



Stewart 2.1 User Guide

July 2018

4800 Falls of Neuse Road, Suite 400 | Raleigh, NC 27609
p (800) 848-0143 | f (919) 755-8350 | www.softprocorp.com

Copyright and Licensing Information

Copyright © 1987–2018 by SoftPro, Raleigh, North Carolina.

No part of this publication may be reproduced in any form without prior written permission of SoftPro. For additional information, contact SoftPro, 4800 Falls of Neuse Road, Raleigh, NC 27609, or contact your authorized dealer.

Microsoft, Windows, and MS–DOS are registered trademarks of Microsoft Corporation in the United States and/or other countries. WordPerfect is a registered trademark of Corel Corporation. Crystal Reports is a registered trademark of SAP AG. HP LaserJet is a registered trademark of Hewlett Packard Development Company, L.P. GreatDocs is a registered trademark of Harland Financial Solutions Incorporated. RealEC Technologies, Inc. is majority owned by Lender Processing Services. All other brand and product names are trademarks or registered trademarks of their respective companies.

IMPORTANT NOTICE – READ CAREFULLY

Use of this software and related materials is provided under the terms of the SoftPro Software License Agreement. By accepting the License, you acknowledge that the materials and programs furnished are the exclusive property of SoftPro. You do not become the owner of the program, but have the right to use it only as outlined in the SoftPro Software License Agreement.

All SoftPro software products are designed to ASSIST in maintaining data and/or producing documents and reports based upon information provided by the user and logic, rules, and principles that are incorporated within the program(s). Accordingly, the documents and/or reports produced may or may not be valid, adequate, or sufficient under various circumstances at the time of production. UNDER NO CIRCUMSTANCES SHOULD ANY DOCUMENTS AND/OR REPORTS PRODUCED BE USED FOR ANY PURPOSE UNTIL THEY HAVE BEEN REVIEWED FOR VALIDITY, ADEQUACY AND SUFFICIENCY, AND REVISED WHERE APPROPRIATE, BY A COMPETENT PROFESSIONAL.

Table of Contents

Introduction	4
Launching Stewart 2.1	5
Access from the 360 Services Menu	5
Order Linking.....	5
Logging In	6
Submitting an Order.....	7
Title Insurance Services Screen.....	7
Order Information Screen.....	9
Selecting an Agency	10
Adding a CPL.....	11
Adding a Jacket.....	12
Owners and Loan Policy Jacket Screens.....	13
Form Details Screen	15
Endorsements Screen.....	16
Submitting a Request	17
Revising a CPL.....	20
Voiding a CPL or Jacket	21

Table of Figures

Figure 1 - SoftPro 360 Services Menu.....	5
Figure 2 - Order Linking Screen	5
Figure 3 - Login Screen.....	6
Figure 4 – Title Insurance Services Screen.....	7
Figure 5 Order Information Screen.....	9
Figure 6 – Agency Screen.....	10
Figure 7 – Closing Protection Letter Screen	11
Figure 8 – Jacket Selection Screen.....	12
Figure 9 – Owners Jacket Screen	13
Figure 10 – Loan Jacket Screen.....	13
Figure 11 – Form Details Screen	15
Figure 12 – Endorsements Screen	16
Figure 13 – Sample Stewart Access Screen	17
Figure 14 – Transaction with Ready Status/Review Icon.....	18
Figure 15 – Review Screen.....	19
Figure 16 – Void Screen	21

Introduction

The Stewart 2.1 integration with SoftPro 360 will allow you to order Stewart products within ProForm. SoftPro 360 will be able to create a Stewart file corresponding to information in your ProForm order and enable you to order Policy Jackets along with CPLs through Stewart. Additionally, you'll be able update a CPL and void either a CPL or Policy Jacket. All of this can be done without having to leave your SoftPro workspace, helping to facilitate a more efficient workflow by reducing or eliminating the duplication of data.

