

**Calyx Point**  
**Integrated with Stewart**  
User Guide  
July 23, 2021

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# Introduction

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This document walks you through how to use the *Stewart Title Company* interface within the *Calyx Point* application, to **Place Orders** and **Obtain Disclosure Fees**.

This integration between **Stewart** and **Calyx Point** allows users to place an order with **Stewart** and access *Stewart Rate Calculator* to calculate fees and transfer Calyx Point for display on the Fees Worksheet. In addition, users will be able to send/receive documents and messages with Stewart.

**Deployment Date: July 23, 2021**

# Prerequisites

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## Username and Password Setup

An on-boarding process is required for lenders to be set up to use the *Stewart Title Company* interface in *Calyx Point*. Before this integration can be used, an account with Stewart must be created with the names of users who will use the integration. Your Stewart Representative will provide you with the necessary form, or you can access the form here – (Please link to the Lender Integration Page) as shown below to request access to this interface.

## Access to Email

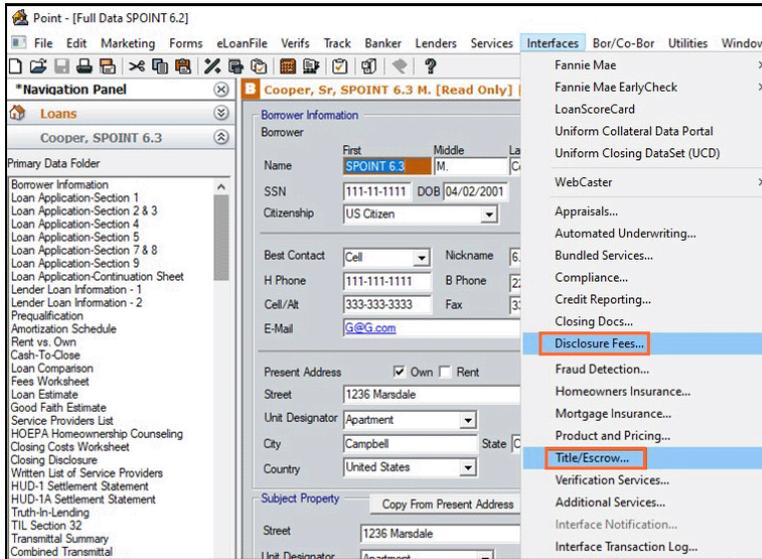
A *Desktop Email Client* application, such as **Microsoft Outlook** must be installed to use the [Request](#) links within the interface.

# Launching the Interface

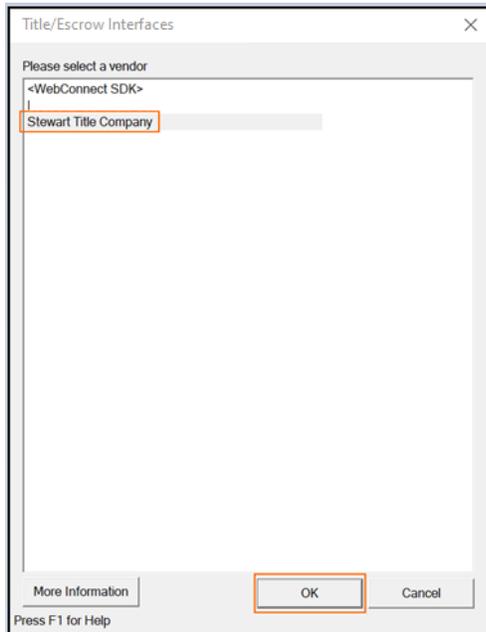
Once the integration is setup, you can import the fee data from **Stewart Rate Calculator** into **Calyx Point**.

## Steps

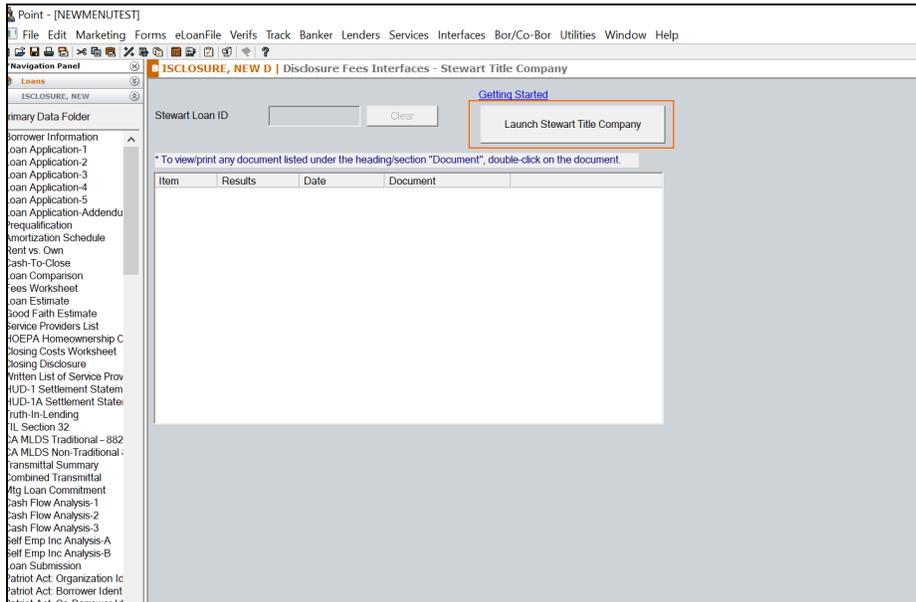
1. From the *Calyx Point* menu bar, click the **Interfaces** drop-down from the top menu.
2. Click **Title/Escrow** or **Disclosure Fees**.



