



Creating a Closing Protection Letter in Stewart Access



Note: [Stewart Access](#) performs best with the latest versions of **Google Chrome** and **Internet Explorer**. Firefox is NOT recommended.

1. Select **CPL** from the menu.



2. Enter **File Number**, **State**, **Covered Party**, and **Form**. The **Date** will default to today's date.

3. Select the **Property** tab and click **Add.**

4. Enter the **Property Address** and click **Save.**

5. Select the Lender tab, then click **Add.**

6. Enter the **Search By** criteria, then click **Search.**

7. Select the desired Lender from the picklist. Click **Save.**

8. Select the **Buyer/Borrower** tab, then click **Add.**

9. Enter the **Buyer/Borrower** name or **Business Name** and **Address**, then click **Save.**

10. Enter **Seller** information, if needed, in the same manner as the **Buyer/Borrower**.

11. Select the Attorney tab, if needed. Enter Search By criteria and click **Search.**

12. Select desired **Approved Attorney** or **Individual Attorney** from the picklist. Click **Save.**

13. Select the **Secondary Agency** tab, if needed. Enter **Search By** criteria and click **Search.**

14. Select desired **Secondary Agency** from the picklist. Click **Save.**

15. Click **Save** to create a draft version of the Policy Jacket. Jacket Pricing tab will appear.

16. Click **Generate** view a draft version of the CPL. Click **OK** to close the window.

17. To Cancel an existing CPL, click **Cancel.**