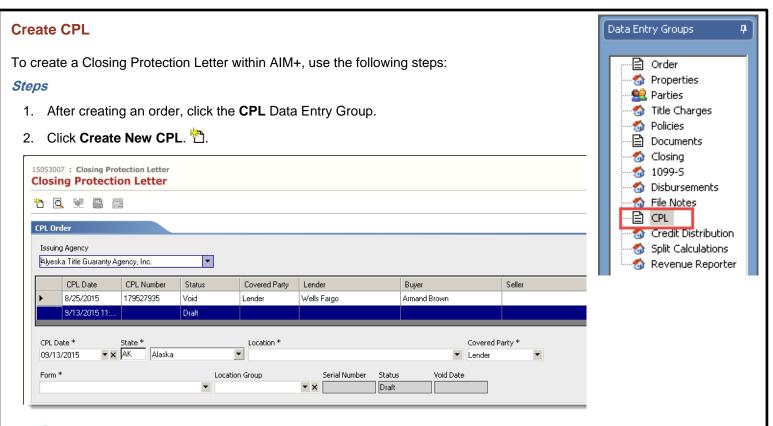




Stewart Access - AIM+ CPL

Quick Reference Card





Note – All Buyer/Borrower, Seller, and Lender parties, as well as all properties are populated from the order.

- 3. Enter the CPL Date. This date cannot be more than 7 days from the current date.
- 4. Select the **Location**. This field may be auto-populated from Order Entry.
- 5. Select the Covered Party. Choose from, Lender, Buyer/Borrower, or Seller.



Note – The default is Lender.

6. Select the Form to be used from the picklist. Only forms specific to the Agency state will be shown.

Note – Since many of the CPL fields populate from the order; be sure to review the information for accuracy. This example demonstrates adding a Lender. The same steps are used to add Buyers and Sellers to the CPL

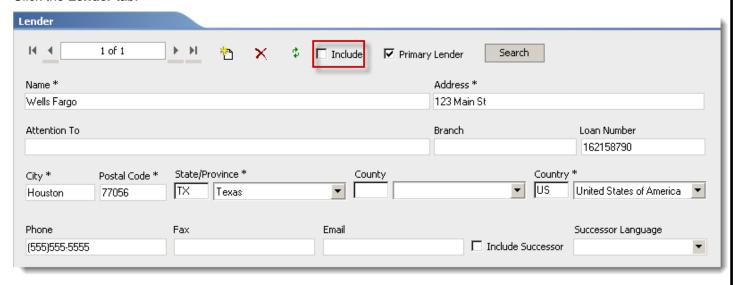




Stewart Access - AIM+ CPL

Quick Reference Card

7. Click the Lender tab.



- 8. Click the **Include** check box to add the Lender to the CPL.
- 9. If the Lender changes before issuing the CPL, change the Lender name in the Parties data entry group. Upon returning to this screen, select the Refresh icon to pull the new Lender into the CPL. Any other new information, such as the Loan Number, will populate as well.
- 10. To search for the Lender in the Stewart Access database, enter information in the asterisked fields and select **Search**. The search will return any approved Lenders meeting the criteria entered in the asterisked fields.
- 11. If Successor language is needed, click the **Include Successor** check box and then select the language from the **Successor Language** picklist.

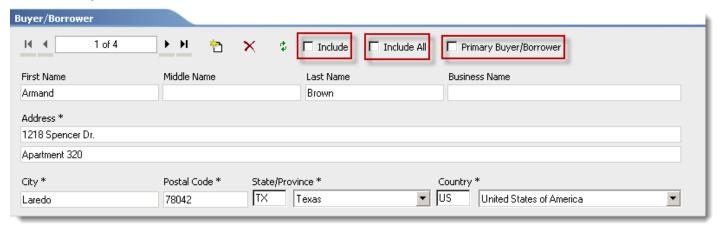




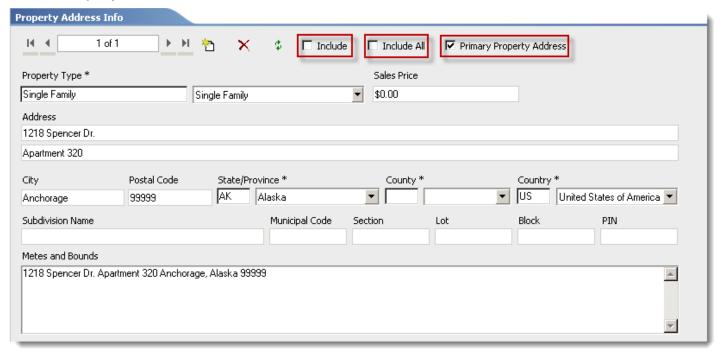
Stewart Access - AIM+ CPL

Quick Reference Card

12. Select the **Buyer/Borrower** tab.



- 13. Click the Include check box to add the Buyer/Borrower to the CPL.
- 14. If there is more than one Buyer/Borrower, select Include All to add all of the Parties to the CPL.
- 15. Select a Primary Buyer/Borrower.
- 16. Click the Property Address Info tab.



17. Click the **Include** checkbox to add the Property to the CPL.



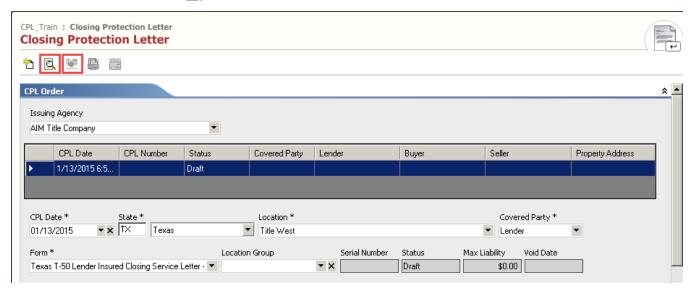


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Quick Reference Card

Note – There can be more than one party or property listed. If multiple parties or properties need to appear on the CPL click the **Include All** checkbox to include all of them, or select individuals by navigating using the direction arrows

18. Click the **Preview/Save CPL** icon to save all entries to the CPL.



Note - Information is not saved to the CPL until the **Preview/Save** icon is selected. Entries made to the CPL are not saved back to the Order

19. Click the **Issue** we button to Issue the CPL.



Note - You are required to Preview the CPL before issuing the CPL.