3. From the *Title/Escrow Interfaces* pop-up, select **Stewart Title Company**. Click **OK**.



4. Click **Launch Stewart Title Company** to launch the integration screen. Place Order and Fee Quote Interface.



# Using Calyx Point

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## Logging In

Use these steps to login to **Calyx Point**.

### Steps

1. Enter your **Calyx Point** login credentials and then click **Login**.
2. (Optional) Select the *Remember Me?* checkbox to save the username for re-entry while your point session is active.

stewart

Request Access Request Technical Support

Username

Password

Remember me?

Log in

stewart  
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## Requesting Access

Use the steps to request access to **Calyx Point**.

1. Click the **Request Access** button.

stewart

Request Access Request Technical Support

Username

Password

Remember me?

Log in

stewart  
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[Privacy Policy](#) [Terms of Use](#) [Protecting Customer Information](#)

2. Outlook will open with the pre-populated information. Complete the remaining fields, and then click **Send**.

	To	<a href="#">Lenderregistration</a>
	Cc	
Subject		Request Access for Calyx Point to Stewart integration

Please complete the following information to be setup as a Calyx Point to Stewart integration user.

Stewart Representative Name:  
Stewart Representative Email:

All below information is required:

Is your company setup in Point as:  
Lender  Broker  Both

Company Information:  
Name:  
Address:

NMLS No. for COMPANY:

Company Contact Name:  
Contact Phone Number:

Users: (Please provide FullName, UserName and Email of each user. Passwords will be sent to all new users.)

- 1.
- 2.
- 3.

# 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 Point**.
2. The Stewart Title landing page has the option to **Place an Order** or **Get Pricing Quotes**. The **Place Order** tab will be selected by default and some details of the loan will be visible.

Stewart Loan ID: 4ED7433B-88FA-430F-80D9-92762ADDBC06  
Welcome calyxuser01 [Request Technical Support](#) [Log Out](#)

**Place Order** [Get Pricing Quote](#)

Messages  
Please place order. [Get Pricing](#) [Place Order](#) [Cancel Order](#)

**Office Information**  
Stewart Centralized Title Services  
500 North Broadway  
Suite 900  
St. Louis MO 63102  
844-573-5082

**Borrowers**  
Borrower: SPOINT 7.7 Cooper  
CoBorrower:

**Property Information**  
Address: 213 Montgomery  
Los Gatos CA  
County: Santa Clara

**Loan Information**  
Loan Number: 6521478554  
Loan Type: FHA  
Loan Purpose: Refinance  
Loan Amount: 850000  
Purchase Price:  
Estimated Closing: 07/30/2021  
Escrow File Number:

**Documents** [Communications](#)

Add Document

Name	Date	Status
No documents are available.		

[View](#) [Download](#) [Import to CalyxPoint](#)

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**Note:** If you need help, you can view the **User Guide** located beside **Get Pricing** for support.

3. 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. Close the **Stewart Title** page and go back to **Calyx Point** to enter the missing information. Then re-launch the **Stewart Title** page again from **Calyx Point**.

Stewart Loan ID: 4ED7433B-88FA-430F-80D9-92762ADDBC06  
Welcome calyxuser01 [Request Technical Support](#) [Log Out](#)

**Place Order** [Get Pricing Quote](#)

**All Borrowers must have First Name, Last Name, Email, Address, City, State and Zip**

Messages  
Please place order. [Place Order](#) [Cancel Order](#)  
[Get Pricing](#) [User Guide](#)

**Select Office**  
Stewart Centralized Title Services  
500 North Broadway  
Suite 900  
St. Louis MO 63102  
844-573-5082  
 Centralized  
 Local Office [Locate Office](#)

**Borrowers**  
Borrower: Don R Cooper JR.  
CoBorrower:

**Property Information**  
Address: 346 Bellaire  
Los Gatos CA 95030  
County: Santa Clara

**Loan Information**  
Loan Number: 2020080027  
Loan Type: Conventional  
Loan Purpose: Purchase  
Loan Amount: \$700,000.00  
Purchase Price: \$800,000.00  
Estimated Closing: 10/11/2020  
Escrow File Number:

**Documents** [Communications](#)

Add Document

Name	Date	Status
No documents are available.		

# 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. Click **Browse**.

Office Information  
Stewart Centralized Title Services  
500 North Broadway  
Suite 900  
St. Louis MO 63102  
844-573-5082

Borrowers  
Borrower: SPOINT 7.7 Cooper  
CoBorrower:

Loan Information  
Loan Number: 6521478554  
Loan Type: FHA  
Loan Purpose: Refinance  
Loan Amount: 850000  
Purchase Price:  
Estimated Closing: 07/30/2021  
Escrow File Number:

Property Information  
Address: 213 Montgomery  
Los Gatos CA  
County: Santa Clara

Documents Communications

Add Document

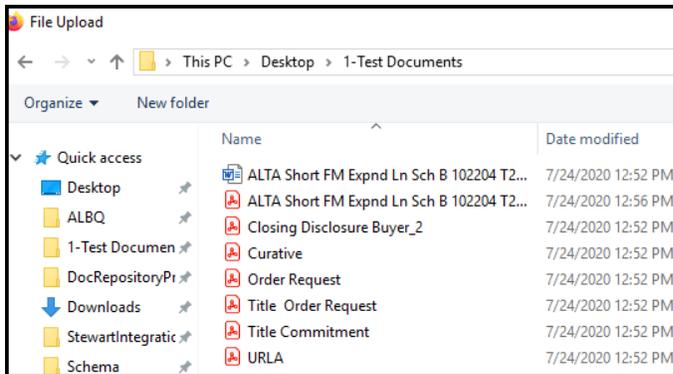
Select Document \*

Description

\*Each document cannot exceed 20 MB

Name	Date	Status
No documents are available.		

