including the word “Suite” or “MS” (maximum of 50 characters).
13. Type the Lender Address1 information (maximum of 50 characters).
14. Type the Lender Address2 information (maximum of 50 characters).
15. Type the Lender City (maximum of 50 characters).
16. Select Lender State from the drop-down list box.
17. Type the Lender Zip Code (5 digits are required).
18. Optional. To mail the CPL in Care Of a third party, for example, Lender’s Counsel, type the Lender Care Of Information. Make sure to complete all fields including the Zip Code (same maximum characters as for Lender Information fields).

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Note: The Member/Agent Information will automatically display based on the branch(es) requested. Both the street and mailing addresses will be shown if different.

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19. Type the CPL Reference, if necessary (maximum of 100 characters, e.g. loan number, borrower’s last name, etc).
20. Click Generate CPL. A Security Information message is displayed.
21. Click Yes. A PDF of the CPL is created.

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Note: To view the PDF, Adobe® Reader® must be installed on your computer. Adobe Reader 5.0 and 6.0 versions are supported.


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Note: For instructions on how to download Adobe Reader, go to <http://www.thefund.com/portal/pdf.jsp>.

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 **Once a CPL is generated, it cannot be modified. To replace a letter, click Back and then Start Over to create a new CPL.**

22.  Click the Save button on the toolbar to save the PDF on your computer. To print the PDF, see the instructions on the next page.

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Note: Save the PDF with a file name that is meaningful to you. (For example, a CPL to Washington Mutual dated June 15, 2004 could be named wamu-061504.pdf.) Once the PDF is saved on your computer, you can print, fax, or e-mail the file as needed to your lender.

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23. To create another CPL, click Back, then Start Over.

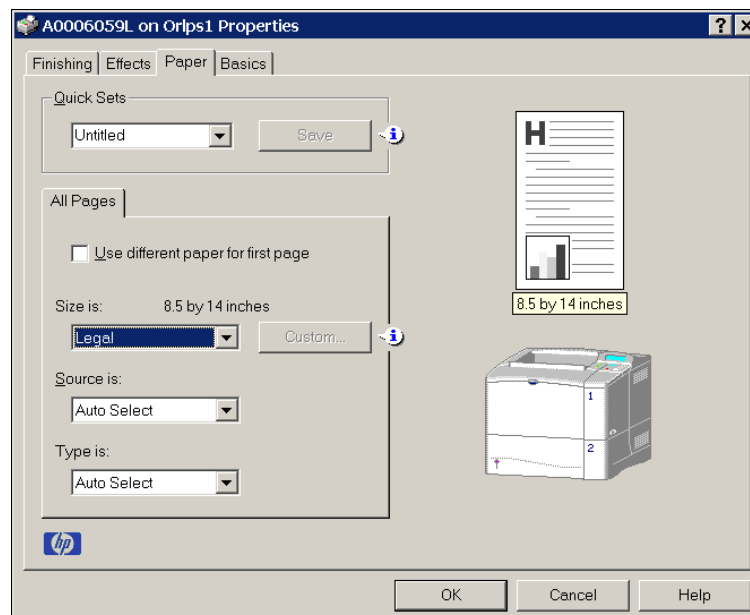
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### Printing CPL PDFs

The type of letter you generate determines the paper size. Florida CPLs are formatted in legal size (8.5 x 14 inches). Illinois and ALTA CPLs are formatted in letter size (8.5 x 11 inches). If you have Adobe Reader 5.0, you need to change the paper setting to legal size each time you print a Florida CPL. If you have Adobe Reader 6.0, you can change the default settings so that the paper size automatically changes based on the PDF of the CPL you are printing.


