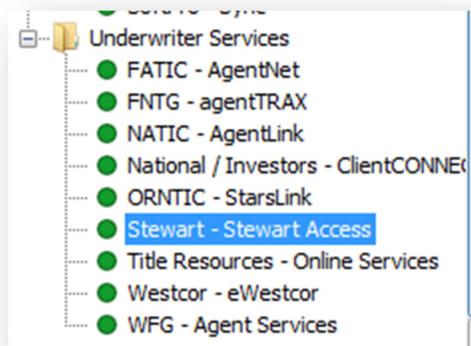


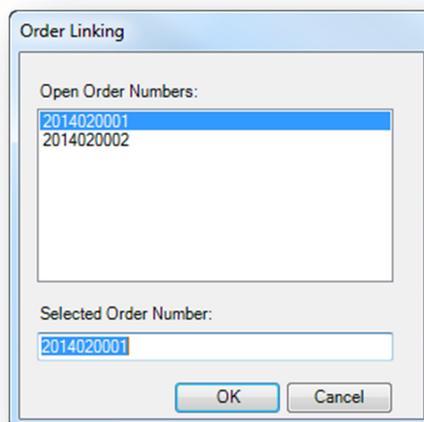
Managing Stewart Transactions in SoftPro 360

How to Submit a Transaction

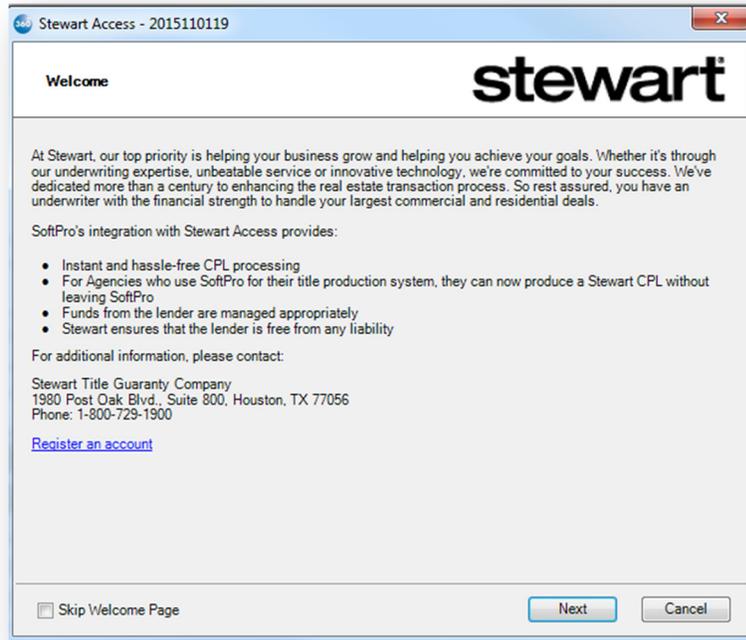
Stewart, an underwriter that issues Closing Protection Letters can be found in the SoftPro360 Products menu under **Stewart – Stewart Access** in Underwriter Services.



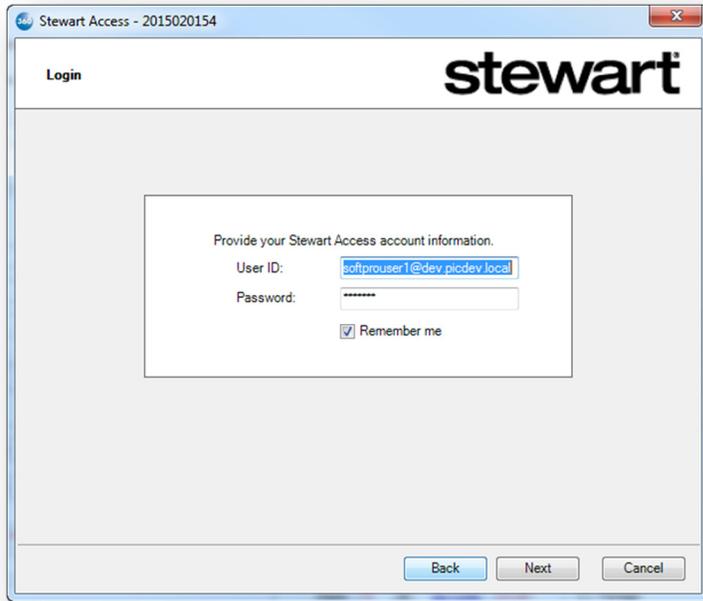
If you already have ProForm order(s) open, they will be listed in the Order Linking dialog. The active order will be highlighted and entered in the Selected Order Number field. You have the ability to select from any of these orders, or you may choose to overwrite the Selected Order Number with an order that is not currently open. Click **OK** to continue.



