

















Note: Stewart Access performs best with the latest versions of Google Chrome and Internet Explorer. Firefox and Microsoft Edge are NOT recommended.

1. Select **Jacket** from the menu.



2. Enter **File Number, Date, State, Location, From Type, Form, Transaction Type (optional)** and **Liability**.
3. Select the **Property** tab, then click **Add** . If a CPL has been created for this file, click **Associate**  and choose the Address desired. Click **Save**.
4. Enter the Property Address, click **Save**.
5. Select the **Parties** tab, then click **Add** .
6. Select **Lender**. If a CPL has been created for this file, click **Associate**  and choose the Lender desired. Click **Save**.
If no CPL has been created, click **Add** , enter the **Search By** criteria, then click **Search** . Click **Save**.
7. Select **Buyer/Borrower**. If a CPL has been created for this file, click **Associate**  and choose the **Buyer/Borrower** desired.
Click **Save**. If no CPL has been created, click **Add** , enter the **Buyer/Borrower** name or **Business Name** and **Address**. Click **Save**.
8. Select **Seller**, if needed. If a CPL has been created for this file, click **Associate**  and choose the **Seller** desired. Click **Save**.
If no CPL has been created, click **Add** , enter the **Seller** name or **Business Name** and **Address**. Click **Save**.
9. When using an **Original Policy** to reissue a new Policy, select the **Original** tab and provide the information requested.
10. To add an **Endorsement**, select the **Endorsement** tab. Click **Add** . Select desired **Endorsement** from the picklist and fill in the requested fields as shown. Click **Save**.
11. Click **Save**  to create a draft version of the **Policy Jacket**. **Jacket Pricing** tab will appear.
12. Provide **Jacket Pricing** in the tab provided. Enter **Detail** tab information, if required.
13. Click **Issue** icon  to Issue the Policy Jacket.
14. To revise Policy information such as **Liability, Premium** and **Remittance** amounts, click the **Revise** icon .
15. To **Void** an existing Policy Jacket, click the **Void** icon .