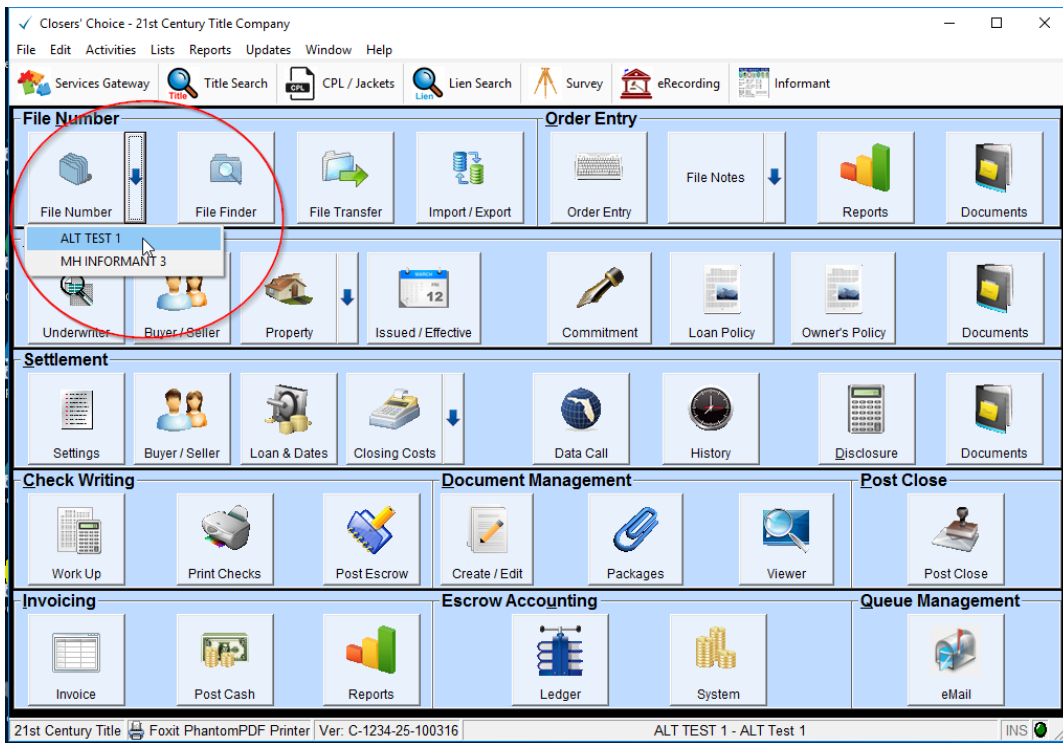


# STEWART TITLE SEARCH USER GUIDE

1. From the Main Screen of Closers' Choice, open the File you wish to order title on.



2. Make sure you have the typical information you would when submitting your title search request. This usually includes the lender name (if available), buyers/sellers names and property information.

✓ Borrowers / Sellers: STEWART 107

File Edit Lists Help

Services Gateway Title Search CPL / Jackets Lien Search Survey eRecording Inf

Borrowers	
#	Name
1	Phillipe Reneau

**Phillipe Reneau**

Add Delete

Type:  Corporation / Estate  Man  Woman

First Name: Phillippe Middle: Last Name: Reneau Suffix:

Full Name: Phillippe Reneau

Joining Phrase: , an unmarried man Federal Tax Id: \_-\_-

Foreign Address Zip: City: State:

Street: 3389 Demonte Drive 32257- Jacksonville Florida

- Be sure to enter in a "Need By" Date in the Order Entry screen. This will serve as the Due Date, or Need By Date when ordering your title search.

Order Entry: RECORD 37

File Edit Lists Help

File Number Underwriter Property Buyer/Seller Policy Req's Items Premiums Tracking Invoice Documents

**File Information:**  
 Entered by: Alexa Taylor Order Made: Tue, Sep 4, 2018 10:11 AM Tracking Name:  
 Order Type: Need By: Tue, Sep 11, 2018 4:50 PM

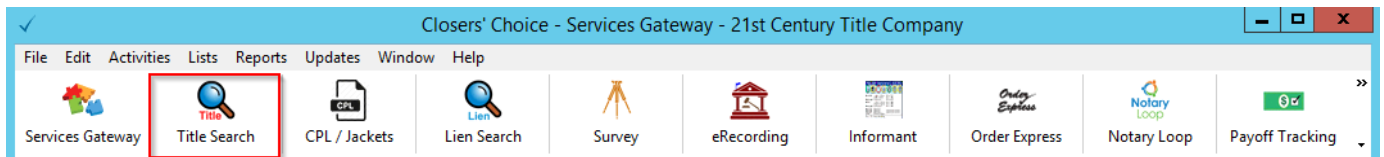
**Customer / Bill To:** Ordered By: Customer File: Lender:  
 Select from list... Select from list... Bank of America Closing Date: 10/31/2018  
 Customer Class: Order Class: Marketing Rep: Loan Amount: 204,700.00 Sales Price: 390,500.00 Schedule  
 Investor/Broker: Select from list... Refinance

**Underwriter:** Stewart Title Guarantee Florida TGKH7

**Listing Broker:** Agent: Selling Broker: Agent:  
 Select from list... Select from list... Select from list... Select from list...