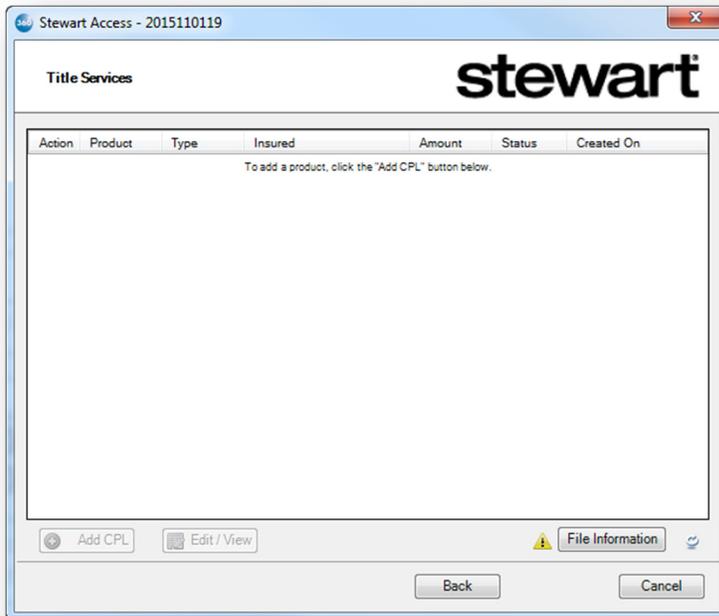
The Welcome screen provides you with information about **Stewart**. You may choose to skip this screen in the future by clicking on the **Skip Welcome Page** option. Click **Next** to continue.



The Login screen requires you to enter your user ID and password provided by **Stewart**. The **Remember me** check box will allow you to automatically login the next time you launch this product. Click **Next** to continue.



The Title Services screen will show all **Stewart** transactions related to this order. To order a Closing Protection Letter, click the green **Add CPL** icon.



The File Information Screen will show you the relevant information being sent to Stewart.

Property Type	Single Family Dwelling
Property Address	73 W. Flagler Street, Dallas, TX, 33130
Property Brief Legal	
Property Legal	A\$ ALL THAT CERTAIN tract or parcel of land and premises situate,

Note: Edits made here will not update your ProForm Order.

The Agency Information screen will allow you to select your Agency from the list provided by **Stewart**. Select the Agency then click **Next** to continue.

Name

Northern Title Company

Use Approved Attorney

Use Secondary Agency

None

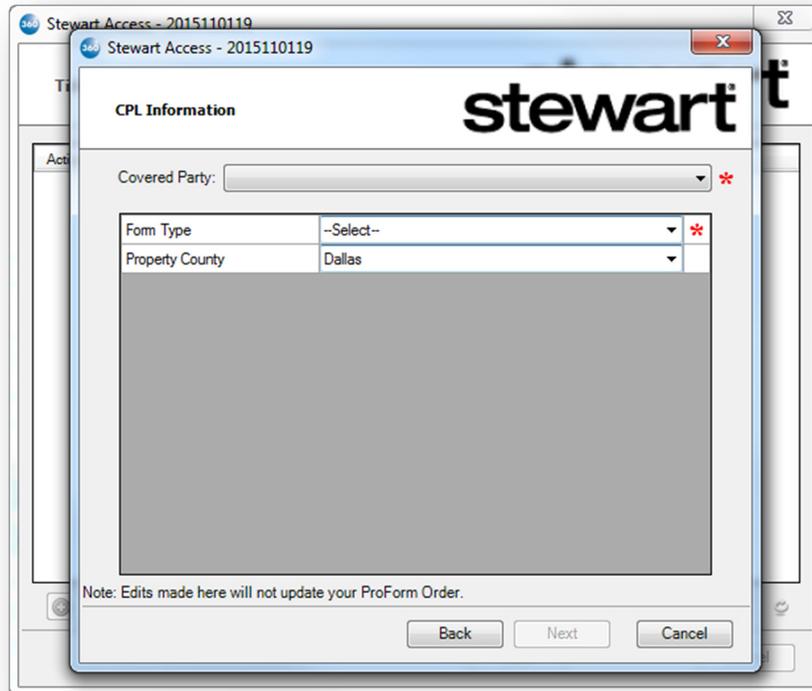
Branch:

