Stewart Access: Policy Jackets

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

Steps

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

| stewart access | File ▾ | CPL | Jacket | Post Policy Endorsement | Register | Contact ▾ | Help |

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**.
7. If no CPL has been created, click **Add**. Enter the **Search B**y criteria, then click **Search**. Click **Save**.
8. 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**.
9. 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**.
10. When using an **Original Policy** to reissue a new Policy, select the **Original** tab and provide the information requested.
11. 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**.
12. Click **Save** to create a draft version of the **Policy Jacket**. **Jacket Pricing** tab will appear.
13. Provide **Jacket Pricing** in the tab provided. Enter **Detail** tab information, if required.
14. Click **Issue** to Issue the Policy Jacket.
15. To revise Policy information such as **Liability**, **Premium** and **Remittance** amounts, click the **Revise** icon.
16. To **Void** an existing Policy Jacket, click the **Void** icon.