

Calyx Path Placing Orders and Importing Fee Quotes

User Guide August 4, 2022

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Introduction

This document walks you through how to use the *Lender Web Integration interface* within the *Calyx Path* application, to place orders, send documents and messages and obtain Disclosure Fees.

This integration between Stewart and Calyx Path allows users to access Place Order, documents and messages along with *Stewart Rate Calculator* to calculate fees and then push them to Calyx Path for display on the Fees Worksheet.

Prerequisites

Lender Setup

An on-boarding process is required for lenders to be set up to use the *Lender Web Integration interface* in *Calyx Path*. Before this integration can be used, an account with Stewart must be created with the Calyx Path account. Your Stewart Representative will provide you with the necessary form, as shown below to request access to this interface.

om	nplete this form	n to add a Lender	r Organizatio	on and Point of Contact for	the Calyx Path integ	gration.			
ec	tion 1: Add	ing a New Ler	nder/Bank						
th	e table below,	enter the Lende	r Name and	Account ID from Calyx Pa	oth.				
	Lender N	ame/Organization	Name						
	Calyx Pa	th ID							
		ing a Doint of	Contact						
C	tion 2: Add	ing a Point of	Contraction)						
th	tion 2: Add the table below,	enter a Point of	Contact(s).						
th	tion 2: Add ne table below, nte: At least one	enter a Point of Point of Contact	Contact(s). (Admin) is re	quired for new Lenders. Ema	I Address and Addre	ss are required for each	Point of Contact		
th	tion 2: Add ne table below, nte: At least one	enter a Point of Point of Contact	Contact(s). (Admin) is re	quired for new Lenders. Ema	il Address and Addre	ess are required for each	Point of Contact.		
th	tion 2: Add the table below, te: At least one First Name	enter a Point of Point of Contact	Contact(s). (Admin) is re Title	quired for new Lenders. Ema	I Address and Addre	Address	Point of Contact.	State	Zip
th	tion 2: Add the table below, the: At least one First Name First	enter a Point of Point of Contact Last Name Last	Contact(s). (Admin) is re Title	quired for new Lenders. Ema Email Address email. id@lender.com	Phone Number (832) 222-5565	Address 9700 Bissonnet	Point of Contact. City Houston	State TX	Zip 77036
th	tion 2: Add the table below, the: At least one First Name First	enter a Point of Point of Contact Last Name Last	Contact(s). (Admin) is re Title	quired for new Lenders. Ema Email Address email_id@lender.com	Phone Number (832) 222-5565	Address	Point of Contact. City Houston	State TX	Zip 77036
th	tion 2: Add the table below, te: At least one First Name First	Last Name	Contact(s). (Admin) is re Title	guired for new Lenders. Ema Email Address email_id@lender.com	Phone Number (632) 222-5565	Address 9700 Bissonnet	Point of Contact. City Houston	State TX	Zip 77036
th	tion 2: Add te table below, te: At least one First Name First	enter a Point of Point of Contact Last Name Last	Contact(s). (Admin) is re Title	email_id@lender.com	Phone Number (832) 222-5565	Address 9700 Bissonnet	City Houston	State TX	Zip 77036
2C	tion 2: Add te table below, te: At least one First Name First	Last Name	Contact(s). (Admin) is re Title	equired for new Lenders. Email Email Address email_id@lender.com	Phone Number (832) 222-5565	Address 9700 Bissonnet	Point of Contact. City Houston	State TX	Zip 77036

Access to Email

A Desktop Email Client application, such as Microsoft Outlook must be installed to use the Request links within the interface.

Launching the Interface

Once the integration is setup, you are ready to start placing orders and importing fee data from Stewart Rate Calculator into Calyx Path.

To launch the interface, click on the Stewart button located on the Production or Send/Status tabs within your loan.

1040.78	157-Testing	All Fees File X									Stewart Title	Stewart Title	Role)	Log o
Production		Lock	Compliance	Conditions	я	Documents	, A	Interfaces	Mes	isagos				
Send/Status	Summary	Application	Closing Costs	Loan Transmittal	FH	A VA	HMDA	Appraisals	Profile	Insurance	Contacts	Decision	÷	
Production Valida	ation													
All validations are s	atisfied.													
Production Send	Assign Histe	ory												
Action Date/Time	Ву		Role	Sent To		Assi	gn To	Notes						
08/22/2019 9:03:40	0 AM Ste	wart Title	Stewart Title Rol			Stew	art Title	Assigned						
Production Statu	s History													
Action Date/Time	Ву		Role		Status			Notes						
08/22/2019 9:03:41	1 AM Ster	wart Title	Stewart Title Rol	÷	Prospe	ct								

Placing an Order

With the interface open, complete the following steps to Place Order from the Stewart Interface.