**Buyers / Borrowers:** Sellers:  
 1 Stanley Kowalski  
 2 Stella Kowalski  
 1 Blanche DuBois

- Select Title Search from the Services Gateway toolbar. Then select Stewart Title.



5. You should be asked to enter your credentials if this is the first time you are using the integration. You can always access these credentials again by going to the red key button on the order window.

**Credentials** [X]

**Please set your Stewart Credentials**

User Name:  
cctestaccount

Password:  Show Password  
\*\*\*\*\*

Save

6. The Title Search order window will appear. Make your selection from the Product Types drop-down menu.

**Services Gateway - Title Search 0 - RECORD 37** [X]

stewart

**Product Types:**

- Title Evidence Products
- Title Evidence Products
- Other Services
- Stewart Starters
- Search E&O Coverage
- Policies

**Products:**

- Full Search (Residential Sale)
- 2 Owner Search
- Current Owner Search (Residential)
- Commercial - Call for Pricing
- Judgment/Involuntary Lien Search
- Demo - Refinance Title Report
- Demo - Refinance

Submit Title Search

**Title Search Orders**

Order ID	Created Date	Package Status
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7. The Need-By Date should automatically flow through from the Order Entry screen. If you need to modify this date, you can do so here.

The screenshot shows the 'Services Gateway - Title Search () - RECORD 37' window. On the left is the Stewart logo. The main form has three sections: 'Product Types' with a dropdown set to 'Title Evidence Products'; 'Need By' with a date dropdown set to '09/11/2018', which is highlighted by a red box; and 'Remarks / Special Requests' with an empty text area. On the right, the 'Products' list includes 'Full Search (Residential Sale)' (highlighted), '2 Owner Search', 'Current Owner Search (Residential)', 'Commercial - Call for Pricing', 'Judgment/Involuntary Lien Search', 'Demo - Refinance Title Report', and 'Demo - Refinance'. At the bottom right are a key icon, a refresh icon, and a 'Submit Title Search' button.

8. You can enter any notes to the searcher in the Remarks/Special Requests field.

This screenshot is similar to the previous one, but the 'Remarks / Special Requests' text area is highlighted with a red box and contains the text: 'Used to be two parcels, now one parcel'. The 'Need By' date remains '09/11/2018' and the 'Products' list is the same.


9. Specify exactly which products you will need from the Products list on the right-hand side. This list will change depending on what "Product Type" you selected.

This screenshot shows the 'Products' list on the right-hand side highlighted with a red box. The list contains the same items as in the previous screenshots, with 'Full Search (Residential Sale)' selected. The 'Need By' date is '09/11/2018' and the 'Remarks / Special Requests' field contains the same text as in the previous screenshot.


10. Select “Submit Title Search” to send the title search request. You can only submit one title search request per file.

The screenshot shows the 'Services Gateway - Title Search 0 - RECORD 37' window. On the left is the Stewart logo. The main area contains several fields: 'Product Types' set to 'Title Evidence Products', 'Need By' set to '09/11/2018', and 'Remarks / Special Requests' containing the text 'Used to be two parcels, now one parcel'. On the right, a 'Products' list includes 'Full Search (Residential Sale)', '2 Owner Search', 'Current Owner Search (Residential)', 'Commercial - Call for Pricing', 'Judgment/Involuntary Lien Search', 'Demo - Refinance Title Report', and 'Demo - Refinance'. At the bottom right, a 'Submit Title Search' button is highlighted with a red rectangular box.


11. The Title Search Orders window will update with your Order ID, Created Date, and Package Status. The Package Status will read as “OrderPlaced” until it is processed and returned by Stewart.

