



INSTRUCTIONS FOR USING THE STEWART INTEGRATION IN E-CLOSING

SETTING UP THE INTEGRATION

Step 1 – Go to E-Closing Connect from the Back Office menu. Click on the Stewart logo to open the Stewart credentials prompt.

Step 2 – Enter your Stewart username and password.

Step 3 – Update the E-Closing Connect screen by clicking on the update button at the bottom of the screen.



Through eClosing's integration with Stewart Access™, you can quickly and easily process Closing Protection Letters (CPL) from directly within eClosing, allowing you to save time and increase productivity.

For more information go to stewart.com.

	Username	Password	State List	Agent ID	
Company Wide	<input type="text" value="eclosinguser1@dev.picd"/>	<input type="password" value="••••••"/>	<input type="button" value="Validate"/>	<input type="text" value="CT,IL,MO,NV,OH,SC,TX,UT,WY"/>	<input type="text" value="1-2ANLC"/>
	<input type="button" value="Add a New Username"/>				



PREVIEWING A CLOSING PROTECTION LETTER (CPL)

Step 1 – From a file you will be able to go to the Title Policy screen and if Stewart is the underwriter assigned to the file you will see a link labeled “Save Draft CPL”. If you click on the link the “Please Wait” box will open asking you to please wait.

Title Policy - Stewart Title Guaranty Co. <small>Provided by E-Closing</small>			
Close Window	File Summary	Maintain File	Escrow Acc. Documents
Underwriter	Stewart Title Guaranty Company ▼		
Commitment Effective Date		Time	PM ▼ Number
Loan			
Policy number*	M-9302-004375142	Owner	
Policy type	Standard ▼	O-9240-000536258	
Total Coverage	185,000.00	Enhanced ▼	
		180,000.00	
	<input type="checkbox"/> Refinance Rate (Click Here to Calculate Refinance Rate)		
Reissue Rate Coverage	.00	.00	
Premium	656.00	108.00	
Loan Policy Exceptions	1, 2, 3 ▼		
Who is Paying?	<input checked="" type="radio"/> Buyer <input type="radio"/> Seller	<input checked="" type="radio"/> Buyer <input type="radio"/> Seller	
	* Enter 'TBD' in the loan and/or Owner policy number fields to calculate premiums		
	Stewart ICL		
	Stewart STEPS		
	Save Draft CPL		
	<input type="button" value="Calculate Premium (E-Closing)"/>		



PREVIEWING A CLOSING PROTECTION LETTER (CPL)

Step 2 – The “Underwriter Specific CPL Fields” box will open. Click the checkboxes to select which covered party you would like to preview, and provide other optional values in the other fields, then click the “Preview Selected CPLs” button. It could take a few seconds before the draft CPLs are retrieved and displayed on the screen.

Title Policy - Stewart Title Guaranty Co. <small>Provided by E-Closing</small>				
Close Window	File Summary	Maintain File	Escrow Acc.	Documents
Underwriter	Stewart Title Guaranty Company ▼			
Commitment Effective Date		Time	PM ▼	Number
	Loan		Owner	
Policy number*	Underwriter Specific CPL Fields X			
Policy type	Covered Party	Letter Type		
Total Coverage	<input checked="" type="checkbox"/> Lender	Lender Single Transaction CPL ▼		
	<input checked="" type="checkbox"/> Buyer/Borrower	Buyer/Borrower Single Transaction CPL ▼		
Reissue Rate Coverage	Attention To:			
Premium	Successor Language	Successor Language1 ▼		
Loan Policy Exceptions	Property Type	Single Family Dwelling ▼		
Who is Paying?	CPL Date	09/17/2015		
	Location	SE Utah Title Company 150 East 100 North Moab UT 84532 ▼		
		Preview Selected CPLs		



PREVIEWING A CLOSING PROTECTION LETTER (CPL)

Step 3 – A copy of the draft CPLs will be automatically saved in the scanned/saved documents area within your file so that you can review, print, or email at your convenience.