Launching Stewart 2.1

Access from the 360 Services Menu

From the **360 → Services** menu, double-click **Stewart – Stewart Access** located under the Underwriter Services folder. This will open the Order Linking screen:

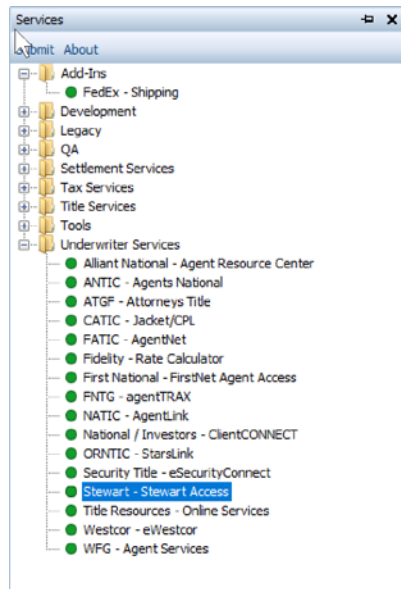


Figure 1 - SoftPro 360 Services Menu

Order Linking

From the **Order Linking** screen, select the ProForm order that will be sent to Stewart:

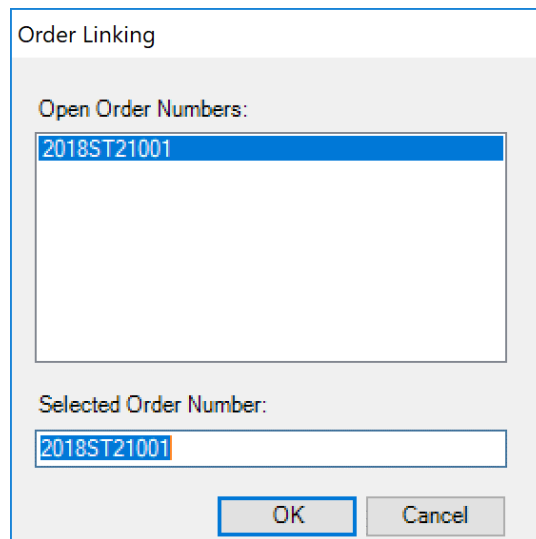



Figure 2 - Order Linking Screen

All orders that are currently opened will be listed in the Open Order Numbers pane. The selected Order Number field will populate with the current active ProForm order. You may select an order from any of the open orders, or you may choose to overwrite the Selected Order Number field with an order that is not currently open. Once you have confirmed an order to link, click **OK** to continue to the Login screen.

Logging In

The **Login** screen requires you to enter a valid **Stewart Access user name** and **password**. Check **“Remember Me”** to log in automatically when you launch the product in future sessions. Click **Login** to continue to the Issuing Office screen:



Stewart Access - 2018ST21001

Login

stewart

Please provide your credentials

User ID: sptpster@dev.picdev.local

Password: *****

Remember Me

Next Cancel

Figure 3 - Login Screen

NOTE: If you do not have a Stewart Access user name and password or are experiencing issues with your given credentials, please contact your Stewart Agency Representative.

Submitting an Order

Title Insurance Services Screen

From the **Title Insurance Services** screen, you'll be able to:

- View a list of the CPLs and/or Jackets that you've ordered
- Order a CPL or Jacket
- Revise an issued product
- Void an issued product
- View order data that you're sending to Stewart with your request

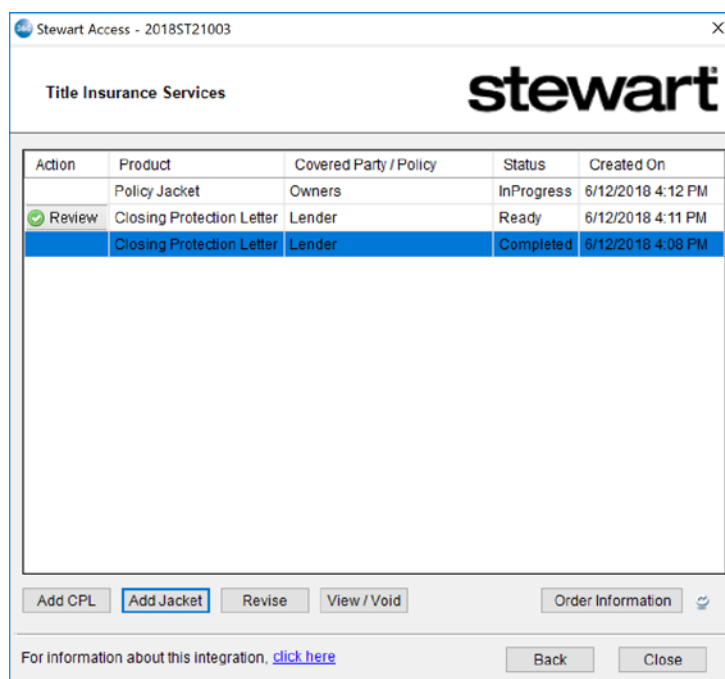




Figure 4 – Title Insurance Services Screen

- A table will display the products you've ordered from Stewart and will provide the following information for each CPL and Jacket:

