



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.	ste	war	Through eClose process Close save time and save time an	sing's integratior ng Protection Le increase produc	n with Stewart Access ™, you can o tters (CPL) from directly within eC ctivity.	uickly and easily osing, allowing you to	
			For more infor	mation go to ste	wart.com.		
Stop 2 - Entor your Stowart usornamo		Username	Password		State List	Agent ID	
Step 2 – Enter your Stewart username	Company Wide	eclosinguser1@dev.picd	•••••	Validate	CT,IL,MO,NV,OH,SC,TX,UT,WY	1-2ANLC	
and password.		Add a New Use	ername				
Stop 2 Undata the E Classing							
Step 3 – Opdate the E-Closing							
Connect screen by clicking on the	Update Connections						
update button at the bottom of							
the screen							





PREVIEWING A CLOSING PROTECTION LETTER (CPL)

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.	Step 1 – From a file you will be					
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. Close Window File Summary Maintain File Escrow Acc. Documents Documents Underwriter Stewart Title Guaranty Company ▼ Commitment Effective Date Time PM ▼ Number Documents Draft CPL". If you click on the link the "Please Wait" box will open asking you to please wait. Maintain File Escrow Acc. Documents Policy number* M-9002-004376142 0-9240-000536258 Documents Policy type Standard ▼ Enhanced ▼ Policy type Standard ▼ Enhanced ▼ Reissue Rate Coverage 00 100 108.00 108.00 Loan Policy Exceptions 1,2,3 ▼ ● Buyer Seller * Who is Paying? ● Buyer Seller * * * Enter TBD' in the loan and/or Owner policy number fields to calculate premiums Stewart ICL Stewart ICL Stewart STEPS Save Draft CPL Save Draft CPL	able to go to the Title Policy		Title Policy - Ste	ewart Title Guara	Inty Co. Provided by I	E-Closina
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.	screen and if Stewart is the	Close Window F	ile Summanı	Maintain File	Escrow Acc.	Documents
	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.	Close Window P Underwriter Commitment Effective Date Policy number* Policy type Total Coverage Reissue Rate Coverage Premium Loan Policy Exceptions Who is Paying?	Title Policy - Stevent ile Summary Stewart Title Guaranty Title M-9302-004375142 Standard M-9302-004375142 Standard Methods 185,000.00 Refinance Rate (C .00 656.00 1, 2, 3 ▼ ● Buyer Selle * Enter TBD' in the loar Stewart ICL Stewart STEPS Save Draft CPL	ewart Title Guara Maintain File Company me PM PM O-9 En 180 Click Here to Calculate R .00 108 r n and/or Owner policy nur	Inty Co. Provided by P Escrow Acc. Number	E-Closing
۲ ^{۳۳}) Calculate Premium (E-Closing)			Stewart STEPS Save Draft CPL () Calculate Premium (E	-Closing)		





PREVIEWING A CLOSING PROTECTION LETTER (CPL)

Step 2 – The "Underwriter Specific					
CPL Fields" box will open. Click the		Title Policy - Ste	wart Title Guaran	ty Co. Provided by E-Closing	
checkboxes to select which	Close Window F	ile Summary	Maintain File	Escrow Acc.	Documents
covered party you would like to	Underwriter	Stewart Title Guaranty C	Company 🔹		
preview, and provide other	Commitment Effective Date	Tim	ne PM V	Number	
optional values in the other fields,	Doliou number*	Underwriter Specific Cl	PL Fields	r	Х
then click the "Preview Selected	Policy humber Policy type	Covered Party	Letter Type		
CPLs" button. It could take a few	Total Coverage	🗹 Lender	Lender Single Transaction	on CPL 🔻	
seconds before the draft CPLs are		🗹 Buyer/Borrower	Buyer/Borrower Single T	ransaction CPL 🔻	
retrieved and displayed on the	Reissue Rate Coverage	Attention To:			
screen.	Premium	Successor Language	Successor Language1	•	
	Loan Policy Exceptions				
	vvno is Paying?	Property Type	Single Family Dwelling	•	
		CPL Date	09/17/2015		
		Location SE Utah Ti	tle Company 150 East 10	0 North Moab UT 84532	•
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			Preview Selecte	d _I CPLs	
			- <u></u>	-k <u>-</u>	





PREVIEWING A CLOSING PROTECTION LETTER (CPL)