Steps

- 1. Select Stewart Title in Calyx Path.
- 2. The Stewart Title landing page will open the Place Order page with the ability to choose Get Pricing Quote.

Note: The Place Order tab will be selected by default and some details of the loan will be visible.

Stewart Place Order Get Pricing Quote	Loar Acco	Numbor: 1758 Request Technical Support Close
- Messages		Get Pricing Place Order Cancel Order
- Select Office	Borrowers Borrower: Carol Snapka CoBorrower:	Loan Information Loan Number: 1758 Loan Type: Conventional
St. Louis MO 63102 844-573-5082 © Centralized	Property Information Address: 22814 Crested Lark Ct Katy TX 77450	Loan Amount: 15000.00 Purchase Price: 250000.00 Estimated Closing:
Local Office Locate Office Documents Communications	County: HARRIS	Escrow File Number:

Note: An order needs some mandatory information to process. If this information is missing from the loan details, an error message will appear on the top which will let you know what is missing.

- 3. Go Back to *Calyx Path* and make the changes. Do not close the screen, otherwise **Office**, **Document**, and **Messages** information entered for your Order will be lost.
- 4. Select the *Place Order tab* to refresh the screen with any updates.

stewart			Loan Number: 1758 Account: CalyxVnr	uest Techni	ical Support Close
Place Order Get Pricing Quote					
Messages Please place order.			Get Pricing	Place O	Order Cancel Order
Select Office Stewart Centralized Title Services 500 North Broadway	Borrowers Borrower:	Carol Snapka	Loan Inform	Number:	1758
Suite 900 St. Louis MO 63102 844-573-5082	Property Infor	mation ————	Loan Loan	Amount:	Purchase 150000.00
Centralized Local Office Locate Office	Address: County:	22814 Crested Lark Ct Katy TX 77450 HARRIS	Estimated Escrow File	se Price: Closing: Number:	250000.00
Documents () Communications ()					

5. For **HELOC Loans**, additional steps are required:

• When the HE	LOC Indicator is	selecte	ed in Calyx Path			
↔ Product Information						
Agency Case Number			Loan Program			
Lender Case Number	315		Program Group			
MERS MIN Number	11111108000002206		Product Code			
Loan Type	Other	~	Amortization Type	Fixed		~
Lien Position	Second	~	ARM Program			2
Loan Term (months)			Buydown			~
Due In (months)			Balloon			
Simultaneous Sub-Lien			Product Type			*
Loan			Product Description			~
Link Loan		_ 2	Additional Feature	ß	HELOC	\checkmark
			Custom Parameter for Pricing	Ľ		

- The Stewart Integration page shows **HELOC** as the Loan Type.
- Two new required options will appear:

Place Order Get Pricing Quote		Loan Number: 4190 Account: CalyxVnr Request Technical Support Close
Messages Please place order. Select Office Stewart Centralized Title Services Stewart Title Guaranty Company 500 North Broadway Suite 900 St. Louis MO 63102 844-573-5082 Centralized Locat Office Locate Office	Borrowers Borrower: Mianna Tapio CoBorrower: Property Information Address: 77 83rd Ave N Coon Rapids MN 5 County: ANOKA	Get Pricing Place Order Cancel Order User Guide User Guide Loan Information Loan Number: 4190 4190 Loan Type: HELOC Insured O UnInsured Loan Purpose: Refinance Loan Amount: 5448 Estimated Closing: Escrow File Number:
Documents () Communications () Add Document Name	Date	Status
	No documents are availa	View Download

- Insured Title Insurance is need on this loan
- Uninsured Title Search Only (ie Property Report, Owner & Encumbrance Report aka O&E, etc) no Title Insurance