3. Select your document and enter the *Description* (optional). You must add a document before the order is initiated if you want the document to go with the Order.



4. Click **Send Document**.

The screenshot displays a web application interface with three main sections at the top: Office Information, Borrowers, and Loan Information. Below these is a navigation bar with 'Documents' and 'Communications' tabs. The 'Documents' tab is active, showing an 'Add Document' section with a 'Select Document' dropdown, a 'Browse...' button, and a 'Description' text area. A note states '\*Each document cannot exceed 20 MB'. There are 'Send Document' and 'Clear' buttons. Below this is a table with columns for Name, Date, and Status, currently showing 'No documents are available.' At the bottom right of the table are 'View', 'Download', and 'Import to CalyxPoint' buttons.

Office Information	Borrowers	Loan Information
Stewart Centralized Title Services 500 North Broadway Suite 900 St. Louis MO 63102 844-573-5082	Borrower: SPOINT 7.7 Cooper CoBorrower:	Loan Number: 6521478554 Loan Type: FHA Loan Purpose: Refinance Loan Amount: 850000 Purchase Price: Estimated Closing: 07/30/2021 Escrow File Number:

Documents | Communications

Add Document

Select Document \*

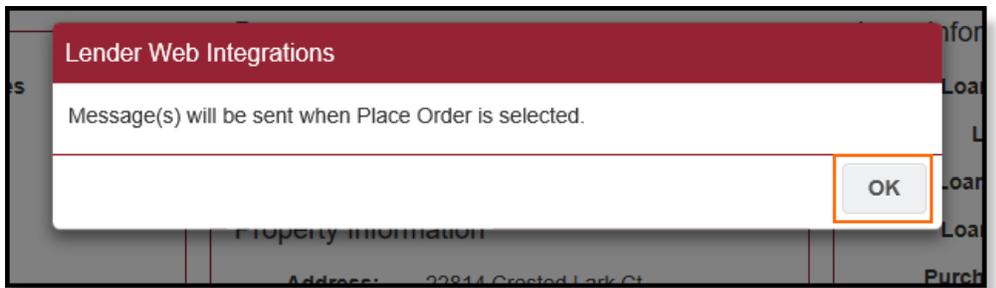
Description

\*Each document cannot exceed 20 MB

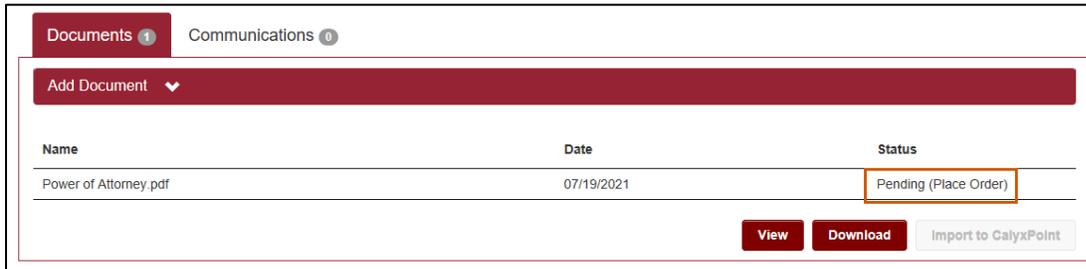
Name	Date	Status
No documents are available.		

**Note:** Documents can also be sent after the **Escrow File Number** comes back.

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



- The status on the document screen will be set to **Pending (Place Order)** or **Pending (Escrow #)** until an escrow number comes back from Stewart.

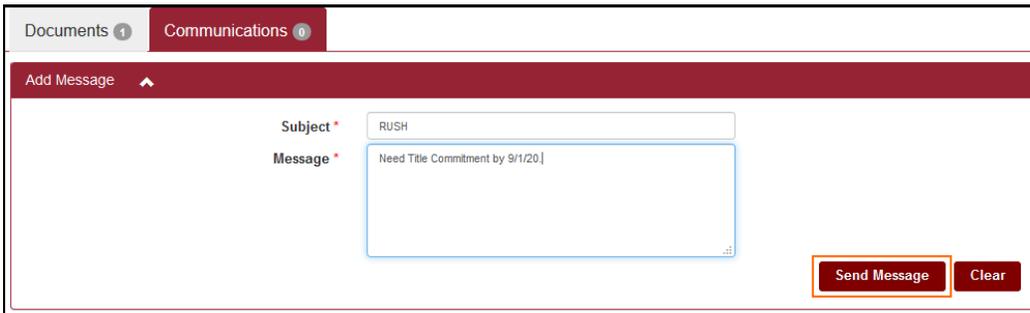


## Send Messages with Place Order

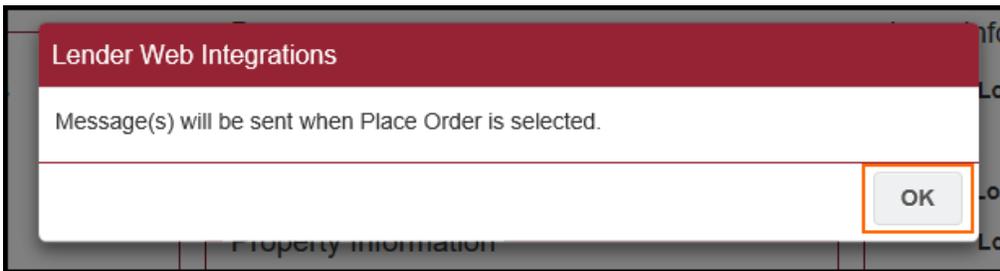
Use the steps below to send messages with **Place Order**.

### Steps

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



- A pop-up message will appear. Click **OK**.