Note – Draft CPLs are deleted daily in Stewart Access

File Summary - Stewart Title Guaranty Co.							
Account - TEST STEWART							
	Close Window	File Summary	Maintain File	Escrow Acc.	Documents		
File:	2015-203	Close Date:	09/11/2015	Created:	09/15/2015	Status:	Active file
Lookup:	T215127274			Team:		Plot Plan Eng.:	Process Closer:
				Abstractor:			
				Last Updated:	09/17/2015 at 10:10 by Stewart Title	Module:	Title Poli
Buyers:	Jason Almeida Unknown	Rebecca Lynn Osborne Unknown					
Lender:	Karen L. Osborne and Roy F.C. Osborne						Loan Originator:
Seller:							
Property Address:	93 LEWIS HILL ROAD, Coventry, CT 06238 Tolland County			Current Owner:			
Financial Information:							
Price:	180,000.00	Value:	.00	Loan:		185,000.00	
1st Payment:	11/01/2015	Maturity:	10/01/2045	Int. Rate:		.0000	
Close Date:	09/11/2015	Disbursement Date:	09/11/2015				
Realtor Information:							
Listing Broker:	Commission:	.00					
Selling Broker:	Commission:	.00					
Payoff Information:							
Title Policy:							
Underwriter:	Stewart Title Guaranty Company			Commitment Effective Date:			
Loan Policy:	M-9302-004375142	Coverage:	185,000.00	Premium:	656.00	Recorded:	09/14/
Owner's Policy:	O-9240-000536258	Coverage:	180,000.00	Premium:	108.00	Recorded:	09/14/
Scanned/Uploaded Documents							
	Coverage Protection Letter Buyer/Borrower		09/17/2015 10:11 AM	Size	.04 MB		
	Coverage Protection Letter Lender		09/17/2015 10:11 AM	Size	.04 MB		



DELETING A DRAFT CLOSING PROTECTION LETTER (CPL)

Step 1 – When draft CPLs have been saved in Stewart Access you will see a link labeled “Delete Draft CPL”. If you click on the link the “Please Wait” box will open asking you to please wait.

Title Policy - Stewart Title Guaranty Co. <small>Provided by E-Closing</small>				
Close Window	File Summary	Maintain File	Escrow Acc.	Documents
Underwriter	Stewart Title Guaranty Company ▼			
Commitment Effective Date		Time	AM ▼	Number
	Loan			Owner
Policy number*	M-9302-004375142			O-9240-000536258
Policy type	Standard ▼			Enhanced ▼
Total Coverage	185,000.00			180,000.00
	<input type="checkbox"/> Refinance Rate (Click Here to Calculate Refinance Rate)			
Reissue Rate Coverage	.00			.00
Premium	656.00			108.00
Loan Policy Exceptions	1, 2, 3 ▼			
Who is Paying?	<input checked="" type="radio"/> Buyer <input type="radio"/> Seller			<input checked="" type="radio"/> Buyer <input type="radio"/> Seller
	* Enter 'TBD' in the loan and/or Owner policy number fields to calculate premiums			
	Stewart ICL Stewart STEPS Save Draft CPL Delete Draft CPL Generate CPL			
	<input type="button" value="Calculate Premium (E-Closing)"/>			



DELETING A DRAFT CLOSING PROTECTION LETTER (CPL)

Step 2 – The “Select Draft CPLs to Delete” box will open. Click the checkboxes to select which covered party letter you would like to delete, then click the “Delete Selected Drafts” button.

Title Policy - Stewart Title Guaranty Co. <small>Provided by E-Closing</small>				
Close Window	File Summary	Maintain File	Escrow Acc.	Documents
Underwriter	Stewart Title Guaranty Company ▼			
Commitment Effective Date		Time	AM ▼	Number
Loan		Owner		
Policy number*	M-9302-004375142			O-9240-000536258
Policy type	Standard ▼			Enhanced ▼
Total Coverage	185,000.00			180,000.00
	<input type="checkbox"/> Refinance Rate (Click Here to Calculate Refinance Rate)			
Reissue Rate Coverage	.00			.00
Premium	656.00			108.00
Loan Policy Exceptions	1, 2, 3 ▼			
Who is Paying?	<input checked="" type="radio"/> Buyer	<input type="radio"/> Seller	<input checked="" type="radio"/> Buyer	<input type="radio"/> Seller
	* Enter 'TBD' in the loan and/or Owner policy number fields to calculate premiums			
Stewart ICL				
Stewart STEPS				
Save Draft CPL				
Delete Draft CPL				
Generate CPL				
Calculate Premium				

Select Draft CPLs to Delete X

Covered Party

Lender (XXXXXX6850)

Buyer/Borrower (XXXXXX7010)

Delete Selected Drafts



ISSUE A DRAFT CLOSING PROTECTION LETTER (CPL)

Step 1 – When draft CPLs have been saved in Stewart Access you will see a link labeled “Generate CPL”. If you click on the link the “Please Wait” box will open asking you to please wait.