Action:

-  **Review** : 360 has received the CPL or Jacket from Stewart (**Status = Ready**) and it is ready for the user to review and accept. Clicking the icon will take you to the **Review** screen where you will be able to view and accept the product.
- **Red Question Mark** : The request you submitted to Stewart encountered an error and no product was created. You can hover over the question mark or double-click it to view a description of the error.

Product: The type of product requested from Stewart Access. For CPLs, the value will always be **Closing Protection Letter**. For Jackets, the value will always be **Policy Jacket**.

Covered Party/Policy: The covered party selected for the CPL (**Lender, Buyer, or Seller**) or the type of Policy Jacket selected (**Simultaneous, Owners or Loan**).

Status:

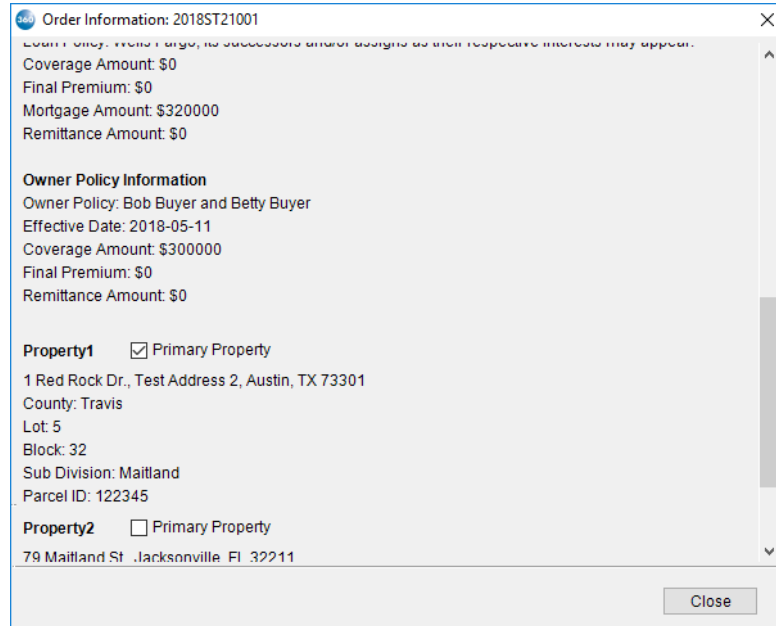
- **In Progress:** Your request has been successfully submitted to Stewart.
- **Ready:** 360 has received the remitted document from Stewart and is ready for you to view and accept (attach to your order).
- **Completed:** The remitted product was accepted and attached to the order.
- **Rejected:** An error occurred with the submission of the request.
- **Canceled:** The product was voided.

Created On: Date and time stamp of when the product was generated.

- To **sort** the data, click on a column heading. Click once to sort in ascending order and click again to sort in descending order.
- The **Add CPL** or **Add Jacket** button allows you to order a CPL or Jacket, respectively. Either action will navigate to the **Agency** screen.
- To **revise** an issued product, highlight a transaction that is in **Completed** status and click the **Revise** button.
- To **cancel** an issued product, highlight a transaction that is in **Completed** status and click the **Void** button.
- To view the order data that we are sending to Stewart Access, click the **Order Information** screen.

Order Information Screen

The **Order Information** screen will show a summary of the parties (buyers, sellers and lenders), policy information and property data in your file that will be sent to Stewart. If you have more than one property in your order, then you can specify which one you want to include in your request. By default, the first property listed in your order will be selected.



Order Information: 2018ST21001

Loan: Only. When large, no successors and/or assigns to their respective interests may appear.

