

Real partners. Real possibilities.™

Stewart Access: Post Policy Endorsements



Quick Reference Card

olicy Endorse	ments Cre	ated in Stewa	t Access					
ollowing steps to	issue addition	al Endorsements a	after a Policy	nas been iss	ued ir	n Stewart Ac	cess.	
Select Post Polic	y Endorsem	ent from the Stewa	art Access me	nu.				
stewart access	File - C	PL Jacket Po	st Policy Endors	ement Re	gister	Contact -	Help	
Enter the Origina	I Jacket File	Number and click	Search Sear	ch				
Original Jacket							^	
File Number			Agency Stev	artAccess Test Ager	ic) 🔻		Search	
Select the Policy	to which the	Endorsement is b	eing created.	Click Save	8	The Endors	ement tab will be	revealed.
+			5					
Original Jacket							~	
File Nur	mber marktestz			Agency StewartA	cess Test	Agency •		
	Or	iginal Jacket + OPN:1886	10090 Type:Loar 🔹				B	
OPN 188	610090	State UT		• Li	ability	\$ 150,000.00		
Original Policy Date 2/11	1/2016	Form Type Loar	I	• Under	writer	STG	T	
		Prop	erty 1					
+ %								
Primary Pro	opertyType	Address Line 1	Address Line 2	City Sta Aadison UT	ite	ZIP Cou	nty A	
	igio i dininy brioning							
lick Add 🕇 on	the Endorse	ment tab. Select t	ne needed er	dorsement f	rom th	ne picklist. E	inter the Actual P	remium and
temittance , if ne	eded. Scroll t	o the right to enter	a Transactic	n Code (red	quired)). Click Upd	ate 🕒 .	
+								
Original Jacket							^	
File Num	ber marktestz		Ager	cy StewartAccess	Test Ageno	су 🔻		
	Origi	nal Jacket + OPN:1886100	190 Type:Loar 🔻					
OPN 1886	\$10090	State UT	v	Liability	\$ 1	50,000.00		
Original Policy Date 2/11/	2016	Form Type Loan	Ŧ	Underwriter	STG		T	
		Endorsement	Property A					
+		Lidorsement U	. Topony					
Date	Location	Endorsement	Liabili	y Actual	Premium	Actual Remittance		

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5.	To edit the endorsement information before issuing, click Edit then make any changes.											
6.	To delete this endorsement before issuing, click Delete											
7.	To issue the endorsement, click Issue											
	Endorsement ① Property ①											
		Date	Location	End	lorsement	Liability	Actual Premium	Actual Remittance				
		3/17/2016	1980 Post Oak	ALT	A 8.1-06 Environmenta		\$150.00	\$0	A			
8.	8. Once issued, a unique Serial Number is generated by Stewart Access for the endorsement.											
		, I		Endorser	ment Property							
	+											
	bility	Actual Premium	Actual Remittance	Trans Code	Calculated Remittance	Status	Issue Date Canc	cel Date Serial Number				
		\$150.00	\$0	500	\$0	Issued	3/17/2016	190105428				
9.	9. To delete an Issued endorsement click Cancel . The endorsement is removed and marked as Cancelled for Policy Register purposes.											
Note:	This exercis	se will only c	reate an entry	in the Po	licy Register. `	You must	print the actu	al endorsemer	nt from your production software.			
Post Policy Endorsements to Policies NOT Created in Stewart Access												
Steps	5				,							
1.	Select Post Policy Endorsement from the Stewart Access menu.											
	stewart a	ccess Fil	e ▼ CPL	Jacket	Post Policy Endors	ement	Register Co	ntact 👻 Help				
2	Enter the (Original File	Number and	click Sea	Search							
۷.	Original Jacket							~	1			
	Fi	le Number]	Agency Stewart/	Access Test Agen	C) •	Search	1			
3.	Complete Original Jacket	the highlight	ed fields and	click Save				~	_			
	Fil	e Number PPETes	t100		Agency StewartAc	cess Test Agency	T	Search				
	C Original Policy E	DPN		State		• • Unde	Liability \$					



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Quick Reference Card

Add the Property Address by clicking Add +. Enter the Property address or Lot, Block, Subdivision or Metes and Bounds 4. Click Save again. The Endorsement tab will be revealed. fields. Click Save Add Property File Number PPETest100 ess Test Adency Address Line 2 Property Type Address Line 1 USA letes And Bound Click Add 📩 on the Endorsement tab. Select the needed endorsement from the picklist. Enter the Actual Premium and Actual 5. Remittance, if needed. Scroll to the right to enter a Transaction Code (required). Click Update Original Jacket Agency StewartAccess Test Agency • Original Jacket + OPN 188610090 Type Loar • State UT * Liability \$ 150,000.00 OPN 188610090 Form Type Loan + Endorsement () Property () + Location 3/17/2016 1980 Post Oak Suite... • 8 9 To edit the endorsement information before issuing, click **Edit** then make any changes. 6. To delete this endorsement before issuing, click Delete 7. To issue the endorsement, click Issue 8. Endorsement
Property + Endorser A 8 0 3/17/2016 1980 Post Oak ALTA 8.1-06 Environmenta. \$150.00 \$0 9. Once issued, a unique Serial Number is generated by Stewart Access for the endorsement. nent
Property Endor + Actual Premium Trans Code Calculated Remittance Status Issue Date Cancel Date Serial Numb \$150.00 \$0 500 \$0 Issued 3/17/2016 190105428 10. To delete an Issued endorsement click Cancel . The endorsement is removed and marked as Cancelled for Policy Register purposes. Note: This exercise will only create an entry in the Policy Register. You must print the actual endorsement from your production software.