6. For Reverse Loans, additional steps are required: When Loan Type in Calyx Path is Other

↔ Product Information							
Agency Case Number			Loan Program				
Lender Case Number	315		Program Group				
MERS MIN Number	111111108000002206		Product Code				
Loan Type	Other	~	Amortization Type	Fixed		~	
Lien Position	Second	~	ARM Program				2
Loan Term (months)			Buydown			~	
Due In (months)			Balloon				
Simultaneous Sub-Lien			Product Type			~	
Loan			Product Description			~	
LINK LOAN		_ 7	Additional Feature	C	HELOC]
			Custom Parameter for Pricing	Ø			_

- Stewart Integration Page shows Other as the Loan Type.
- A required option will appear:
 - i. Select **Reverse** if Loan is a *Reverse Mortgage*

Place Order Get Pricing Quote		Loan Number: 4190 Account: CalyxVnr Request Technical Support Close
Messages Please place order. Select Office Stewart Centralized Title Services Stewart Title Guaranty Company 500 North Broadway Suite 900 St. Louis MO 63102 844-573-5082 © Centralized Locate Office Locate Office	Borrowers Borrower: Mianna Tapio CoBorrower: Property Information Address: 77 83rd Ave N Coon Rapids MN 554 County: ANOKA	Get Pricing Place Order Cancel Order User Guide User Guide Loan Information Loan Number: 4190 4190 Loan Type: Other © Reverse Loan Amount: 50000.00 Purchase Price: Estimated Closing: Escrow File Number: Escrow File Number:
Documents () Communications () Add Document		
Name	Date No documents are availabl	Status
		View Download

Locating an Office

Depending on your access type, an office may be pre-selected. If not, you can use the **Locate Office** feature to select the office and place your Title and Escrow request.

Use the following steps to find an Office:

Steps

- 1. Select Locate Office and click Locate an Office.
- 2. Select **Property Address** to search for an office close to the property, or *Zip Code* to search for an office within a Zip code area.
- 3. Select the *Distance*.

Note: By default, the selected distance is 10 miles, but you can change this in the *Distance (miles)* drop-down or type in a number.

- 4. After selecting the distance, click on Find Office(s). Don't show this screen just the next screen.
- 5. In the results, select your desired office and click Select Office.

	⊖zi	Code			
		Distance (mile	s): 10		Find Office(s)
Address	City	State	Zip	Phone	Distance
3402 Torchlite Ter	Katy	тх	77494	2813928844	1.74
30525 First St	Fulshear	ТХ	77441	2813461333	9.43
				s	elect Office Cancel
	Address 3402 Torchilte Ter 30525 First St	Address City 3402 Torchilte Ter Katy 30525 First St Fulshear	Zip Code Distance (mile Address City 3402 Torchilte Ter Katy X30525 First SI Fulshear	Zip Code Distance (miles): 10 Address Cify State Zip 3402 Torchilte Ter Katy TX 77494 30525 Firist St Fulshear TX 77441	Zip Code Distance (miles): 10 Address City State Zip Phone 3402 Torchilte Ter Katy TX 77494 2813928844 30525 First St Fulshear TX 77441 2813461333

Send Documents with Place Order

Use the steps below to send documents with **Place Order**:

Steps

- 1. In Place Order, click the Documents tab.
- 2. From the *Documents* tab, click the Caret Symbol ^ to expand the screen.
- 3. Select from File System or From Calyx Path.

4. Select **Browse** to select the document you need to send.

- Select Office	- Borrowers			Loop Informe	tion	
Stewart Centralized Title Services 500 North Broadway Suite 900	Borrower: CoBorrower:	Open ← → ▼ ↑ Organize ▼	✓ docs → CP New folder	ڻ ~	Search CP	× م
St. Louis MO 63102 844-573-5082	Property Inform	Pictures 2020 CP Doc	★ ^ Name If CP Test Doc 1 If CP Test Doc 2	^	Date modified 7/15/2020 2:52 PN 7/15/2020 2:52 PN	1
O Local Office	County:	КВІ	✓ < File name: CP Test Doc 2	~	All files	~
Documents Communications	_				Open	Cancel
Select Document	* from File System from Calyx Pa 	em	Bro	wse		
Descriptio	n					
*Each document cannot exceed 20 MB					Send Document	Clear

- 5. Select the **Document** and enter the **Description** (optional). You must add a document before the order is initiated. You can also send Documents after the Escrow File Number is returned.
- 6. Click Send Document.

