



TO: ATG REsource member users and ATG staff  
FROM: Jerry Gorman  
DATE: February 10, 2005  
RE: **Notice of REsource Update**

ATG will be testing an upgrade to REsource this weekend starting at 6:00 p.m. Friday and continuing through Sunday. Therefore, REsource will be unavailable for much of the time this weekend, but will be available at the start of the business day Monday, February 14. ATG will implement this upgrade once full testing has been completed. At that time, we will provide you with instructions on the changes to the Order Entry and Services Screens along with the other upgrades to the program. Our apologies for any inconvenience this may cause.

One upgrade that has already been added is the ability for REsource users to prepare their own Closing Protection Letters (CPLs) via REsource without having to contact ATG. Instructions for preparation of CPLs are attached to this notice.

If you experience any problems accessing or working with the program, contact Edwin Cardona at the Software Helpdesk 888.776.4420. If you have questions or problems with any of the new features, contact the Member Services Representative with whom you have been working: Sandi Allfrey, 312.752.1590; Anna Krumtinger, 312.752.1192; Jerry Long, 217.403.0132; or Roman Reynolds, 217.403.0144.

## INSTRUCTIONS FOR ISSUANCE OF CLOSING PROTECTION LETTERS

REsource users can now issue their own Closing Protection Letters (CPL) without having to contact ATG each time. The process produces the standard CPL for the specific file you select and includes companion letters that lenders often require, namely: member in good standing; and errors and omissions information.

To issue the CPL, go to the REsource file for that transaction. You must have selected a lender and entered that agent's name in the Lender data field in the Loan/Misc screen of Order Entry.

REsource2 (chits2) - chits2-nt - Remote Desktop

Complete Closing Enterprise - 09/09/02 SP2

File Data Entry Utilities Window ATGF Extensions Help

File Num |test

Order Entry

Main | Buyer/Seller Loan/Misc | Property | Misc |

Sales Price N/A Earnest Money Loan Amount

\$215,000.00 \$175,000.00

Owner Policy Liability Override Loan Policy Liability Override

**Loan Information**

Lender 03736 1st Advantage Mortgage, LLC S

Loan Number N/A

Mort. Ins. Case No. N/A

**2nd Loan Information**

Loan Amount

Lender

Loan Number N/A

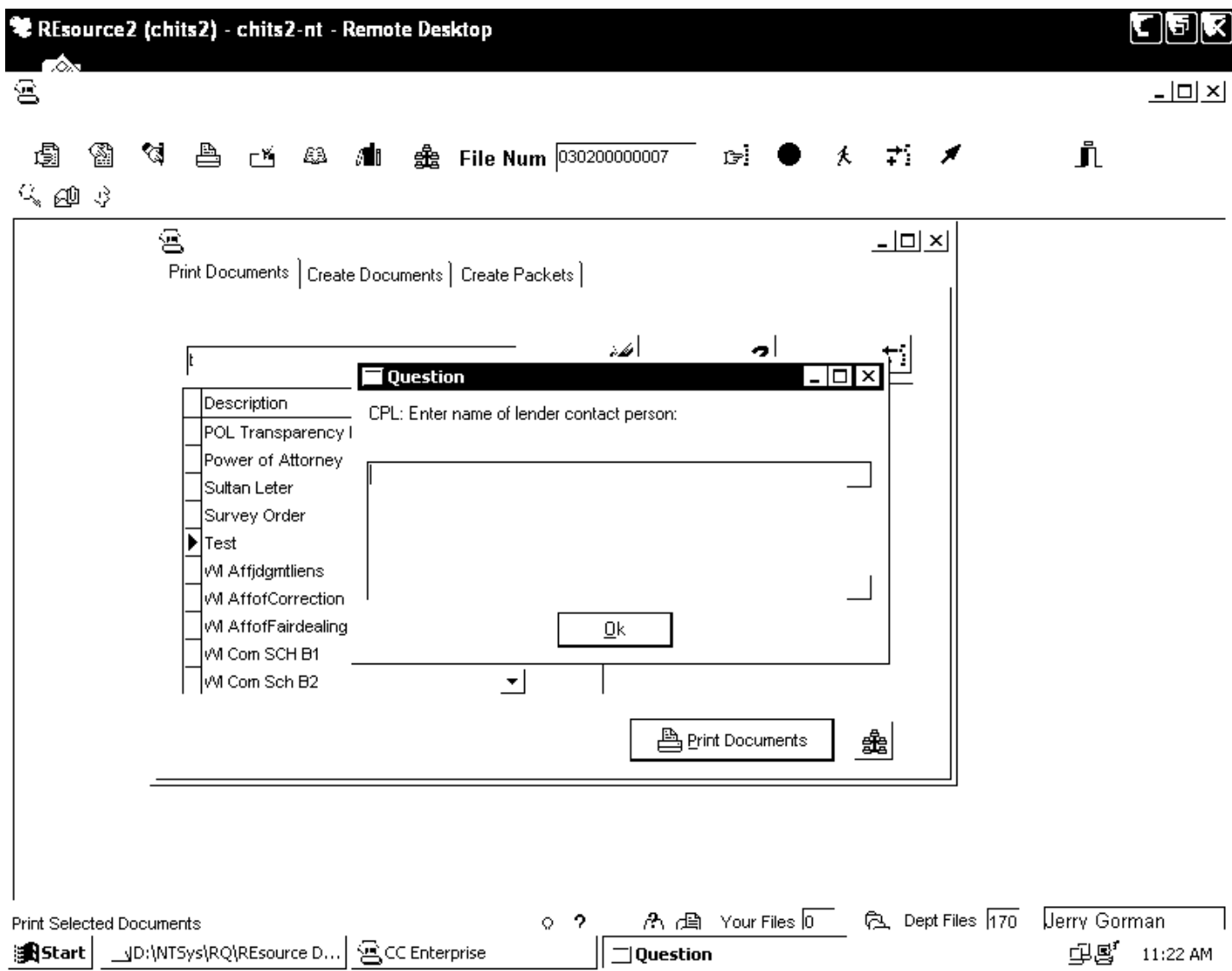
Mort. Ins. Case No. N/A

Legal Paperwork Prepared By: 03428 Adam Grosch ?

Start | \_J D:\NTSys\RQ\REsource D... | CC Enterprise | Your Files 0 | Dept Files 172 | Jerry Gorman | 11:09 AM

At this point, simply go to the Print Documents feature (printer icon) and select DOC CPL from the list. If for any reason your settings have not been changed to allow issuance of a CPL, the following error message will appear in the RTF Viewer: "A closing protection letter (CPL) is not authorized for this transaction. Please contact a CPL processor at 1-800-252-0402 for assistance. Thank you." Simply call that number and ask for assistance in getting approval to issue CPLs through REsource. We will adjust your settings to permit issuance of the letter.

When you print the letter, you will be prompted to “Enter the name of lender contact person.”



Enter the name of the person to whom the letter is to be directed. The CPL and supporting letters will appear in the RTF Viewer, signed by an authorized ATG staff attorney. The documents are then ready to e-mail, fax, or mail to the lender.

Please note that CPL requests may come from the mortgage broker for the transaction and you may be directed to fax or e-mail the CPL to the mortgage broker. However, the protection of the CPL runs to the end lender. Therefore, the CPL will always be in the name of and addressed to the end lender, who is also the Insured for the mortgage policy.

If you have any questions about the CPL process, please contact Linda Robertson at 217.403.0104 or lroberts@atgf.com. If you have technical questions about REsource, contact the ATG Software Helpdesk at 888.776.4420.