#### Printing a Florida CPL PDF using Adobe Reader 5.0

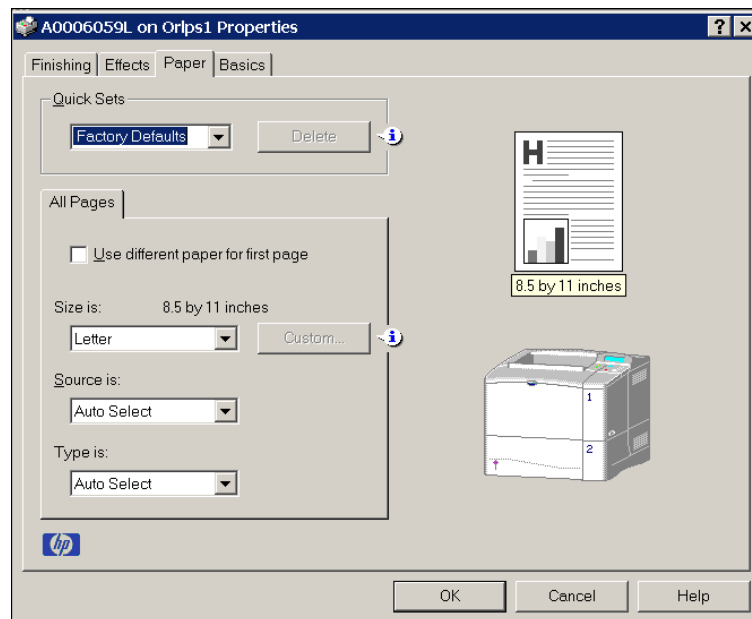
1.  Click the Print button on the toolbar.
2. Click Properties, and then select the Paper tab.
3. Select Legal from the Size is list box to change the paper size to 8.5 by 14 inches.



4. Click OK.

**Printing an Illinois or ALTA CPL PDF using Adobe Reader 5.0**


1.  Click the Print button on the toolbar.
2. Click Properties, and then select the Paper tab.
3. Select Letter from the Size is list box to change the paper size to 8.5 by 11 inches, if it is not already selected.

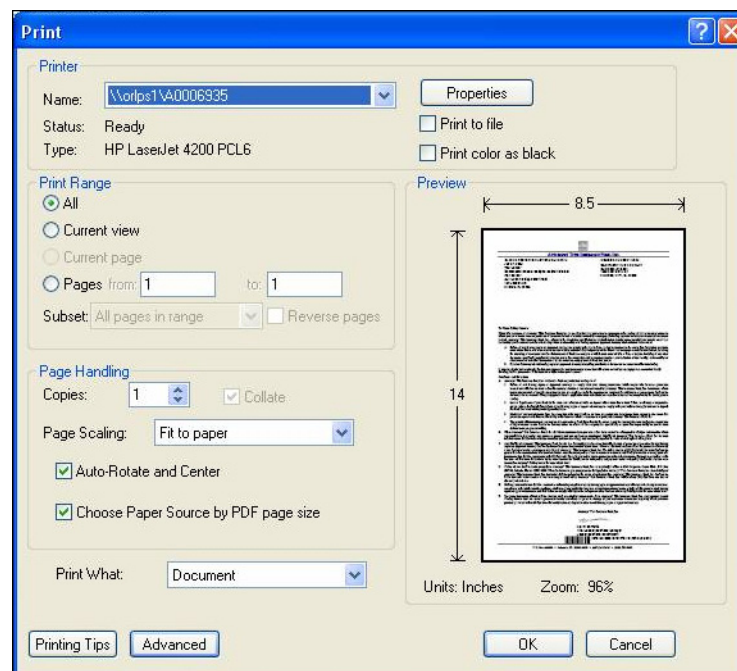


4. Click OK.

## Printing Any (Florida, Illinois or ALTA) CPL using Adobe Reader 6.0

Note: You only have to choose these Print settings once in Adobe Reader 6.0. Once set, the paper size is chosen automatically depending on the size of the PDF printed.

1.  Click the Print button on the toolbar. The Print dialog box is displayed.



2. Select Fit to paper from the Page Scaling list box, if it is not already selected.
3. Select the Choose Paper Source by PDF page size check box, if it is not already selected.
4. Click OK.