Documents Communications			
Add Document			
Select Document * Description	from File System from Calyx Path	C:\Users\cservello\docs\(Browse	
*Each document cannot exceed 20 MB			Send Document Clear

7. A pop-up message will appear. Documents will be sent when Place Order is selected. Click OK.

1	Lender Web Integrations							
s	Message(s) will be sent when Place Order is selected.							
		ок .oa						
	Address: 22814 Crosted Lark Ct	Loa Purch						

8. The Status on the Document screen will be set to *Pending (Place Order)* until the **Escrow Number** comes back from ResWare.

Documents 2	Communications (2)			
Add Message	~			
Sender	Subject	Message	Date	Status
Calyx Path User	Test Message 1 with Order	Testing the Message Sent with Order	07/15/2020 15:01:33 PM	Pending (Place Order)
Calyx Path User	Test Message with Order	Test Message Sent with Order	07/15/2020 15:02:24 PM	Pending (Place Order)
				View Message

Send Messages with Place Order

Use the steps below to send messages with Place Order:

Steps

- 1. In Place Order, click the Communications tab.
- 2. From the *Communications* tab, click the Caret Symbol ✓ to expand the screen. You must add a document before the order is initiated.
- 3. In the Subject field, enter your subject. In the Message field, type in the message.
- 4. Click Send Message.

Documents 2 Communications 1		
Add Message		
Subject *	Test Message with Order	
Message *	Test Message Sent with Order	
		Send Message Clear

5. A pop-up message will appear. Message(s) will be sent when **Place Order** is selected. Click **OK**.

Lender Web Integrations	info
Message(s) will be sent when Place Order is selected.	Loa
	ок .03
	Loa

6. The Status on the Message screen will be set to *Pending (Place Order)* or *Pending (Escrow #)* until an Escrow Number come back from ResWare.

Documents 2	Communications 2				
Add Message	*				
Sender	Subject	Message	Date	Status	
Calyx Path User	Test Message 1 with Order	Testing the Message Sent with Order	07/15/2020 15:01:33 PM	Pending (Place Order)	
Calyx Path User	Test Message with Order	Test Message Sent with Order	07/15/2020 15:02:24 PM	Pending (Place Order)	
				View Message	

7. Once **Place Order** is selected, a circular cursor appears indicating the application is processing your Order.

8. When completed, the **Escrow File** number appears in the Blue bar and in the *Escrow File Number* field under **Loan Information**.

stewart			Loan Number: 177 Account: CalyxVnr	Request Techr	nical Support Close
Place Order Get Pricing Quote					
Thank you for your order Escrow File Number is	575144				
Welcome Back! Thank you for your order.			Get	Pricing Place (Order Cancel Order
┌─ Select Office ────	Borrowers			an Information —	
Stewart Title Company 3402 Torchlite Ter Ste A	Borrower: CoBorrower:	Carol Snapka		Loan Number: Loan Type:	1775 Conventional Purchase
Katy TX 77494 2813928844	Property Infor	mation		Loan Amount:	189650.00
Centralized	Address:	22814 Crested Lark Ct Katy TX 77450		Purchase Price: Estimated Closing:	250000.00
Local Office Locate Office	County:	HARRIS	E	crow File Number:	575144

9. Within Calyx Path under the **Property/Title Company** section, the **Title Company** and **Settlement Company** sections along with the Order number will be populated.

Title Company			Settlement Agent	Same as Title Information
Company	Stewart Centralized Title Services] !	Company	Stewart Centralized Title Services
Address 1	500 North Broadway]	Address 1	500 North Broadway
Address 2	Suite 900]	Address 2	Suite 900
City	St. Louis]	City	St. Louis
State	MO 🖌 Zip 63102		State	MO ~ Zip 63102
Phone	844-573-5082 Fax		Phone	844-573-5082 Fax
Email]	Email	
Company License]	Company License	
License Authority]	License Authority	
Authority URL]	Authority URL	
Contact			Contact	
Contact Phone		_	Contact Phone	
Contact License]	Contact License	
Order Number	NSWREF20184925		Escrow Number	NSWREF20184925
Effective Date		_		
Title Expiration	8:::::			

Sending Documents in Place Order

Use the steps below to send documents after an order is placed:

Steps

- 1. In Place Order, select the Documents tab.
- 2. From the *Documents* tab, click the Caret Symbol ^ to expand the screen. You must add a document before the order is initiated.
- 3. In the Select Document field, choose the Document Type.
- 4. In the *Description* field, insert a Description (optional).
- 5. Click Send Document.