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

Documents 1 Communications 1

Add Message ▾

Sender	Subject	Message	Date	Status
Lynn	RUSH	Need Title Commitment by 9/1/20.	08/27/2020 03:03:55 PM	Pending (Place Order)

View Message

7. Once all details are finalized, you can now to place the order. Click on **Place Order**.
8. The page will refresh, and you will receive an assigned escrow file number. This number will take some time to show up.

# Stewart Rate Calculator

## Calculating Fees

With the interface open, you have the option to **Calculate Fees** from the **Stewart Rate Calculator** and receive a quote.

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

### Steps

1. Click on the **Get Pricing Quote** or **Get Pricing** tab.

The screenshot shows the Stewart Rate Calculator interface. At the top, there is a header with the Stewart logo, a loan ID (4ED7433B-88FA-430F-80D9-92762ADD8C06), and a welcome message for 'calyxuser01'. There are buttons for 'Request Technical Support' and 'Log Out'. Below the header, there are two tabs: 'Place Order' and 'Get Pricing Quote'. The 'Get Pricing Quote' tab is active. The main content area is divided into several sections: 'Messages' (Please place order), 'Office Information' (Stewart Centralized Title Services, 500 North Broadway, Suite 900, St. Louis MO 63102, 844-673-6982), 'Borrowers' (Borrower: SPOINT 7.7 Cooper, CoBorrower: ), 'Property Information' (Address: 213 Montgomery, Los Gatos CA, County: Santa Clara), and 'Loan Information' (Loan Number: 6521478554, Loan Type: FHA, Loan Purpose: Refinance, Loan Amount: 850000, Purchase Price: , Estimated Closing: 07/30/2021, Escrow File Number: ). There are also buttons for 'Get Pricing', 'Place Order', and 'Cancel Order'. At the bottom, there are sections for 'Documents' and 'Communications', with a table for documents (Name, Date, Status) and a note that no documents are available.

2. The **Stewart Rate Calculator** screen displays with pre-populated information for *Property Location*; *Transaction Type*; *Loan Amount* and *Sales Price*. This was pre-populated according to the selected loan in **Calyx Point**.

The screenshot shows the Stewart Rate Calculator interface with a form for calculating fees. At the top, there is a header with the Stewart logo, a loan ID (4ED7433B-88FA-430F-80D9-92762ADD8C06), and a welcome message for 'calyxuser01'. There are buttons for 'Request Technical Support' and 'Log Out'. Below the header, there are two tabs: 'Place Order' and 'Get Pricing Quote'. The 'Get Pricing Quote' tab is active. The main content area is divided into several sections: 'Buyer Close Sheet', 'Seller Net Sheet', 'Title & Escrow Fee Estimate', and 'Push Fees to Calyx'. The form contains the following fields: 'Property Location' (Los Gatos, CA, Santa Clara), 'Transaction Type' (Refinance), 'Loan Amount' (\$850,000.00), 'Title Insurance Premium' (checkbox), 'Endorsements/ Other Products' (Select Products), 'Title Service Fees' (Select Settlement Office), and 'Recording Fees and Transfer Taxes' (Select Fee and Tax Questions). There are buttons for 'Create Estimate' and 'New Estimate'. Below the form, there is a disclaimer: 'DISCLAIMER: Stewart Title Guaranty Company and its suppliers (collectively STGC) take reasonable measures to ensure the quality of the data and the other information made available on this web site. Nevertheless because of the possibility of human, computer, or mechanical error, whether by our sources or by others, STGC does not guarantee the accuracy, adequacy, or completeness of any information herein. STGC does not make any express or implied warranties with regard to the use of the Stewart Rate Calculator and shall not be responsible for any errors or omissions or for the results obtained from the use of such information. You should verify all information obtained from this web site. The charges set forth herein may vary and additional charges will be made when unusual conditions of title are encountered, when special risks are insured against, or when special services are requested.'

3. Click **Create Estimate**. The *TRID Premiums, Endorsement Amounts, Title Service Fees, and Recording Fees/Transfer Taxes* can be imported into **Calyx Point**.



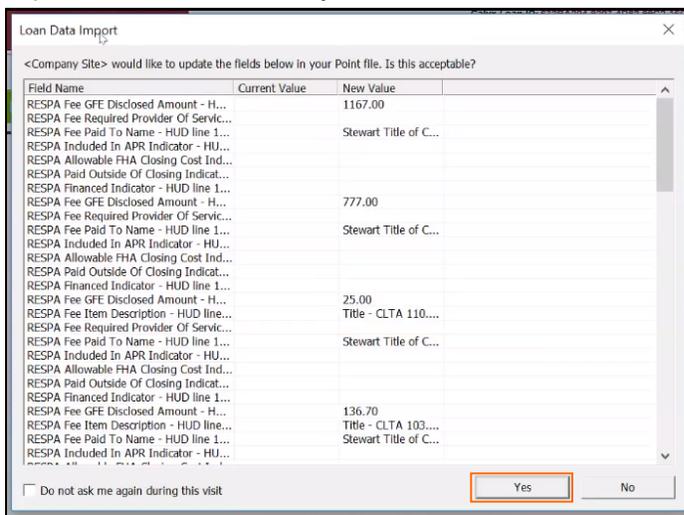
4. From the *Stewart Rate Calculator* screen, click **Download**.



### IMPORTANT

For your records and to add other fees to Calyx Point, 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.