Coverage Amount: \$0
Final Premium: \$0
Mortgage Amount: \$320000
Remittance Amount: \$0

Owner Policy Information
Owner Policy: Bob Buyer and Betty Buyer
Effective Date: 2018-05-11
Coverage Amount: \$300000
Final Premium: \$0
Remittance Amount: \$0

Property1 Primary Property
1 Red Rock Dr., Test Address 2, Austin, TX 73301
County: Travis
Lot: 5
Block: 32
Sub Division: Maitland
Parcel ID: 122345

Property2 Primary Property
79 Maitland St., Jacksonville, FL 32211

Close

Figure 5 Order Information Screen

Selecting an Agency

After selecting to add a CPL or add a jacket from the Title Insurance Services screen, you will navigate to the **Agency** screen. On this screen, you can choose an agency and agency location for the ProForm order you selected. Selecting an agency name from the first grid will automatically display the corresponding locations in the grid below it. After selecting a location, click **Next** to navigate to either the **Closing Protection Letter** screen or the **Policy Jacket – Selection** screen, depending on the action you selected on the Title Insurance Services screen. If there is only one agency with a single location, then you will bypass the Agency screen and navigate directly to the next screen.

The screenshot shows a web application window titled "Stewart Access - 2018ST21001". The page header includes the word "Agency" on the left and the "stewart" logo on the right. Below the header, there are two main sections for selection:

- Name:** A list of three items: "StewartAccess Test 2" (highlighted in blue), "StewartAccess Test 3", and "StewartAccess TestAgency".
- Location:** A list of one item: "StewartAccess Test 2 - 4006 Barrett Drive" (highlighted in blue).

At the bottom right of the form area, there are two buttons: "Next" and "Cancel".

Figure 6 – Agency Screen

Adding a CPL

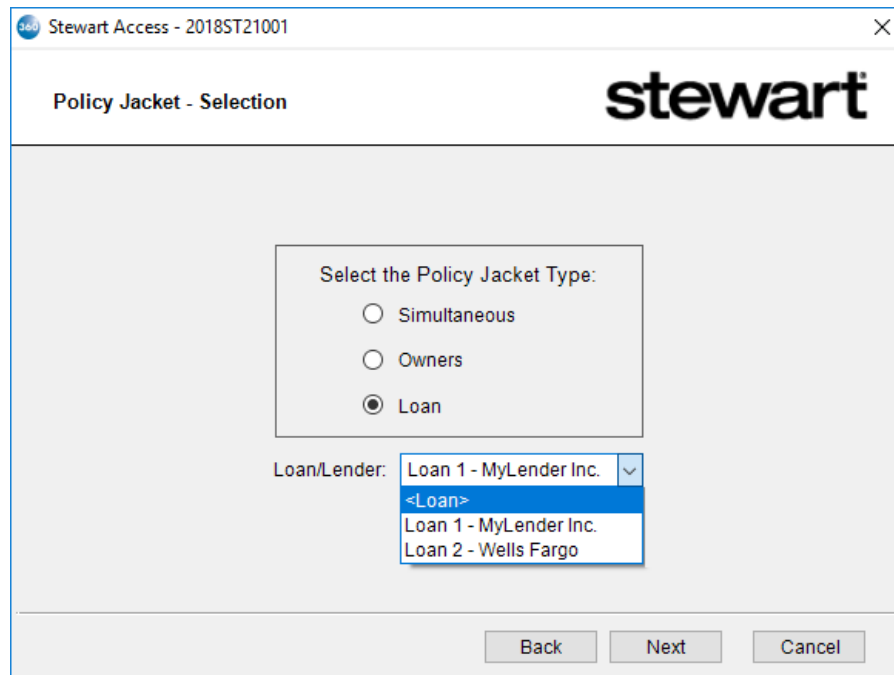
If you have opted to add a CPL, clicking **Next** from the Agency screen will navigate to the Closing Protection Letter screen.

Figure 7 – Closing Protection Letter Screen

- Select the covered party of the CPL you are requesting. If you select Lender, you will be required to select a lender from the drop-down, which includes the lender(s) that are in your order. By default, it will pre-select the first lender listed in your order.
- A list of forms that you will need to select from will display based on the covered party you selected. Select a form from the list.
- The Lender Successor Language will pull from your order and display this value if it exists. You will also be able to edit this information. If there is no lender in your order, this field will not be editable.
- You may have an option to select between Secondary Agency and Approved Attorney as an Additional Party in your request. There may however be an instance where one or both are not available as options, or that one may be a required selection. In this case, that option would be pre-selected.
- Click **Submit** to send your data to Stewart. If there is required information that was not provided or if you've selected an Additional Party, then you will be taken to the Stewart Access site, where you can complete your request and issue the CPL.