Add Document 🔺				
	Select Document *	 from File System from Calyx Path 	Browse	
	Description			
*Each document cannot exceed	1 20 MB			Send Document Clear

6. A pop-up message will appear. Documents will be sent when Place Order is selected. Click OK.

Lender Web Integrations	,
Document has been sent.	14
	ок

7. The Status on the Document screen will display the status of the document.

Name	Date	Status
CP Test Doc 1.pdf	07/16/2020 10:38:29 AM	Sent
CP Test Doc 2.pdf	07/16/2020 10:38:29 AM	Sent
CP Test Doc 1.pdf	07/16/2020 12:16:06 PM	Sent
		View Download

Receiving Documents

Documents are received via Stewart or Calyx Path UI.

Receiving Documents via Stewart Path

Use the steps below to receive documents through the Stewart path:

Steps

1. In Place Order, click the Documents tab.

Note: The Status will be *Imported* for documents coming in from Stewart. They are also imported to Documents within *Calyx Path*.

2. Highlight the document by clicking on it and click either View or Download.

Documents () Communications (3		
Add Document 🗸		
Name	Date	Status
CP Test Doc 1.pdf	07/16/2020 10:38:29 AM	Sent
CP Test Doc 2.pdf	07/16/2020 10:38:29 AM	Sent
CP Test Doc 1.pdf	07/16/2020 12:16:09 PM	Sent
Wire Instructions.pdf	07/17/2020 09:13:22 AM	Imported
		View Download

Receiving Documents via Calyx Path UI

Use the steps below to receive documents through the Calyx Path UI:

Steps

- 1. In the Calyx Path UI, click on the **Documents** tab.
- 2. Select the checkbox next to the required document.
- 3. Choose from the Actions buttons at the bottom of the screen.

	PathSoftwa Mortgage Origination Transfo	are **											
Loai	ns 17	775—Carol Sr	napka X									SI	ewart Title
	Production	L	ock	Compliance	Conditions	R	Documents	R	Interfaces	; Me	essages		
L	_ist Deleted												
Loan	Number: 1775	Borrov	ver: Carol Snaj	pka	Lock Status: Not Lo	ocked		Lock E	xpiration:				
∿				×	٩						Show Active Only	Show I	Filled Stack
	Document		Borrower	Category	Туре		Description	Ву	Status	Stat	tus Date & Time	Upload Date	Review
	Texas Capital Ba	ank Wire In	Carol Snapk	a Closing	Wire Instruction	ons			Uploaded	d 07/1	17/2020 9:13:27 AM	07/17/2020	
\checkmark	Stewart Fee Quo	ote	Carol Snapk	a Disclosure	Other		Stewart Fee Q		Uploaded	d 07/1	17/2020 8:14:55 AM	07/17/2020	
								+	File Drop Zone (Add from Compu	ter)		
A	dd from Compute	er Add fro	m Library	Add Document Rec	uest Delete		Merge	Qu	uick View	Download	Email	Send For Si	gnature

Cancel Orders

Use the steps below to cancel orders through Stewart:

Steps

1. In the **Place Order** tab, click **Cancel Order**.

stewart		Loan Number: 1775 Account: CalyxVnr Close
Place Order Get Pricing Quote Thank you for your order. Escrow File Number is	575144	
Messages Welcome Back! Thank you for your order.		Get Pricing Place Order Cancel Order
C Select Office Stewart Title Company 3402 Torchlite Ter Ste A	Borrowers Borrower: Carol Snapka CoBorrower:	Loan Information Loan Number: 1775 Loan Type: Conventional Loan Purpose: Purchase
Katy TX 77494 2813928844 Centralized Local Office	Property Information Address: 22814 Crested Lark Ct Katy TX 77450 County: HARRIS	Loan Amount: 189650.00 Purchase Price: 250000.00 Estimated Closing: Escrow File Number: 575144

2. A Pop-up Message will appear which confirms if want to cancel the order. Click OK.



- 3. A Cancel Order box will appear.
- 4. In the *Comments* field, enter your reason for cancellation. Click **Submit**.