			File Sumr	nary - Stewar	t Title Guar	anty Co.	
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File: 2015-203 Lookup: T2151272	Close Date: 274	09/11/2015	(Created: Feam: Abstractor: ast Undated:	09/15/2015	Status: Plot Plan Eng.: 10:10 by Stewart T	Active file Processo Closer:
Buvers: Jacon Almaida II	Inknown – Dobocco Lum	Ooborno Unknown	Ľ	Last Opbated.	03/1//2013 at	ID. TO BY Stewart 1	
Lender: Karen L. Osborne Seller:	and Roy F.C. Osborne	i Osburne Onknuwn					Loan Originator:
Property Address: 93 To	LEWIS HILL ROAD, Cov Iland County	entry, CT 06238	ſ	Current Owner:			
Financial Information: Price: 18 1st Payment: 11 Close Date: 09	10,000.00 \ /01/2015 N //11/2015 E	′alue: 1aturity: lisbursement Date:	.00 10/01/2045 09/11/2015		Loan: Int. Rate:		185,000.00 .0000
Realtor Information: Listing Broker: Comm Selling Broker: Comm	nission: .00 nission: .00						
Payoff Information:							
Title Policy: Underwriter: Loan Policy: Owner's Policy: Scanned/Uploaded Documer Coverage Protection Letter I Coverage Protection Letter I	Stewart Title Guaranty M-9302-004375142 (O-9240-000536258 (nts Buyer/Borrower 09/17 Lender () 09/17	Company :overage: :overage: /2015 10:11 AM Siz /2015 10:11 AM Siz	185,000.00 180,000.00 te .04 MB te .04 MB	Commitm Premium: Premium:	ent Effective Da	te: 656.00 108.00	Recorded: 09/14/ Recorded: 09/14/
	File: 2015-203 Lookup: T2151272 Buyers: Jason Almeida U Lender: Karen L. Osborne Seller: Property Address: 93 Property Address: 93 To Financial Information: Price: 18 1st Payment: 11 Close Date: 09 Realtor Information: Listing Broker: Listing Broker: Comr Payoff Information: Title Policy: Underwriter: Loan Policy: Owner's Policy: Owner's Policy: Scanned/Uploaded Documer Coverage Protection Letter Coverage Protection Letter Coverage Protection Letter	Close Windo File: 2015-203 Close Date: Lookup: T215127274 Buyers: Jason Almeida Unknown Rebecca Lynr Lender: Karen L. Osborne and Roy F.C. Osborne Seller: Property Address: 93 LEWIS HILL ROAD, Cov Tolland County Financial Information: Price: 180,000.00 V 1st Payment: 11/01/2015 M Close Date: 09/11/2015 M Close Date: 09/11/2015 D Realtor Information: Listing Broker: Commission: .00 Payoff Information: Title Policy: Underwriter: Stewart Title Guaranty Loan Policy: M-9302-004375142 C Owner's Policy: 0-9240-000536258 C Scanned/Uploaded Documents Coverage Protection Letter Euver/Borrower 09/17	Close Window File S File: 2015-203 Close Date: 09/11/2015 Lookup: T215127274 Buyers: Jason Almeida Unknown Rebecca Lynn Osborne Unknown Lender: Karen L. Osborne and Roy F.C. Osborne Seller: Property Address: 93 LEWIS HILL ROAD, Coventry, CT 06238 Property Address: 93 LEWIS HILL ROAD, Coventry, CT 06238 Financial Information: Price: 180,000.00 Value: 1st Payment: 11/01/2015 Maturity: Close Date: 09/11/2015 Close Date: 09/11/2015 Disbursement Date: Realtor Information: Listing Broker: Commission: .00 Selling Broker: Commission: .00 Selling Broker: Commission: .00 Selling Broker: Coverage: Underwriter: Stewart Title Guaranty Company Loan Policy: M-9302-004375142 Coverage: Owner's Policy: 0-9240-000536258 Coverage: Scanned/Uploaded Documents Coverage Protection Letter Europeree 09/17/2015 10:11 AM Siz	File Summary Close Window File Summary File: 2015-203 Close Date: 09/11/2015 0 Lookup: T215127274 T 1 Buyers: Jason Almeida Unknown Rebecca Lynn Osborne Unknown Lender: Karen L. Osborne and Roy F.C. Osborne Seller: Property Address: 93 LEWIS HILL ROAD, Coventry, CT 06238 0 Price: 180,000.00 Value: .00 1st Payment: 11/01/2015 Maturity: 10/01/2045 Close Date: 09/11/2015 Disbursement Date: 09/11/2015 Realtor Information: Listing Broker: Commission: .00 Selling Broker: Commission: .00 Payoff Information: Listing Broker: Stewart Title Guaranty Company Loan Policy: M-9302-004375142 Coverage: 180,000.00 Owner's Policy: 0-9240-000536258 Coverage: 180,000.00 Scanned/Uploaded Documents Coverage Protection Letter Europerformerer 09/17/2015 10:11 AM Size .04 MB	File Summary - Stewart Account - TEST Close Window File Summary Maintain File File: 2015-203 Close Date: 09/11/2015 Created: Abstractor: Last Updated: Buyers: Jason Almeida Unknown Rebecca Lynn Osborne Unknown Last Updated: Buyers: Jason Almeida Unknown Rebecca Lynn Osborne Unknown Last Updated: Buyers: Jason Almeida Unknown Rebecca Lynn Osborne Unknown Last Updated: Buyers: Jason Almeida Unknown Rebecca Lynn Osborne Unknown Lender: Lender: Karen L. Osborne and Roy F.C. Osborne Seller: Property Address: 93 LEWIS HILL ROAD, Coventry, CT 06238 Current Owner: Price: 180,000.00 Value: .00 1st Payment: 11/01/2015 Price: 180,000.00 Value: .00 .001/12045 .001/12045 Close Date: 09/11/2015 Disbursement Date: .09/11/2015	File Summary - Stewart Title Guaranty Close Window File Summary Maintain File Erit Prile: 2015-203 Close Date: 09/11/2015 Created: 09/15/2015 Lookup: T215127274 Close Date: 09/11/2015 Team: Abstractor. Abstractor. Buyers: Jason Almeida Unknown Rebecca Lynn Osborne Unknown Lender: Karen L Osborne and Roy F.C. Osborne Seller: Property Address: 93 LEWIS Hill ROAD, Coventry, CT 06238 Current Owner: Tolland County Financial Information: Price: 180,000.00 Value: .00 Loan: Ist Payment: 11/01/2015 Maturity: 10/01/2045 Int. Rate: Close Date: 09/11/2015 Disbursement Date: 09/11/2015 Realtor Information: Listing Broker: Commission: .00 Selling Broker: Commission: .00 Selling Broker: Commission: .00 Payoff Information: Loan Policy: Mego: .00,000.00 Premium: Underwriter: Stewart Title Guaranty Company Commitment Effective Da .0wner's Policy: 0.9240-000536258 Coverage: 185	File Summary Slewart Title Guaranty Co. Account - TEXT STEWART Close Window File Summary Maintain File Escrow Acc. File: 2015-203 Close Date: 09/11/2015 Created: 09/15/2015 Status: Lookup: T215127274 Close Date: 09/11/2015 Created: 09/15/2016 Status: Lookup: T215127274 Close Date: 09/11/2015 Created: 09/17/2015 at 10:10 by Stewart T Buyers: Jason Almeida Unknown Rebecca Lynn Osborne Unknown Last Updated: 09/17/2015 at 10:10 by Stewart T Buyers: Jason Almeida Unknown Rebecca Lynn Osborne Unknown Lender: Karen L Osborne Seller: Property Address: 93 LEWIS HILL ROAD, Coventry, CT 06238 Current Owner: Tolland County Price: 180,000.00 Value: .00 Loan: Loan: 1st Fayment: 11/01/2015 Maturity: 100/1/2045 Int. Rate: Close Date: 09/11/2015 Disbursement Date: 09/11/2015 Realter Information: Listing Broker: Commission .00 Selling Broker: Commission .00 Selling