Order ID	Created Date	Package Status	
82f3bca4-4425-455f-bbbf-62491a26b987	9/4/2018 5:04:05 PM	OrderPlaced	 Refresh

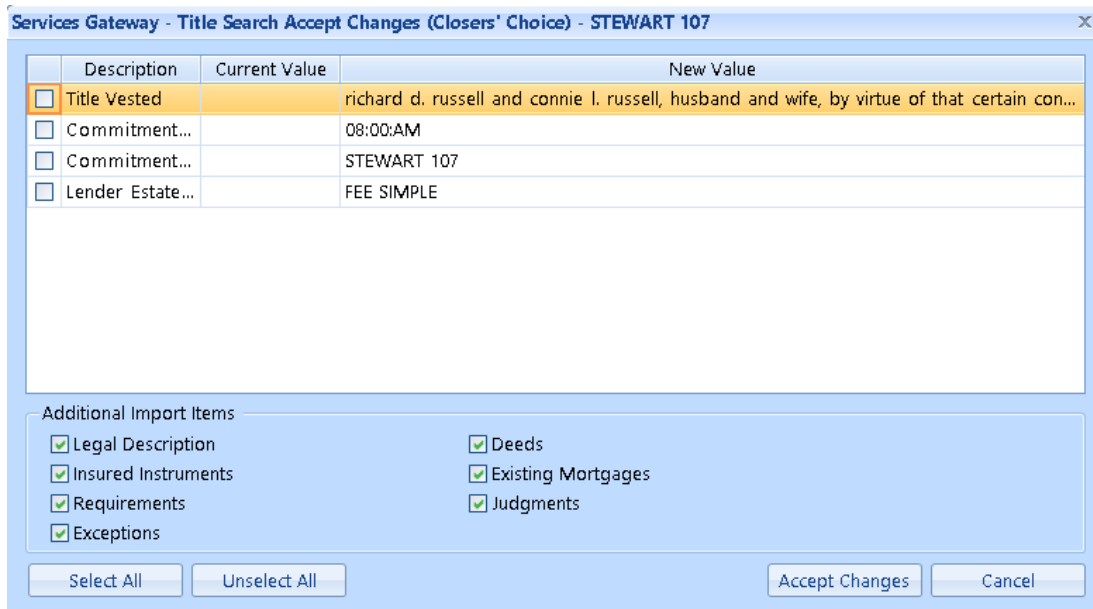
12. When your order is complete, you should receive a notification from Stewart indicating the same. Go back into your file in Closers’ Choice. Select Title Search and Stewart from the list of title search providers. Your Package Status will now say “Complete.”

Order ID	Created Date	Package Status	
ae485570-4fb6-4cbc-86ef-b587826bab4c	8/31/2018 1:06:17 PM	Complete	 Refresh

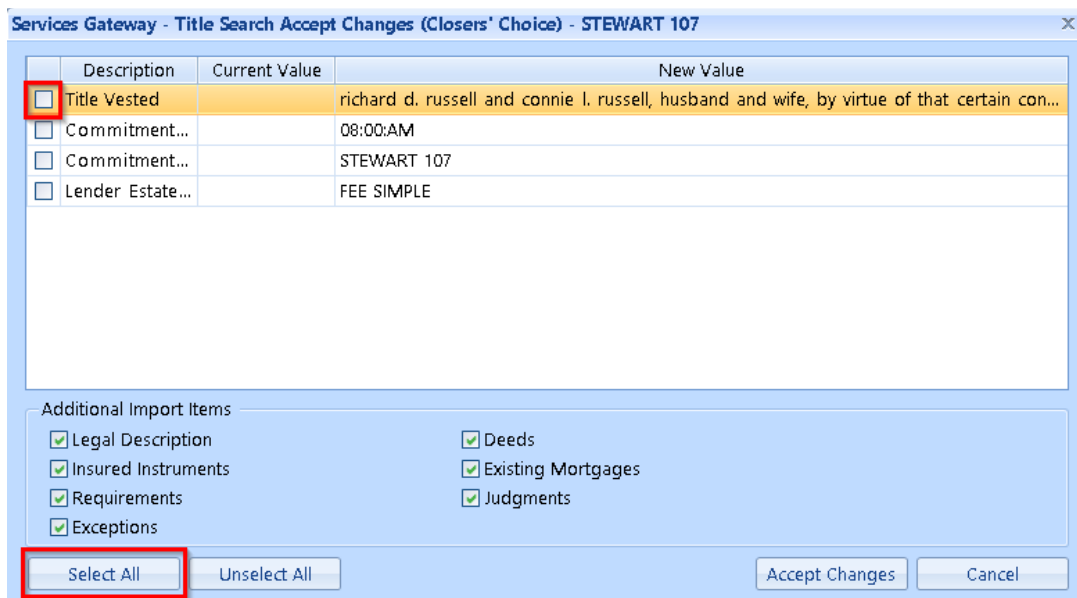
13. Select the “Refresh” button to pull in your search data and documents.