Cancel O	rder			
Proj	perty Address	22814 Crested Lark Ct	Loan Number	575144
		Katy TX 77450	Borrower	Carol Snapka
	County	HARRIS	CoBorrower	
	Comments *	Application Denied		
				Submit Cancel
				Sabilit

5. A Pop-up Message will appear saying Your order has been canceled. Click OK.



6. In the **Place Order** tab, a message will display on the red bar confirming your order has been cancelled.

stewart		Loan Accol	Number: 1775 Int: CalyxVnr Request Techn	nical Support Close
Place Order Get Pricing Quote				
Your order has been cancelled. Escrow File Num	ber is 575144			
 Messages Welcome back! This order has been cancelled. You ma button. 	ay place a new order for	this loan by clicking the 'Place Order'	Get Pricing Place	Order Cancel Order
- Select Office	Borrowers		- Loan Information -	
Stewart Centralized Title Services	Borrower:	Carol Snapka	Loan Number:	1775
500 North Broadway	CoBorrower:		Loan Type:	Conventional
Suite 900			Loan Purpose:	Purchase
St. Louis MO 63102	Property Infor	mation —	Loan Amount:	189650.00
844-573-5082	Address:	22814 Crested Lark Ct	Purchase Price:	250000.00
Centralized		Katy TX 77450	Estimated Closing:	
O Local Office	County:	HARRIS	Escrow File Number:	575144

Note: Place Order is option is available here and users can select it to place an Order again, if needed.

Send Messages

Use the steps below to send Messages after an order is placed:

Steps

- 1. In the Stewart path, click on the **Communications** tab.
- 2. From the *Communications* tab, click the Carrot symbol ¥ to expand the screen. You must add a document before the order is initiated.
- 3. In the Subject field, type in a subject.
- 4. In the *Message* field, type in a message.
- 5. Click Send Message.

Documents 3	Communicati	ons 💿			
Add Message 🖌	•				
		Subject *	Test Msg for Order ×]	
		Message *	Test Message after Order Sent		
					Send Wessage Clear

6. A Pop-up message will display Message has been sent. Click OK.

Lender Web Integrations	
Message has been sent.	1: /
	ок

7. The Status on the Message screen will display the status.

Sender	Subject	Message	Date	Status
Calyx Path User	Test Msg 1	Sent with Place Order	07/16/2020 10:38:29 AM	Sent
Calyx Path User	Test Msg 2	Sent with Place Order	07/16/2020 10:38:30 AM	Sent
Calyx Path User	Test Msg for Order	Test Message after Order Sent	07/16/2020 12:37:30 PM	Sent
				View Message

Receive Messages

Use the steps below to receive messages on orders through Stewart:

Steps

- 1. In *Place Order*, click on the **Communications** tab.
- 2. In the *Message* column, select the desired message.
- 3. Click **View Message** to open the Message.

Documents	Communications 5				
Add Messag	je 🗸				
Sender	Subject	Message	Date	Status	
User	Test Msg 2	Sent with Place Order	AM	Sent	^
Calyx Path User	Test Msg for Order	Test Message after Order Sent	07/16/2020 12:37:32 PM	Sent	ł
Stewart	TEST to CP	TESTINGLynn RamseyLynn.Ramsey@stewart.comESBResWare E2E Pre	e 07/17/2020 10:29:17 AM	Received	
Stewart	FW: Test RW to CP Action Note	Lynn RamseyLynn.Ramsey@stewart.comESBResWare E2E PreProdpre	07/17/2020 10:31:15 AM	Received	~
		I.		View Messag	ge

Calculating Fees

 Stewart
 Loan Number: 1775
 Request Technical Support
 Close

 Place Order
 Get Pricing Quote

 Image: Thank you for your order. Escrow File Number is 575144

 Messages

 Welcome Backl Thank you for your order.

There are two options to get fees in the Stewart UI Order screen.

When you enter the interface, a pop-up message will display.

Click OK and select the **Do not display this message again** checkbox if you don't want to see the message again.

Have you heard? NetSheet functionality was moved to Stewart Rate Calculator on March 21, 2018. To learn more and how this will impact you, visit the Stewart Rate
Calculator Training Center for details.
Do not display this message again

Note: When calculating fees, the preferred browser for using the Stewart Rate Calculator is Google Chrome.

Use the steps below to calculate the fees:

Steps

 The Stewart Rate Calculator screen displays with pre-populated information for City, State, and County, the Transaction Type, Sales Price and Loan Amount. This was pre-populated according to the selected Loan in Calyx Path.