DELETING A DRAFT CLOSING PROTECTION LETTER (CPL)

Step 1 – When draft CPLs have						
been saved in Stewart Access you		Title Policy	- Stewar	t Title Guara	Inty Co. Provided by	E-Closing
will see a link labeled "Delete	Close Window F	ile Summary	Ma	intain File	Escrow Acc.	Documents
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.	Close Window F Underwriter Commitment Effective Date Policy number* Policy type Total Coverage Reissue Rate Coverage Premium Loan Policy Exceptions Who is Paying?	Ittle Policy ile Summary Stewart Title Gus Loan M-9302-00437514 Standard 185,000.00 Refinance R .00 656.00 1,2,3 • • Buyer * Enter TBD' in the Stewart ICT	- Stewar Ma aranty Comp: Time 12 • • • • • • • • • • • • • • • • • •	t Title Guara intain File any ▼ AM ▼ 0-9 Enl 180 ere to Calculate Ri .00 108 r Owner policy nur	Inty CO. Provided by Escrow Acc. Number 240-000536258 hanced 1,000.00 efinance Rate) .00 Buyer Seller mber fields to calculate	E-Closing Documents
		Stewart STEPS Save Draft CPL Delete Draft CPL Generate CPL Calculate Premi) um (E-Closin	ıg)		