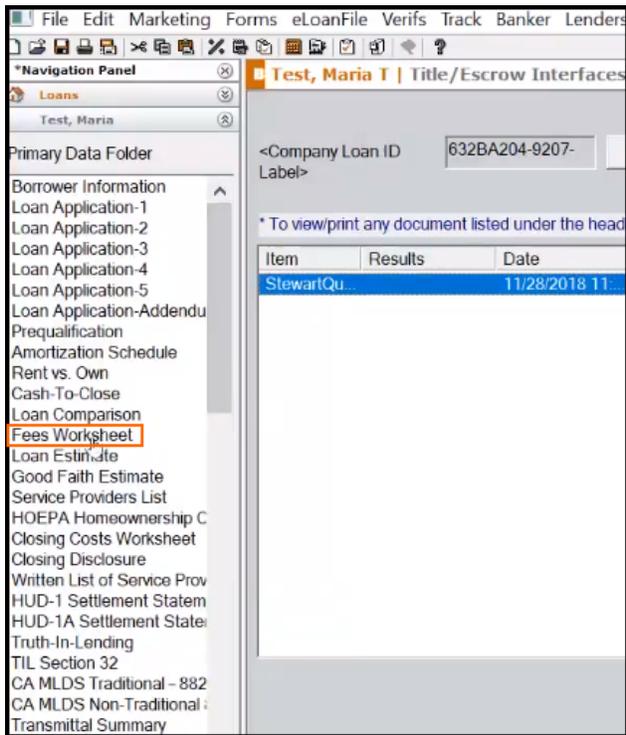
5. To import the **TRID Premiums, Endorsement Amounts, Title Service Fees, and/or Recording Fees/Transfer Taxes**, click on **Push Fees to Calyx**. Use the **PDF** copy of the quotes for your reference (if needed).
6. A pop-up will display the **Current Value** of the fees in your loan and the **New Value** that will be imported. To import the new values into your loan, click **Yes**.



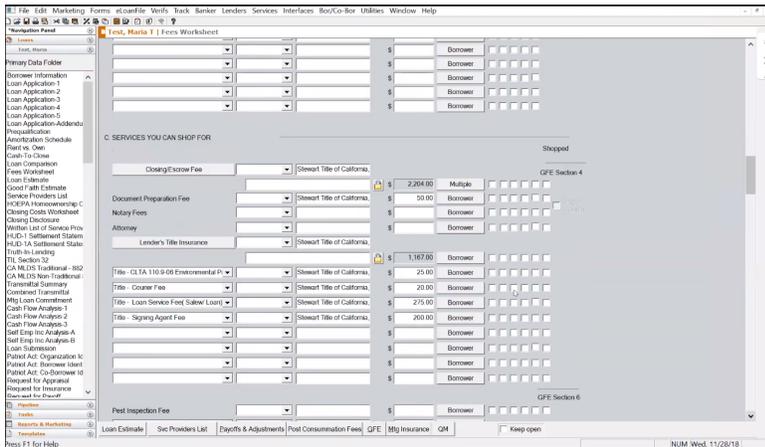
7. Click **Exit Stewart Title Company** to exit the interface.



8. From menu on the left, click **Fees Worksheet**.



The imported data will display.



# Cancel Orders

Use the steps below to cancel orders through **Stewart**:

## Steps

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

The screenshot shows the Stewart loan management interface. At the top, the Stewart logo is on the left, and the loan ID '4ED7433B-88FA-430F-80D9-92762ADDBC06' is on the right. Below the logo, there are tabs for 'Place Order' and 'Get Pricing Quote'. A message bar says 'Thank you for your order. Escrow File Number is NSWREF21323328'. In the 'Messages' section, there is a 'Welcome Back! Thank you for your order.' message. To the right of the messages are buttons for 'Get Pricing', 'Place Order', and 'Cancel Order', with 'Cancel Order' highlighted in a red box. Below this are sections for 'Office Information', 'Borrowers', 'Loan Information', and 'Property Information'. The 'Office Information' section lists 'Stewart Centralized Title Services' with address '500 North Broadway, Suite 900, St. Louis MO 63102' and phone '844-573-5082'. The 'Borrowers' section lists 'Borrower: SPOINT 7.7 Cooper' and 'CoBorrower:'. The 'Loan Information' section lists 'Loan Number: 6521478554', 'Loan Type: FHA', 'Loan Purpose: Refinance', 'Loan Amount: 850000', 'Purchase Price:', 'Estimated Closing: 07/30/2021', and 'Escrow File Number: NSWREF21323328'. The 'Property Information' section lists 'Address: 213 Montgomery, Los Gatos CA' and 'County: Santa Clara'. At the bottom, there are sections for 'Documents' and 'Communications'. The 'Documents' section has an 'Add Document' button and a table with columns 'Name', 'Date', and 'Status'. The table contains one entry: 'Power of Attorney.pdf', '07/07/2021 07:40:17 PM', and 'Sent'.

2. A pop-up message will appear which confirms if want to cancel the order. Click **OK**.

The screenshot shows a pop-up window titled 'Lender Web Integrations'. The message inside says 'Are you sure you want to cancel order? All existing document(s) and message(s) will be removed.' At the bottom right of the window are two buttons: 'Cancel' and 'OK', with 'OK' highlighted in a red box.