None

Include All Branches

Include Group

The CPL Information screen will allow you to select the type of Closing Protection Letter you want to request. To select the Covered Party, use the **Covered Party** dropdown to select from **Buyer/Borrower**, **Lender**, or **Seller**. Click **Next** to continue.



The screenshot shows a web application window titled "Stewart Access - 2015110119". The main content area is titled "CPL Information" and features the "stewart" logo. Below the title, there is a "Covered Party:" dropdown menu. Underneath, a table is displayed with two rows: "Form Type" with a value of "--Select--" and "Property County" with a value of "Dallas". Both dropdown menus have a red asterisk icon to their right. Below the table is a large grey rectangular area. At the bottom of the form, there is a note: "Note: Edits made here will not update your ProForm Order." and three buttons: "Back", "Next", and "Cancel".

If you have Selected **Buyer/Borrower** for your Covered Party, you will be presented with the Buyer/Borrower Information screen. The Buyer's name(s) and address will be defaulted from your ProForm Order.

Stewart Access - 2015020154

Buyer/Borrower Information **stewart**

Name 1:

Name 2:

Name 3:

Name 4:

Address:

City/State/Zip:

Note: Edits made here will not update your ProForm Order.

You may edit the data in these fields or add additional Buyers/Borrowers as you need to.

If you have Selected **Seller** for your Covered Party, you will be presented with the Seller Information screen. The Seller's name(s) and address will be defaulted from your ProForm Order.

Stewart Access - 2015020154

Seller Information **stewart**

Name 1:

Name 2:

Name 3:

Name 4:

Address:

City/State/Zip:

Note: Edits made here will not update your ProForm Order.

You may edit the data in these fields or add additional Sellers as needed.

The Lender Information screen will show the Lender information from your ProForm Order as well allow you to **search** Stewart's database of lenders. You can search by entering the State of the Lender and one or more of the following, Lender Name, Lender City or Lender Zipcode.

Stewart Access - 2015110119

Stewart

Lender Information

Lender Name: chase Search

City, State, Zip: new york NY

Source	Name	City
ProForm	Chase Manhattan Bank	Houston
SA	Chase Home Finance [NEW YORK]	New Y...

Selected Lender: Chase Manhattan Bank

Loan No.: *

Fax: () - .

20E Greenway Plaza

Email: email@softprocorp.com

Houston TX 77046

Attn: SP360v2 testcust1 testcust

Phone: (555) 555-5555

Include Lender Successor Language:

Include Secondary Lender

Note: Edits made here will not update your ProForm Order.

Back Submit Cancel

You may also select the appropriate Lender Successor Language if available in the appropriate dropdown. Should you wish to include a Secondary Lender, you can check **Include Secondary Lender** checkbox to proceed to the Secondary Lender Information screen.

Secondary Lender Information

Lender Name: Search

City, State, Zip: (None)

Source	Name	City
ProForm	Chase Manhattan Bank	Houston

Selected Lender: Loan No.:

Chase Manhattan Bank Fax:

20E Greenway Plaza Email: email@softprocorp.com

Houston TX 77046 Attn: SP360v2 testcust1 testcust

Phone: (555) 555-5555

Include Lender Successor Language:

Note: Edits made here will not update your ProForm Order.

Back Submit Cancel

Once you have selected the appropriate lender(s) and the appropriate options, and click **Submit** to continue.

Stewart Access will not immediately return the Closing Protection letter. The Preview Closing Protection Letter screen allows you to view the **draft** of the CPL.