DELETING A DRAFT CLOSING PROTECTION LETTER (CPL)

Step 2 – The "Select Draft CPLs to						
Delete" box will open. Click the		Title Policy - S	tewart Title Gua	aranty Co. Provid		
checkboxes to select which	Close Window F	ile Summary	Maintain File	Escrow A	cc. [Documents
checkboxes to select which covered party letter you would like to delete, then click the "Delete Selected Drafts" button.	Close Window F Underwriter Commitment Effective Date Policy number* Policy type Total Coverage Reissue Rate Coverage Premium Loan Policy Exceptions Who is Paying?	ile Summary Stewart Title Guarant Loan M-9302-004375142 Standard 185,000.00 Refinance Rate .00 656.00 1, 2, 3 Buyer Sel t Eaton TERL'in dia la	Maintain File ty Company Time An (Click Here to Calculat ler	Escrow Av A Vumber Owner 0-9240-000536258 Enhanced 180,000.00 e Refinance Rate) .00 108.00 Buyer Selly	er	Documents
		Stewart ICL Stewart STEPS Save Draft CPL Delete Draft CPL Generate CPL Calculate Premium (Select Draft CPLs to Covered Party Covered Party Lender (XXX) Buyer/Borrower Delete Sele	Delete X XX6850) (XXXX7010) cted_Drafts		





ISSUE A DRAFT CLOSING PROTECTION LETTER (CPL)

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. Policy number* M-9302-004375142 Policy type Standard ▼ Inter to Calculate Refinance Rate) Reissue Rate Coverage 00 Premium 656.00 Loan Policy Excentions 1.2.3 ▼	Step 1 – When draft CPLs have						
will see a link labeled "Generate CPL". If you click on the link the "Please Wait" box will open asking you to please wait.	been saved in Stewart Access you		Title Policy -	- Stewart Title	Guaranty Co.		1
CPL". If you click on the link the "Please Wait" box will open asking you to please wait. Policy number* Policy number* Policy type Standard Total Coverage Refinance Rate (Click Here to Calculate Refinance Rate) Reissue Rate Coverage Premium 656.00 Loan Policy Exceptions 1.2.3.▼	will see a link labeled "Generate	Close Window F	ile Summary	Maintain Fi	ile Escro	w Acc.	Documents
Who is Paying? Seller 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	will see a link labeled "Generate CPL". If you click on the link the "Please Wait" box will open asking you to please wait.	Close Window Fi Underwriter Commitment Effective Date Policy number* Policy type Total Coverage Reissue Rate Coverage Premium Loan Policy Exceptions Who is Paying?	ile Summary Stewart Title Gua Loan M-9302-00437514 Standard 185,000.00 Refinance Ra .00 656.00 1, 2, 3 Buyer * Enter TBD' in the Stewart ICL Stewart STEPS Save Draft CPL Delete Draft CPL Generate CPL	Maintain Fi	AM ▼ Number Owner O-9240-00053625 Enhanced 180,000.00 culate Refinance Rate) .00 108.00 ● Buyer ● solicy number fields to	w Acc.	Documents
Calculate Premium (E-Closing)			Calculate Premiu	um (E-Closing)			





ISSUE A DRAFT CLOSING PROTECTION LETTER (CPL)

Step 2 – The "Select Draft CPLs to					
Issue" box will open. Click the		Title Policy - 9	Stewart Title Gua	aranty Co. Provide	d by E-Closing
checkboxes to select which	Close Window F	ile Summary	Maintain File	Escrow Acc	c. Documents
covered party letter you would	Underwriter	Stewart Title Guara	nty Company 🔻		
like to issue, then click the "Issue	Commitment Effective Date		Time AN	1 ▼ Number	
Selected Drafts" button. It could		Loan		Owner	
take a few seconds before the	Policy number*	M-9302-004375142		0-9240-000536258	
issued CPLs are retrieved and	Policy type Total Coverage	Standard		Ennanced •]
displayed on the screen.	Total Coverage	Dofinance Date) Click Here to Calculate	o Dofinanco Dato)	
	Reissue Rate Coverane				
	Premium	656.00		108.00	
	Loan Policy Exceptions	1,2,3 •			
	Who is Paying?	🖲 Buyer 🛛 Se	eller	🖲 Buyer 🛛 🔍 Seller	
		* Enter 'TBD' in the lo	oan and/or Owner policy	number fields to calcula	ate premiums
			Select Draft C'PI e to I	Icene Y	
		Stewart ICL	Covered Party	1354C A	
		Stewart SIEPS Save Draft CDI	I and an OVVVV		
		Delete Draft CPL			
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		Calculate Premium	Issue Select	ed Drafts	
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Sample lagued CDI					
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VOID AN ISSUED CLOSING PROTECTION LETTER (CPL)