S	tewart	Loan Number: 1775 Account: CalyxVnr	Request Technical Support	Close
Place Order	Get Pricing Quote			
	Buyer Close Sheet Seller Net Shee	ot Title & Escrow Fee Estimate	Push Fees to C	alyx Path
	Property Location	Katy, TX, Fort Bend		
	Transaction Type	Sale/Purchase with Mor \checkmark		
	Sales Price	\$250,000.00		
	Loan Amount	\$189,650.00		
C	Title Insurance Premium		*	
	Endorsements/ Other Products		Select Products 🛛 😣	
σ	Title Service Fees	Select	Settlement Office 🛛 🕹	

Note: As of December 11, 2018, only Sale/Purchase Cash, Sale/Purchase with Mortgage or Refinance are available to select.

2. Enter information in the remaining fields relating to the quote.

3. Click on **Create Estimate**.

Taxes		Select Fee and Tax Qu
Create Estimate	New Estimate	
	Create Estimate	Create Estimate New Estimate

- 4. Title Insurance Premium, Endorsement/Other Products Amounts, Title Service Fees, and Recording Fees and Transfer Taxes can be imported into *Calyx Path*.
- 5. When finished, click **Download**.

Prepared For:		
Name		
Company		
Email Address	someone@example.com	
Note		
Remember		
	Download Cancel	

Sales Price		\$2	250,000.00	Prepared By:
Loan Amount		S	189,650.00	Carol Snapka 22814 Crested Lark Ct Katy, TX 77450
Title Insurance Premium & Related Fees	Buyer	Seller	Total	Kaly, 1X //450
Lender's Policy: (Basic Policy)	\$100.00	\$0.00	\$100.00	
T-19 Restrictions, Encroachments, Minerals	\$65.20	\$0.00	\$65.20	Prepared For:
T-30 Tax Deletion	\$20.00	\$0.00	\$20.00	Test Calyx
T-36 Environmental Protection Lien	\$25.00	\$0.00	\$25.00	
TX Not Yet Due - R24c	\$5.00	\$0.00	\$5.00	
Owner's Policy:(Basic Policy)	\$0.00	\$1,623.00	\$1,623.00	
Premium & Related Fees Subtotal	\$215.20	\$1,623.00	\$1,838.20	
Tax (if applicable)	\$0.00	\$0.00	\$0.00	Prepared On:
Premium & Related Fees Total	\$215.20	\$1,623.00	\$1,838.20	7/16/20 1:05 PM
Lender's Policy (TRID)	\$1,304.00	\$0.00	\$1,304.00	B
Lender's Policy Tax (if applicable)	\$0.00	\$0.00	\$0.00	Property Location:
Owner's Policy (TRID)	\$0.00	\$419.00	\$419.00	Katy, TX, Fort Bend, 77450
Owner's Policy Tax (if applicable)	\$0.00	\$0.00	\$0.00	
Totals	\$1,304.00	\$419.00	\$1,723.00	Transaction Type:
TRID Adjustment			\$1,204.00	Sale/Purchase with Mortgage
Recording Fees & Transfer Taxes	Buyer	Seller	Total	
Mortgage Recording Fee	\$0.00	\$0.00	\$112.00	
Deed Recording Fee	\$0.00	\$0.00	\$36.00	
Recording Fees & Transfer Taxes Total	\$0.00	\$0.00	\$148.00	



For your records and to add other fees to Calyx Path, please click the **Download** button to save a copy of the quotes from the *Stewart Rate Calculator* to your local machine before exiting the screen.

6. To import the **Title Insurance Premium**, **Endorsement/Other Products Amounts**, **Title Service Fees**, and **Recording Fees** and **Transfer Taxes**, click on **Push Fees to Calyx Path**. Use the **PDF** copy of the quotes for your reference (if needed).

	ste	ewart			Loan Number: 17 Account: CalyxV	75 Request Technical Support	Close
Place Ord	ler	Get Pricing Quote					
		(Buyer Close Sheet	Seller Net Sheet	Title & Escrow Fee Estimate	Push Fees to C	alyx Path
		Property Locatio	on		Katy, TX, Fort Bend		
		Transaction Type	e		Sale/Purchase with Mor \vee		
		Sales Price			\$250,000.00		
		Loan Amount			\$189,650.00		
		Title Insurance F	Premium			*	

7. A pop-up will display the **Current Fees** of the fees in your loan and the *New Fees* that will be imported. To import the new values into your loan, click the checkbox for the selected Fees and click on the **Import Fees** button.

