



How to Issue a TitlePLUS Policy on titleplus.lawyerdonedeal.com

Once you have a pre-approved TitlePLUS application and you have closed the deal, you need to issue your TitlePLUS policy, as follows:

1. Go to titleplus.lawyerdonedeal.com and log in. Find your pre-approved application and open it.
2. Scroll down to the Policy Issuance Checklist section.
3. Click on the “+” to open the TitlePLUS Issuance Checklist. Review this checklist and, if everything listed in the checklist is complete, put a “4” in the box.
4. Confirm that the closing date is correct.
5. Enter the Transfer Registration Date and the Transfer Registration Number.
6. If applicable, enter the Instrument Number of the mortgage.
7. Print a Draft Policy and verify that all of the information is correct.
8. Click on “Request Policy” at the bottom of the screen.
9. If there is additional information to be entered, red text will appear on the screen to indicate where you should enter it. Otherwise, a message will appear saying “Your policy has been issued!” Click on OK.
10. Click on “Issued Policy” to open the policy. Print the policy and send it to the Purchaser and/or Mortgage Lender with your reporting letter(s).

If you have any questions about how to issue a TitlePLUS policy on titleplus.lawyerdonedeal.com, please contact TitlePLUS Customer Service at 1-800-410-1013.

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(January 2008)