Adding a Jacket

If you have opted to add a jacket, you will navigate to the **Policy Jacket - Selection** screen from the Agency screen.



Stewart Access - 2018ST21001

Policy Jacket - Selection

stewart

Select the Policy Jacket Type:

Simultaneous

Owners

Loan

Loan/Lender: Loan 1 - MyLender Inc. ▾

<Loan>

Loan 1 - MyLender Inc.

Loan 2 - Wells Fargo

Back Next Cancel

Figure 8 – Jacket Selection Screen

- Select the type of jacket you are requesting. If you select **Simultaneous** or **Loan**, then you are required to select an option from the **Loan/Lender** drop-down, which includes the loan policy(s) and the associated lender in your order. If there are multiple loan policies in your order, they will be numbered (e.g., Loan 1, Loan 2, etc.) in the order that it is listed in your ProForm order.
- Click **Next** to navigate to the appropriate Policy Jacket screen. If you selected **Owners**, you will navigate to the **Policy Jacket – Owners** screen. If you selected **Loan**, then you will navigate to the **Policy Jacket – Loan** screen, respectively.
- If you select **Simultaneous**, then you will first be taken to the Policy Jacket – Owners screen, and then upon clicking Next, you will navigate to the Policy Jacket – Loan screen before submitting your data to Stewart.

Owners and Loan Policy Jacket Screens

Stewart Access - 2018ST21001

Policy Jacket - Owners

stewart

Forms

- T-1 Owners Policy of Title Insurance 1-3-2014
- T-11 USA Policy of Title Insurance 1-3-2014
- T-1R Residential Owners Policy of Title Insurance 1-3-2014

Liability

\$500,000.00

Lender Successor Language

Charges

Special Charges Additional Charges

Back Submit Cancel

Figure 9 – Owners Jacket Screen

Stewart Access - 2018ST21001

Policy Jacket - Loan

stewart

Forms

- T-2 Loan Policy of Title Insurance 1-3-2014
- T-2R Short Form Residential Loan Policy of Title Insurance 1-3-20...
- T-44 Residential Limited Coverage Junior Mortgagee Policy 4-1-2...

Liability

\$150,000.00

Lender Successor Language

MyLender Inc., its successors and/or assigns as their respective interes...

Charges

Special Charges Additional Charges

Back Next Cancel

Figure 10 – Loan Jacket Screen

- Select a form from the **Forms** list.
- The **Liability** amount will pull from your order and will display it if it exists. You will also be able to edit this information.
- On the Loan screen, the **Lender Successor Language** will pull from your order and display this value if it exists. You will also be able to edit this information. On the owners screen, however, this field will not be editable.
- You may be able to specify **Special Charges** and/or **Additional Charges** in your request. There may be an instance where one or both are not available as options.
- Click **Submit** to send your data to Stewart. If there is required information that was not provided, or if you've selected one of the Charges, then you will navigate to the Stewart Access site where you can complete your request and issue the jacket from there.
- On the loan screen, if there is additional information that you can add based on the loan form you selected, a **Next** button instead of Submit will display, which will take you to the **Form Details** screen.

Form Details Screen

Stewart Access - 2018ST21001

Policy Jacket **stewart**

Form Details
T-2R Short Form Residential Loan Policy of Title Insurance 1-3-2014

Name	Value
Addendum Attached	Yes
Mortgage Amount	150000.00
Mortgage Date	
Delete Section 13 of Conditions relating to Arbitration	Yes
Include Amendment of Exception 3 Schedule B	No
Manufactured Housing Serial Number	
Subparagraph 2(f) of Equity Loan	No

Back Next Cancel

Figure 11 – Form Details Screen

- Based on the form you selected on the Policy Jacket – Loan screen, there may be additional data that you can provide on the **Form Details** screen. You may also see values already prepopulated with those from your order if it exists.
- If you selected a short form, you will see a Next button, which will take you to the **Endorsements** screen. If you did not select a short form, then a **Submit** button will be available instead for you to send your data to Stewart.