Fee Comparison					
Please select the fees you want to update in your file.	Loan Number: 1775				
Current Fees	New Fees				
C. Services Borrower Can Shop For	^				
	Lender's Title Insurance \$1,304.00 Paid By: Borrower				
	Title - T-19 Restrictions, Encroachments, Minerals \$65.20 Paid By: Borrower				
	Title - T-30 Tax Deletion \$20.00 Paid By: Borrower				
	Title - T-36 Environmental Protection Lien \$25.00 Paid By: Borrower				
	Title - TX Not Yet Due - R24c \$5.00 Paid By: Borrower				
E. Taxes and Other Government Fees					
	Mortnana Decording Fee				
Import Fees	Close				

8. A pop-up message will notify you that the fees have been imported. Click **OK** to continue.



9. Go to Closing Costs and select the Fees tab to review the imported fees.

Send/Status Summary	Application Closing Co	ts Loan Transmittal FH/	A VA HMDA	Appraisals F	Profile Ins	urance Contacts	
Fees Summary Loan	Estimate Service Providers	losing Disclosure Summaries of	Transaction Payoffs/Pay	ments Additional	Information	Escrows	
Estimated Closing Date	31/2020 🛗 First Payment Date	Total Settlen	nent Charges \$ 1,98	6.20 Template			
△ A Origination Charges				Loan D	iscount/Credit	0.0	
A. Origination Charges					l otal: \$	0.00 +	
Charge	Paid To	Company	Pa	id By APR	POC	Amount	
Loan Discount			Bo	rrower Yes	No \$	0.00	
Ar B. Services Borrower Cannot Shop For Total: \$ 0.00 🖬							
Charge	Paid To	Company	Pa	id By APR	POC	Amount	
Mortgage Insurance Prem	ium		Bo	rrower Yes	No \$	0.00	
VA Funding Fee			Bo	rrower Yes	No \$	0.00	
슈 C. Services Borrower C	an Shop For				Total: \$	1,419.20 +	
Charge	Paid To	Company	Pa	id By APR	POC	Amount	
Lender's Title Insurance			Bo	rrower No	No \$	1,304.00	
Title - T-19 Restrictions, E	ncroachments,		Bo	rrower No	No \$	65.20	
Title - T-30 Tax Deletion			Bo	rrower No	No \$	20.00	
Title - T-36 Environmental Protection Lien Borrower No No \$ 25.00					25.00		
Title - TX Not Yet Due - R2	24c		Bo	rrower No	No \$	5.00	
Stewart Custor	m 15 Restore Fees Co	npare Fees Change Contact	Delete	Save			

Technical or Transactional Support

For technical or transactional support click the links within the Lender Web Integration interface for assistance.



A *Desktop Email Client* application such as Microsoft Outlook must be installed to use the **Request Technical Support** link. Otherwise, please contact Stewart Customer Care for assistance at 1.877.800.3132 or <u>CustomerCare@stewart.com</u>.

Request Technical Support

For technical support questions, click **Request Technical Support** on the Place Order or Estimate page to access *Stewart Customer Care* via email at <u>CustomerCare@stewart.com</u>.

stewart		<i>Loan Number:</i> 1775 Account: CalyxVnr	Request Techni	ical Support Close
Place Order Get Pricing Quote				
Thank you for your order. Escrow File Number is	575144			
Messages Welcome Back! Thank you for your order.		Get P	ricing Place C	Cancel Order
- Select Office	Borrowers	Loar	n Information —]
Stewart Title Company	Borrower: Carol S	napka	Loan Number:	1775
3402 Torchlite Ter	CoBorrower:		Loan Type:	Conventional
Ste A			Loan Purpose:	Purchase
2813928844	Property Information -		Loan Amount:	189650.00
	Address: 22814 0	Crested Lark Ct	Purchase Price:	250000.00
○ Centralized	Katy TX	. 77450 Es	stimated Closing:	
Local Office Locate Office	County: HARRIS	S Esci	row File Number:	575144

We appreciate your business. We hope you find the *Lender Web Integration interface* easy to use. For further assistance, contact Stewart Customer Care at 1.877.800.3132 or <u>CustomerCare@stewart.com</u>.