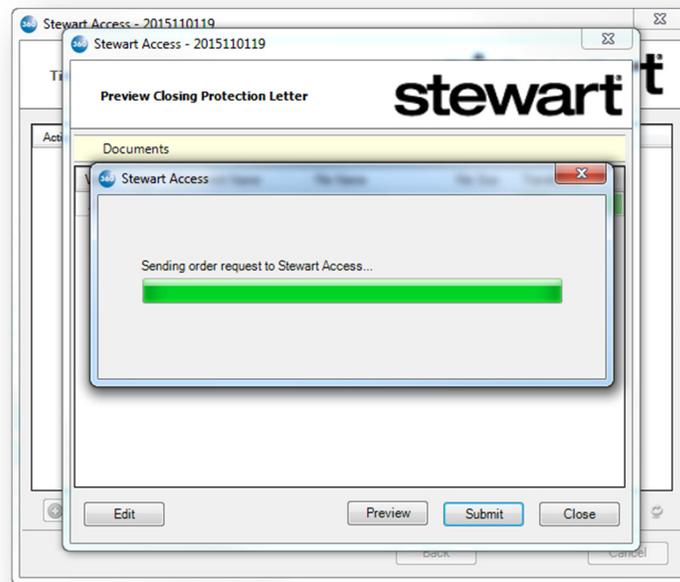
Preview Closing Protection Letter

Documents

View	Copy	Document Name	File Name	File Size	Transferred
		CPL-1-1CTVSF	CPL-1-1CTVSF.pdf	81594	100%

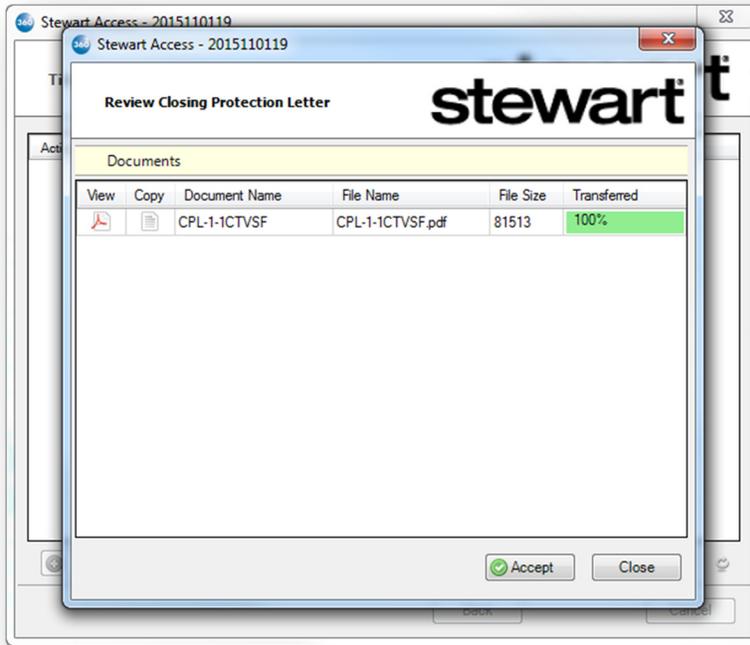
Edit Preview Submit Close

Click **Preview** to review the draft of the CPL. Once reviewed, you can click **Submit** to order the final version of the CPL.



On the Review Closing Protection Letter screen, click **Accept** to add the document to your ProForm order.

If you do not accept the document and close the review screen, you can review and accept the transaction later by clicking on the hyperlink in the Product column on the Title Services screen.

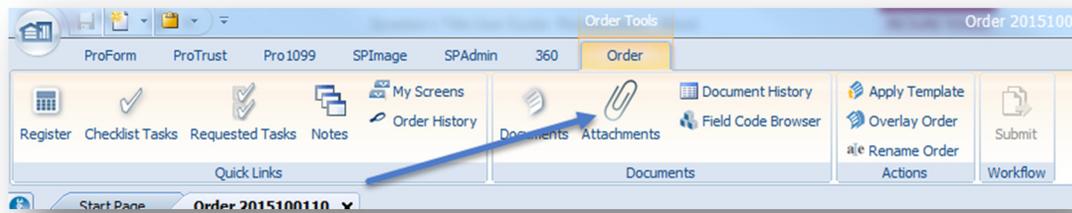


CPL Document Transfer to ProForm Order

The document(s) will be available to all Standard and Enterprise users from within the ProForm order via the **SPImage** icon located on the ProForm Menu bar (a SPImage license is not required to access SPImage. SPImage will become unlocked for the order once a document is Accepted into the order via SoftPro 360).