Endorsements Screen

Stewart Access - 2018ST21001

Policy Jacket **stewart**

Endorsements

T-2R Short Form Residential Loan Policy of Title Insurance 1-3-2014

Options
<input checked="" type="checkbox"/> T-17 Planned Unit Development
<input checked="" type="checkbox"/> T-19 Restrictions, Encroachments, Minerals
<input type="checkbox"/> T-19.2 Minerals and Surface Damage
<input type="checkbox"/> T-19.3 Minerals and Surface Damage
<input type="checkbox"/> T-28 Condominium
<input checked="" type="checkbox"/> T-30 Tax Deletion
<input checked="" type="checkbox"/> T-31 Manufactured Housing
<input type="checkbox"/> T-31.1 Supplemental Coverage Manufactured Housing Unit

Back Submit Cancel

Figure 12 – Endorsements Screen


- If you selected a short form from the **Policy Loan – Jacket** screen, you will be able to select one or more endorsements on the **Endorsements** screen. Clicking **Submit** will send your data to Stewart Access.

Submitting a Request

Once you submit your request, you may be redirected to the Stewart Access website where you will need to provide additional information (fields highlighted in red below) that is required before the product can be issued. After clicking **Issue**, you can return to 360, where Stewart will send the requested product. This transaction will display on the Title Insurance Services screen and will have a status of **In Progress** until 360 receives the remit.

The screenshot displays the Stewart Access web application interface. At the top, there are dropdown menus for Agency (StewartAccess Test 2), File Number (2018ST21002), State (TX), and Location (StewartAccess Test 2 - 4006 Barrett Drive). Below this is a table for 'CPL' with columns for Issue Date, Covered Party, Branch, Form, Status, CPL Fee / Act Remit, and Calc Fee / Calc Remit. The 'Jacket' section contains a table with columns for Policy Eff. Date, Form Type, Form, Liability, Trans Code, Act Pm/Remit, Calc Remit, Total Pm/Remit, and Status. A row in the Jacket table has red highlights on the Policy Eff. Date, Liability, Trans Code, Act Pm/Remit, and Calc Remit fields. The 'Endorsements' section lists various options like 'Additional Chains - Charge Only' and 'T-1 Survey Amend - Charge Only'. The 'Special Charge' section has a 'Property Type' dropdown highlighted in red. The 'Property' section includes fields for ZIP (73301), City (Austin), County (Travis), Address 1 (34 Carnegie Dr.), Address 2, State (TX), and Country (USA). The 'Buyer/Borrower' section has fields for Primary (Individual/Business), First (Bruce), Middle, Last (Benson), ZIP (73301), City (Austin), State (TX), Country (USA), Address 1 (29 Burberry Dr.), and Address 2. The 'Seller' section has fields for Primary (Individual/Business), First (Sharon), Middle, Last (Miller), and Address Same as Property. The 'Lender' section has fields for Legal Name, Mailing Address, Loan Number, Successor Language, City, State, Attn. To, Phone, Fax, Zip, and Email. A 'Reset' button is located in the top right of the Lender section. At the bottom left, there is a blue 'Issue' button. The footer contains copyright information: © 2018 Stewart Title Guaranty Company. All Rights Reserved. Trademarks are the property of their respective owners. The Windows taskbar at the bottom shows the time as 3:11 PM on 6/12/2018.

Figure 13 – Sample Stewart Access Screen

The transaction status in 360 will change from **In Progress** to **Ready** once the product has been remitted to 360, in which case you will be able to click the  **Review** icon next to the transaction to navigate to the Review screen.