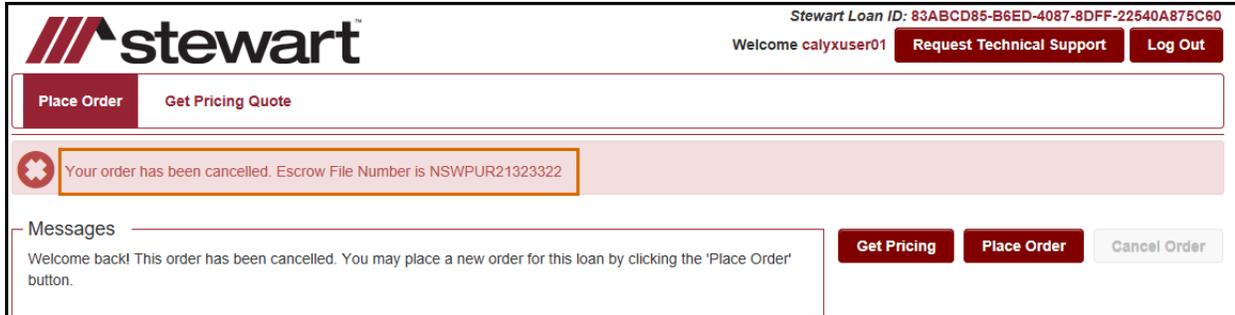
3. A **Cancel Order** window will appear. In the *Comments* field, enter your reason for cancellation. Click **Submit**.

The screenshot shows a 'Cancel Order' window. At the top, the title 'Cancel Order' is in a red bar. Below this, there are fields for 'Property Address' (22814 Crested Lark Ct, Katy TX 77450), 'County' (HARRIS), 'Loan Number' (575144), 'Borrower' (Carol Snapka), and 'CoBorrower'. Below these fields is a 'Comments \*' field with a text area containing 'Application Denied'. At the bottom right of the window are two buttons: 'Submit' and 'Cancel', with 'Submit' highlighted in a red box.

4. A pop-up window will display the message stating **Your order has been canceled**. Click **OK**.



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



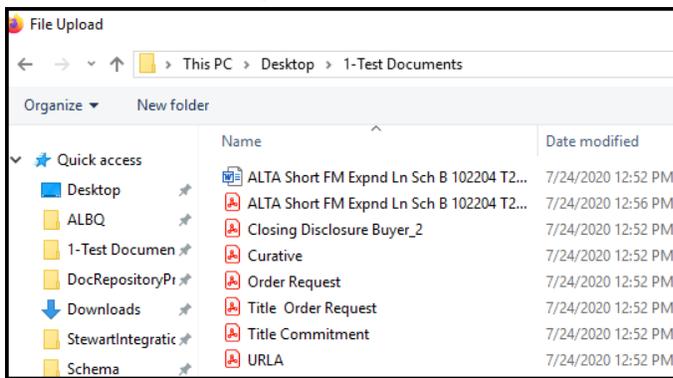
**Note:** Users may place an order again, if needed.

## Send Documents (Stewart)

User the following steps to send documents to **Stewart**.

### Steps

1. From the **Documents** tab, click the **Caret Symbol** ▼ to expand the screen.
2. Click **Browse**. Select your document and enter the description (optional).



3. Click **Send Document**.

<b>Office Information</b> Stewart Centralized Title Services 500 North Broadway Suite 900 St. Louis MO 63102 844-573-5082	<b>Borrowers</b> Borrower: SPOINT 7.7 Cooper CoBorrower:	<b>Loan Information</b> Loan Number: 6521478554 Loan Type: FHA Loan Purpose: Refinance Loan Amount: 850000 Purchase Price: Estimated Closing: 07/30/2021 Escrow File Number:
<b>Property Information</b> Address: 213 Montgomery Los Gatos CA County: Santa Clara		

Documents 4 Communications 0

**Add Document** ▲

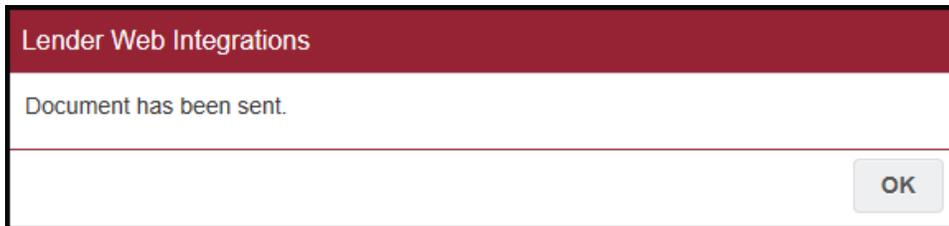
Select Document \*

Description

\*Each document cannot exceed 20 MB

Name	Date	Status
No documents are available.		

4. A pop-up message will appear. Click **OK**.



5. The document status will be sent.

Documents 4 Communications 0

**Add Document** ▲

Select Document \*

Description

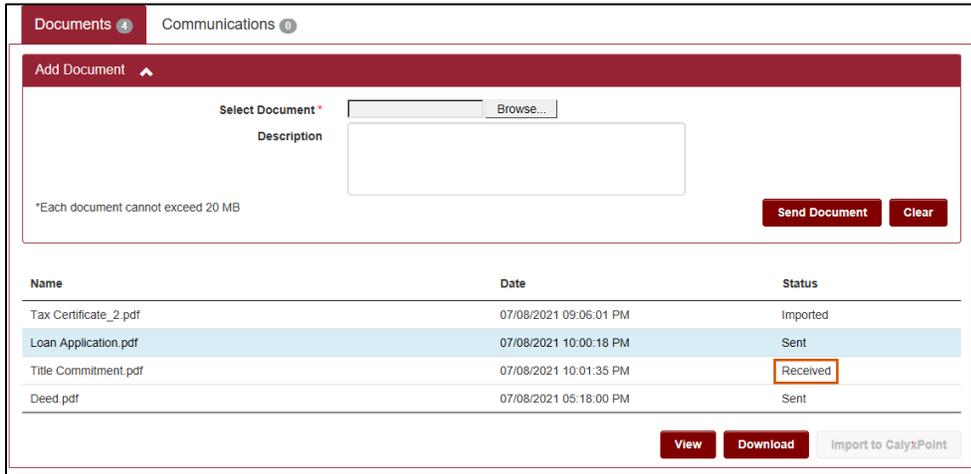
\*Each document cannot exceed 20 MB

Name	Date	Status
Tax Certificate_2.pdf	07/08/2021 09:06:01 PM	Imported
Loan Application.pdf	07/08/2021 10:00:18 PM	<input type="button" value="Sent"/>
Title Commitment.pdf	07/08/2021 10:01:35 PM	Received
Deed.pdf	07/08/2021 05:18:00 PM	<input type="button" value="Sent"/>

