



## Explanation of buttons that appear after pre-approval on titleplus.lawyerdonedeal.com

Have you ever wondered about the meaning of the buttons on your screen after you have obtained pre-approval of your TitlePLUS application? Here is an explanation of those buttons:

**Revoke**

**Changes the status of your TitlePLUS application back to preliminary, to allow you to edit the application (i.e., pre-approved status is removed)**

When you click on "Revoke," you will get a message saying "This application has to be re-submitted for pre-Approval!" Click on "OK" to change the status of your application back to preliminary and edit your information, or click on "Cancel" to return to the pre-approved application. **If you revoke your application, you must resubmit it for pre-approval before closing the transaction.**

**Request Policy**

**Issues your policy**

After the transaction has closed, complete the closing information and click on the "Request Policy" button to issue the policy. After you click on "Request Policy," a message will appear stating "Your policy has been issued!" Print a copy of the issued policy to send with your reporting letter.

**Save**

**Saves your application**

After you click on "Save," you get a message saying "Information saved." Click on "OK."

**Delete**

**Deletes your entire application**

When you click on "Delete," you will be asked if you really want to "delete this file?" If you do, click on "OK." If you want to keep the application, click on "Cancel." If you delete the application by mistake and you still want to order a TitlePLUS policy for this deal, you need to create the application again, as a new application.

**Cancel**

**Takes you back to the "Main Page"**

- If you click on the "Cancel" button and you have **not** made changes to your application, the program will redirect you to the "Main Page."
- If you click on the "Cancel" button and you have made changes to your application, the program will ask you if you want to save your changes. Answer "Yes" or "No," and the program will redirect you to the "Main Page."
- Clicking on the "Cancel" button does not delete your application.

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