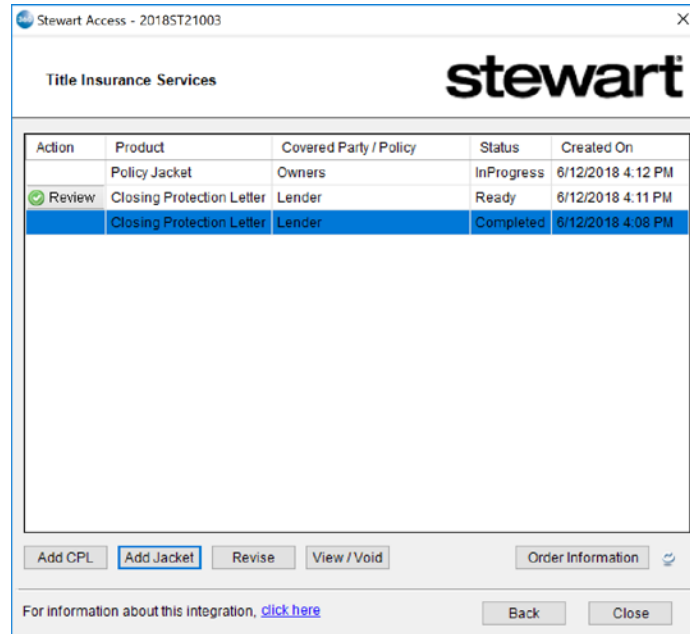


Figure 14 – Transaction with Ready Status/Review Icon

From here, you can view the document as well as copy it to your desktop. You can eventually choose to **Accept** it, which will attach it to your order. If you **Close** the screen without accepting it, it will not attach your order. However, the transaction will remain in a *Ready* status and you will be able to return to the Review screen to accept it at a later time. If you do, it will not overwrite the existing attachments in your order.

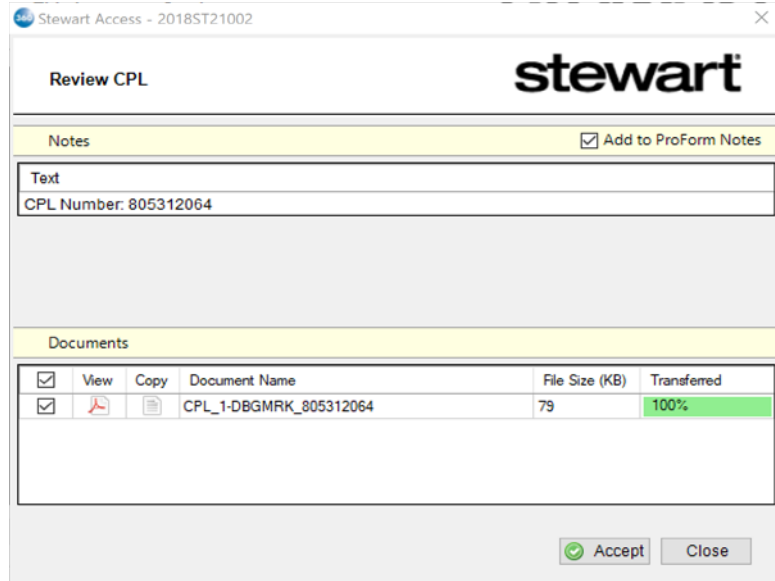


Figure 15 – Review Screen

Revising a CPL

You may revise a CPL that has already been issued in which the product's status is *Completed*. To do this, there must also be no jackets issued for the order.

NOTE: This version (2.1) of the integration does not currently support Jacket revisions.

- On the Title Insurance Services screen, highlight a CPL from the list of products that you wish to revise.
- Click the **Revise** button. The status of the existing CPL transaction will change to *Canceled*, and you will navigate to the Agency screen where you can begin to follow the same workflow of screens to request a new CPL.

Voiding a CPL or Jacket

You can void a CPL or Jacket if it has been issued and has a 360 status of *Ready* or *Completed*.

- On the Title Insurance Services screen, highlight a CPL or jacket in a *Completed* status that you wish to void.
- Click the **View/Void** button. You will then be taken to the Void screen for CPLs if you are voiding a CPL and to the Void screen for jackets if you are voiding a jacket. Information on the product you selected will display on this screen.
- On either Void screens, you will need to select your reason for canceling this product and then click the **Void** button on this screen. This will send this information to Stewart and the status of the transaction in 360 will change to **Canceled**.

Stewart Access - 2018ST21003

Void

stewart

Void Reason: Created in Error

Product: Closing Protection Letter

Covered Party: Lender

CPL Number: 805317779

Agency Name: StewartAccess Test 2

Agency Location: StewartAccess Test 2

Form: TX T-50 Insured Closing Letter - Lender

Date: 2018-06-12

Void Close

Figure 16 – Void Screen