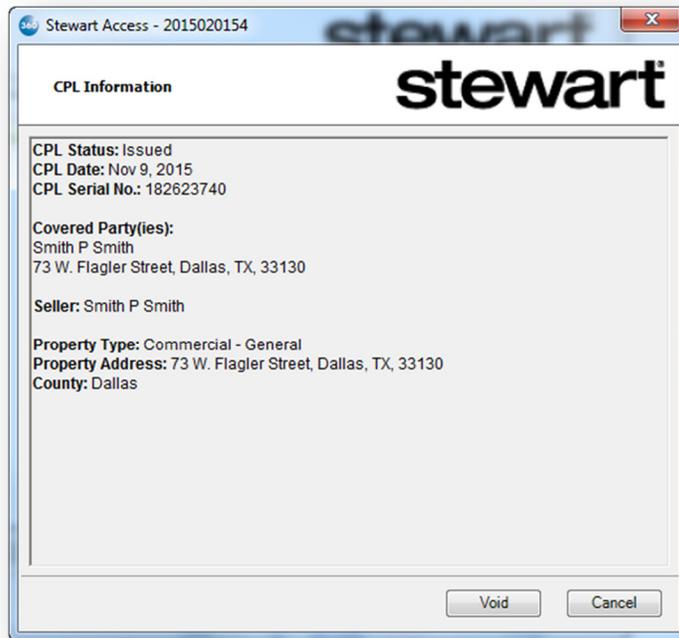


For Select users, the document(s) will be available by clicking on the Attachments & Document History link located in the documents tab.

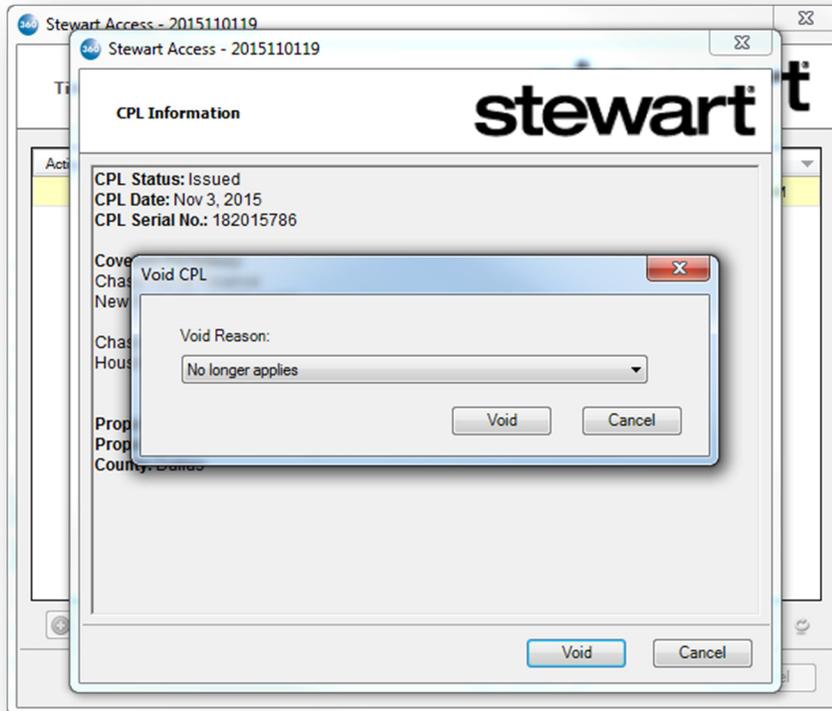


Voiding Stewart Access Products

If the Product information needs to be voided, highlight the product to be voided and click **Edit/Void**. The CPL Information screen will appear and will contain a read only list of the product information.



If you choose **Void**, a pop-up Void CPL dialog will appear.



You can select from the available reasons presented in the **Void Reason** drop down as to the reason for voiding/canceling the CPL. When completed, the product will appear in the Title Services window as Canceled.