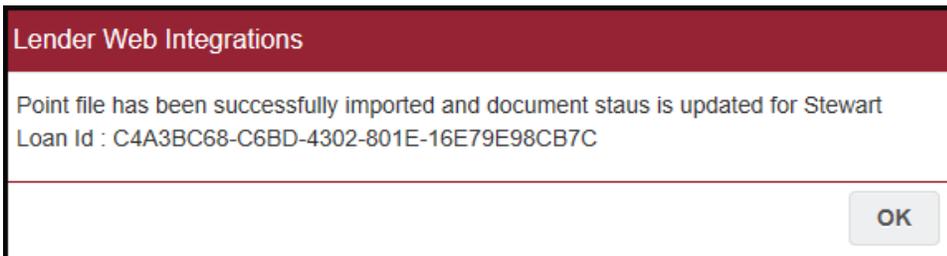
# Receive/Import Documents

Use these steps below to receive and import documents from Stewart.

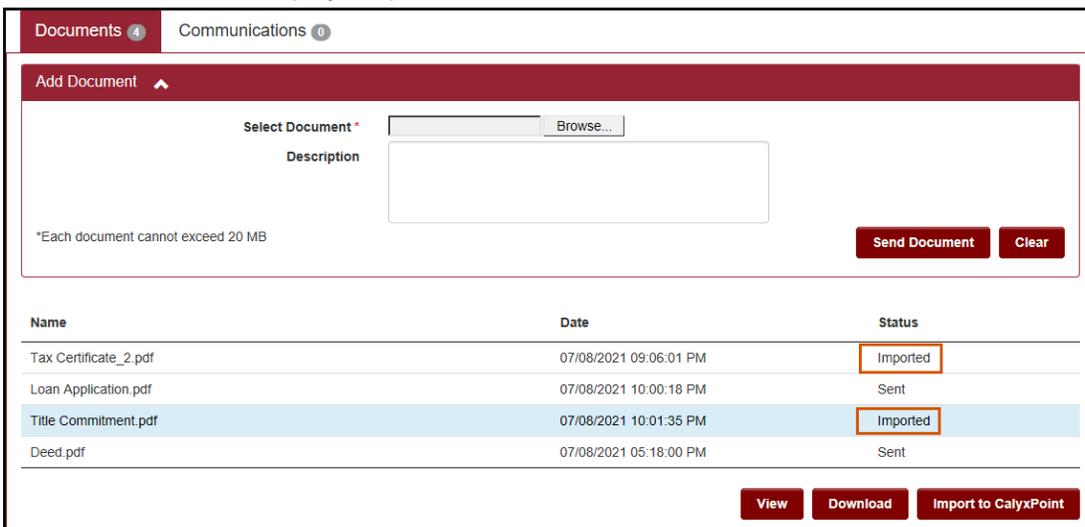
1. The document will appear in the **Documents** tab with a *Received* status.



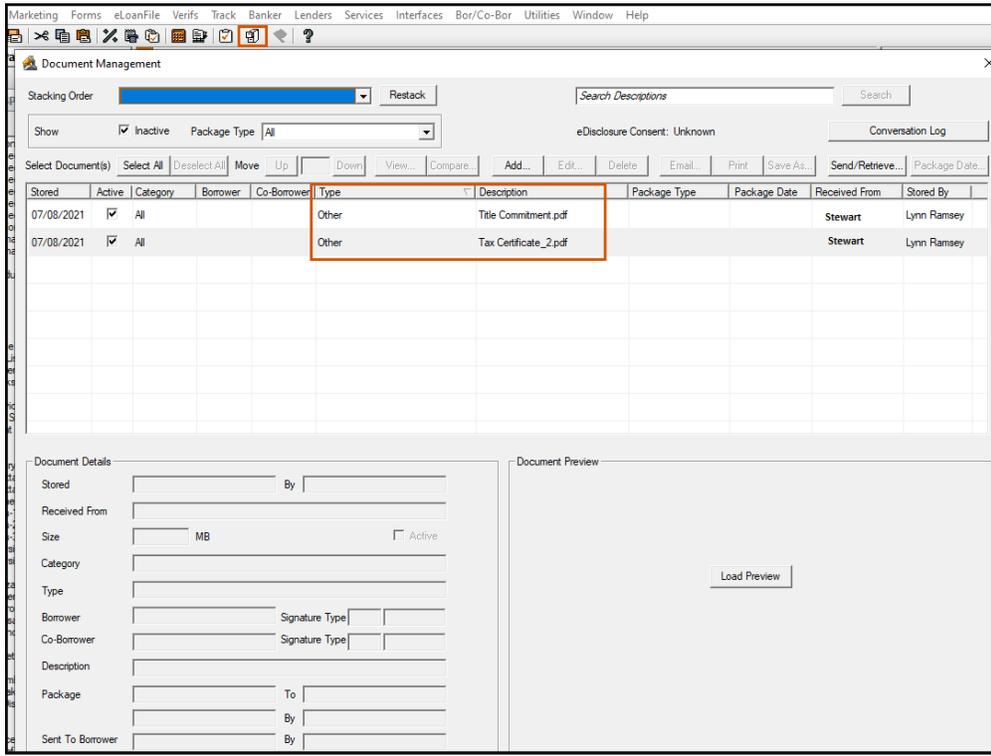
2. To import the *Received* document into **Calyx Point**, highlight the document you wish to import and click **Import to Calyx Point** button.
3. A pop-up appears. Click **OK**.



