



# MISSISSIPPI VALLEY TITLE INSURANCE COMPANY

A MEMBER OF THE OLD REPUBLIC TITLE INSURANCE GROUP

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June 27, 2012

**To:** Mississippi Issuing Agents & Approved Attorneys

**Re:** CPL Web-Site Program

Effective July 1, 2012, the Closing Protection Letter Program on our Web Site will be modified, pursuant to the June 4, 2012 Bulletin. Your login and password will be your agent or approved attorney number. Below is the initial screen you will see when you access the new CPL program.

## MVT Closing Protection Letter Entry Screen for MS Single Transaction CPL Letter

[Edit Lender Database](#)

\*Issuing Agent or Approved Attorney

Test Name

\*Policy Issuing Agent File Number

\*Premises to be Covered

CPL Fee \$35.00

\*Borrower and/or Purchaser

\*Property Address  
*(if no address enter brief legal)*

\*City  \*State  \*Zip

Additional Lender Requirement

Additional Lender Requirement

### Lender Information

Lender Database

\*Lender Name

Attention

\*Address

Address (cont)

\*City  \*State  \*Zip

The \* represents required fields.

This program will allow you to enter only a single Transaction CPL letter.

**CPL Fee Schedule Section:** This section displays the CPL fee. Please refer to the CPL Bulletin dated June 4, 2012 for instructions on reporting CPL fees.

**Issuing Agent or Approved Attorney Section:** The pull down option in this section enables you to choose the Approved Attorney, or the appropriate authorized signatory of the Issuing Agent, providing the closing or settlement services. If you are an Approved Attorney preparing this letter, you will need to obtain the Policy Issuing Agent's File Number.

**Premises to be Covered Section:** This section allows you to enter the borrower and/or purchaser and the address of the property involved in the transaction. Two data fields have been added for additional information if required by the Lender.

**Lender Information Section:** This section allows you to enter the name and address of the lender or choose a lender from your Lender Database.

**Edit Lender Database Option:** This option allows you to create, edit or delete the lenders you have stored in your database.

**Preview Button:** After the data has been entered, press the Preview Button to verify that the data is correct.

**Modify Button:** This button is located in the Preview program. This button allows you to edit the data that was entered for the CPL.

**Confirm Button:** This button is located in the Preview program. This button allows you to print the CPL.

If you have any problems or questions, please contact the Agency Department at 601-969-0222 or 1-800-647-2124.