Title Policy - Stewart Title Guaranty Co. <small>Provided by E-Closing</small>				
Close Window	File Summary	Maintain File	Escrow Acc.	Documents
Underwriter	Stewart Title Guaranty Company ▼			
Commitment Effective Date	<input type="text"/>	Time	<input type="text"/>	AM ▼ Number <input type="text"/>
	Loan			Owner
Policy number*	<input type="text" value="M-9302-004375142"/>			<input type="text" value="O-9240-000536258"/>
Policy type	<input type="text" value="Standard"/>			<input type="text" value="Enhanced"/>
Total Coverage	<input type="text" value="185,000.00"/>			<input type="text" value="180,000.00"/>
	<input type="checkbox"/> Refinance Rate (Click Here to Calculate Refinance Rate)			
Reissue Rate Coverage	<input type="text" value=".00"/>			<input type="text" value=".00"/>
Premium	<input type="text" value="656.00"/>			<input type="text" value="108.00"/>
Loan Policy Exceptions	<input type="text" value="1, 2, 3"/>			
Who is Paying?	<input checked="" type="radio"/> Buyer <input type="radio"/> Seller			<input checked="" type="radio"/> Buyer <input type="radio"/> Seller
	* Enter 'TBD' in the loan and/or Owner policy number fields to calculate premiums			
	Stewart ICL			
	Stewart STEPS			
	Save Draft CPL			
	Delete Draft CPL			
	Generate CPL			
	<input type="button" value="Calculate Premium (E-Closing)"/>			

ISSUE A DRAFT CLOSING PROTECTION LETTER (CPL)

Step 2 – The “Select Draft CPLs to Issue” box will open. Click the checkboxes to select which covered party letter you would like to issue, then click the “Issue Selected Drafts” button. It could take a few seconds before the issued CPLs are retrieved and displayed on the screen.

Title Policy - Stewart Title Guaranty Co. <small>Provided by E-Closing</small>			
Close Window	File Summary	Maintain File	Escrow Acc. Documents
Underwriter	Stewart Title Guaranty Company ▼		
Commitment Effective Date	Time	AM ▼	Number
Loan		Owner	
Policy number*	M-9302-004375142		O-9240-000536258
Policy type	Standard ▼		Enhanced ▼
Total Coverage	185,000.00		180,000.00
<input type="checkbox"/> Refinance Rate (Click Here to Calculate Refinance Rate)			
Reissue Rate Coverage	.00		.00
Premium	656.00		108.00
Loan Policy Exceptions	1, 2, 3 ▼		
Who is Paying?	<input checked="" type="radio"/> Buyer <input type="radio"/> Seller		<input checked="" type="radio"/> Buyer <input type="radio"/> Seller
* Enter 'TBD' in the loan and/or Owner policy number fields to calculate premiums			
Stewart ICL	<div style="border: 1px solid red; padding: 5px;"> Select Draft CPLs to Issue X Covered Party <input checked="" type="checkbox"/> Lender (XXXXXX7400) <input type="checkbox"/> Buyer/Borrower (XXXXXX7010) <input type="button" value="Issue Selected Drafts"/> </div>		
Stewart STEPS			
Save Draft CPL			
Delete Draft CPL			
Generate CPL			
<input type="button" value="Calculate Premium"/>			

Sample Issued CPL





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VOID AN ISSUED CLOSING PROTECTION LETTER (CPL)

Step 1 – When issued CPLs have been saved in Stewart Access you will see a link labeled “Void CPL”. If you click on the link the “Please Wait” box will open asking you to please wait.

Title Policy - Stewart Title Guaranty Co. <small>Provided by E-Closing</small>				
Close Window	File Summary	Maintain File	Escrow Acc.	Documents
Underwriter Stewart Title Guaranty Company				
Commitment Effective Date	<input type="text"/>	Time <input type="text"/>	AM <input type="text"/>	Number <input type="text"/>
Loan		Owner		
Policy number*	<input type="text" value="M-9302-004375142"/>	<input type="text" value="O-9240-000536258"/>		
Policy type	<input type="text" value="Standard"/>	<input type="text" value="Enhanced"/>		
Total Coverage	<input type="text" value="185,000.00"/>	<input type="text" value="180,000.00"/>		
<input type="checkbox"/> Refinance Rate (Click Here to Calculate Refinance Rate)				
Reissue Rate Coverage	<input type="text" value=".00"/>	<input type="text" value=".00"/>		
Premium	<input type="text" value="656.00"/>	<input type="text" value="108.00"/>		
Loan Policy Exceptions	<input type="text" value="1, 2, 3"/>			
Who is Paying?	<input checked="" type="radio"/> Buyer <input type="radio"/> Seller	<input checked="" type="radio"/> Buyer <input type="radio"/> Seller		
* Enter 'TBD' in the loan and/or Owner policy number fields to calculate premiums				
Stewart ICL				
Stewart STEPS				
Save Draft CPL				
Delete Draft CPL				
Generate CPL				
Void CPL				
<input type="button" value="Calculate Premium (E-Closing)"/>				