4. The document status displays *Imported*.



6. You can view the document in **Calyx Point's Document Management**.



## Send Messages

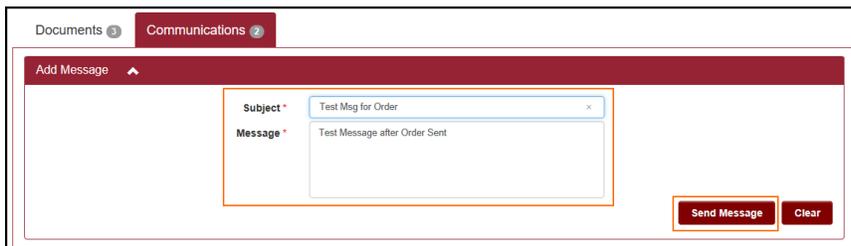
Use the steps below to Send Messages after an order has been placed in **Stewart Integration**.

### Steps

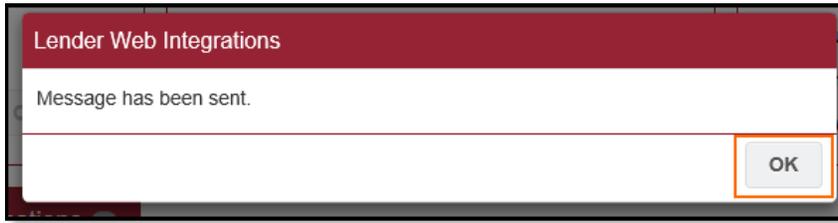
1. In the **Stewart Integration**, click the **Communications** tab.
2. From the **Communications** tab, click the **Carrot symbol** ▼ to expand the screen.

**Note:** you must add a document before the order is initiated.

3. In the **Subject** field, type in a subject. In the **Message** field, type in a message.
4. Click **Send Message**.



- A pop-up window will appear stating **Message has been sent**. Click **OK**.



- The *Status* field in the *Message* screen will display the status.

Sender	Subject	Message	Date	Status
Calyx Point User	Test Msg 1	Sent with Place Order	07/16/2020 10:38:29 AM	Sent
Calyx Point User	Test Msg 2	Sent with Place Order	07/16/2020 10:38:30 AM	Sent
Calyx Point 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

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

Sender	Subject	Message	Date	Status
User	Test Msg 2	Sent with Place Order	AM	Sent
Calyx Point User	Test Msg for Order	Test Message after Order Sent	07/16/2020 12:37:32 PM	Sent
Stewart	TEST to CP	TESTINGLynn.RamseyLynn.Ramsey@stewart.comESBResWare E2E Pre...	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

[View Message](#)

# Technical or Transactional Support

---

For technical or transactional support click the links within the *Stewart Title Company interface* for assistance.

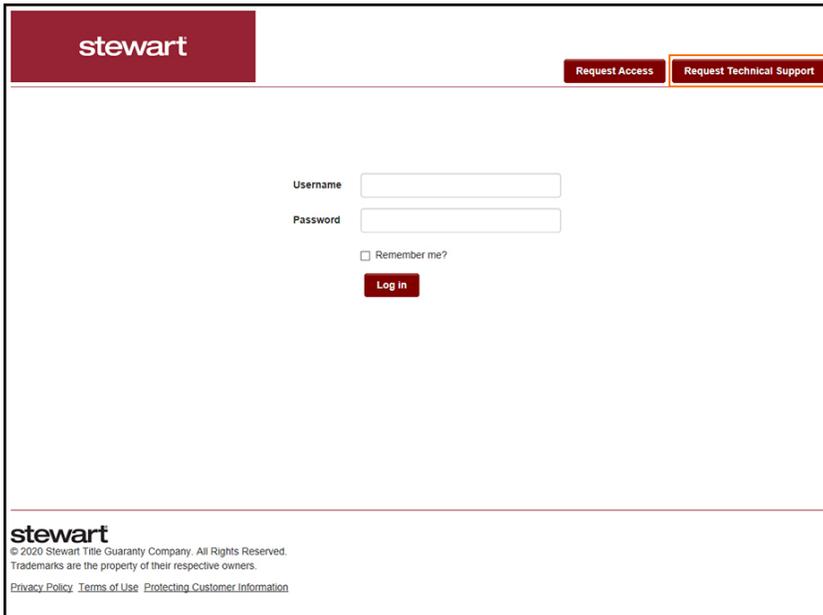


## Important Note!

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 [CustomerCare@stewart.com](mailto:CustomerCare@stewart.com).

## Request Technical Support

For technical support questions, click **Request Technical Support** on the Login page to access *Stewart Customer Care* via email at [CustomerCare@stewart.com](mailto:CustomerCare@stewart.com). Technical Support can assist with questions regarding login and password information.

A screenshot of the Stewart login page. The page has a dark red header with the 'stewart' logo on the left. On the right side of the header, there are two buttons: 'Request Access' and 'Request Technical Support'. Below the header, there is a login form with two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember me?'. A red 'Log in' button is positioned below the checkbox. At the bottom of the page, there is a footer with the 'stewart' logo, copyright information for 2020, and links for 'Privacy Policy', 'Terms of Use', and 'Protecting Customer Information'.

## Thank You

We appreciate your business. We hope you find the *Stewart Title Company* interface easy to use for your needs. For further assistance, contact **Stewart Customer Care** at 1.877.800.3132 or [CustomerCare@stewart.com](mailto:CustomerCare@stewart.com).