VOID AN ISSUED CLOSING PROTECTION LETTER (CPL)

	Title Policy -	Stewart Title (Guaranty Co.		
Close Window F	ile Summary	Maintain Fi	le Escro	ow Acc.	Documents
Underwriter Commitment Effective Date Policy number* Policy type Total Coverage Reissue Rate Coverage Premium Loan Policy Exceptions Who is Paying?	Stewart Title Guarant I.oan M-9302-004375142 Standard 185,000.00 Refinance Rat .00 656.00 1,2,3 • Buyer S * Enter TBD' in the Stewart ICL Stewart STEPS Save Draft CPL Delete Draft CPL Delete Draft CPL Generate CPL Void CPL Calculate Premium	y Company Time Time ↓ te (Click Here to Calc Seller Ioan and/or Owner po Select CPLs to Vo Covered Party ✓ Lender (181 Void Reason C Void Sele	AM Vumber Overage Declined AM	Seller calculate premiums	
	Close Window P Underwriter Commitment Effective Date Policy number* Policy type Total Coverage Reissue Rate Coverage Premium Loan Policy Exceptions Who is Paying?	Close Window File Summary Underwriter Stewart Title Guarant Commitment Effective Date Ioan Policy number* M-9302-004375142 Policy type Standard Total Coverage 185,000.00 Reissue Rate Coverage .00 Premium 656.00 Loan Policy Exceptions 1,2,3 • Who is Paying? Buyer Stewart ICL Stewart STEPS Save Draft CPL Delete Draft CPL Delete Draft CPL Void CPL Calculate Premiur	Title Policy - Stewart Title Guaranty Maintain File Close Window Stewart Title Guaranty Company Underwriter Stewart Title Guaranty Company Commitment Effective Date Time Policy number* M-9302-004375142 Policy number* M-9302-004375142 Policy number* M-9302-004375142 Policy type Standard Total Coverage 185,000.00 Reissue Rate Coverage .00 Premium 656.00 Loan Policy Exceptions 1,2,3 ▼ Who is Paying? Buyer Seller * Enter TBD' in the Ioan and/or Owner p Stewart ICL Stewart ICL Stewart STEPS Save Draft CPL Generate CPL Void CPL Void Reason Void CPL Void Seller	Title Policy - Stewart Title Guaranty Co. Close Window File Summary Maintain File Escret Underwriter Stewart Title Guaranty Company Owner Owner Commitment Effective Date Time AM • Number Policy number* M-9302-004375142 O-9240-0005362 Policy type Standard • Enhanced Total Coverage 185,000.00 180,000.00 180,000.00 Reissue Rate Coverage .00 .00 108.00 108.00 Loan Policy Exceptions 1,2,3 • • Buyer • Enter TBD' in the loan and/or Owner policy number fields to Who is Paying? • Buyer • Seller • Buyer • * Enter TBD' in the loan and/or Owner policy number fields to Stewart STEPS Save Draft CPL Oenerate CPL Void Reason Coverage Declined • Void CPL Void CPL Void Selected CPLs Void Selected CPLs Void Selected CPLs	Title Policy - Stewart Title Guaranty Co. Close Window File Summary Maintain File Escrow Acc. Underwriter Stewart Title Guaranty Company Commitment Effective Date Image: Commitment Effective Date Time AM Number Policy number* M-9302-004375142 O-92240-000536258 O Policy type Standard Image: Commitment Effective Date Image: Commitment Effective Date Image: Commitment Effective Date Policy number* M-9302-004375142 O-92240-000536258 Image: Commitment Effective Date Policy type Standard Image: Commitment Effective Date Image: Commitment Effective Date Image: Commitment Effective Date Policy type Standard Image: Commitment Effective Date M-9302-004375142 O-92240-000536258 Policy type Standard Image: Commitment Effective Date Image: Commitment Effective Date Image: Commitment Effective Date Total Coverage Image: Commitment Effective Date Image: Commitment Effective Date Image: Commitment Effective Date Image: Commitment Effective Date Reissue Rate Coverage Image: Commitment Effective Date Image: C