



## Stewart Access – Closing Protection Letter

## Quick Reference Card

### Before you begin:

Stewart Access performs best with the latest versions of Google Chrome and Internet Explorer. Mozilla's Firefox is NOT recommended.

## Creating a Closing Protection Letter in the Stewart Access Portal

### Steps to Complete

1. Select **CPL** from the menu.



2. Enter **File Number**, **State**, **Covered Party**, and **Form**. The **Date** will default to today's date.

3. Select the **Property** tab, then Select **Add.** 

4. Enter the **Property Address** and Select **Save**.

5. Select the **Lender** tab, then Select **Add.** 

6. Enter the **Search By** criteria, then Select **Search.** 

7. Select the desired **Lender** from the picklist. Select **Save**.

8. Select the **Buyer/Borrower** tab, then Select **Add.** 

9. Enter the **Buyer/Borrower** name or **Business Name** and **Address**, then Select **Save**.

10. Enter **Seller** information, if needed, in the same manner as the Buyer/Borrower.

11. Select the **Attorney** tab, if needed. Enter **Search By** criteria and Select **Search.** 

12. Select desired **Approved Attorney** or **Individual Attorney** from the picklist. Select **Save**.

13. Select the **Secondary Agency** tab, if needed. Enter **Search By** criteria and Select **Search.** 

14. Select desired **Secondary Agency** from the picklist. Select **Save**.

15. Select the **Save** icon  to view a draft version of the CPL. Select **OK** to close the window.

16. Select **Generate** icon  to Issue the CPL. Select **OK** to close the window.

17. To **Cancel** an existing CPL, Select **Cancel.** 