Order ID	Created Date	Package Status	
ae485570-4fb6-4cbc-86ef-b587826bab4c	8/31/2018 1:06:17 PM	Complete	 Refresh

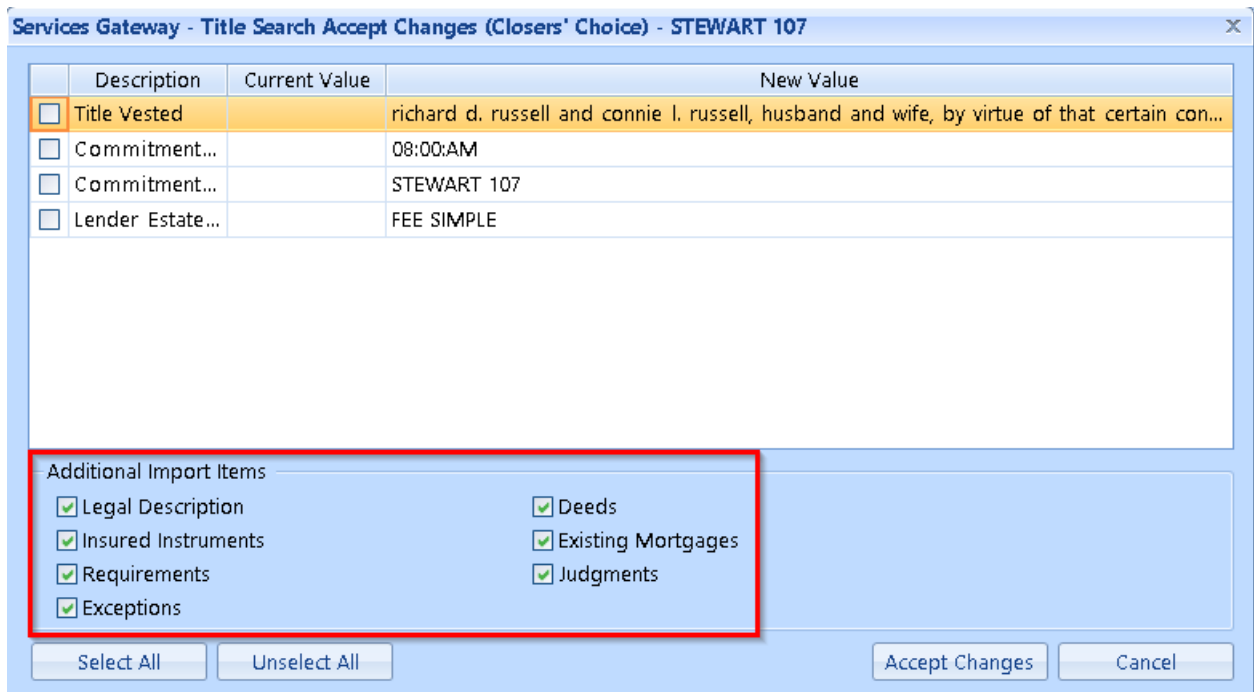
14. The Accept Changes window will appear with data Stewart is sending back from the search. The “Description” column is the field within Closers’ Choice that will be updated. The “Current Value” field is what you already have in the file for that field and the “New Value” column is the new data that Stewart is sending back for that field.



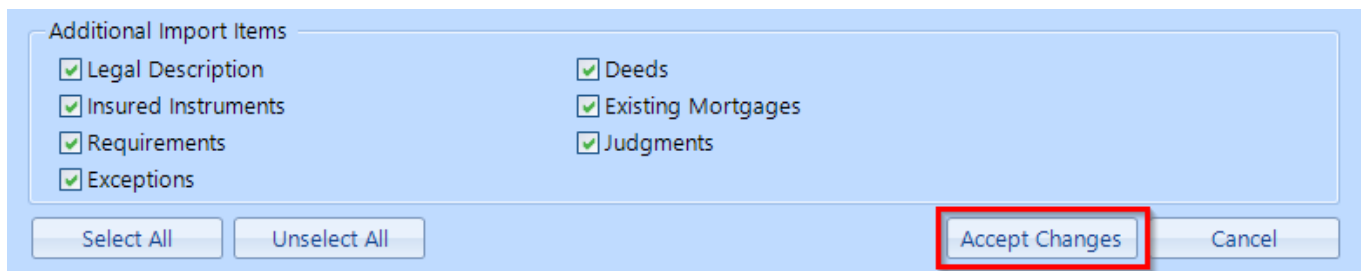
15. You can either individually select the check box for each item, or you can choose the “Select All” button at the bottom left-hand corner of the screen for the upper section of items. *Note: If you select “Select All,” all the items will import into your file and overwrite any of those fields you have data in. It is recommended that you briefly review each field before selecting “Select All” and “Accept Changes” to make sure there is no blank data or data you do not wish to bring in.*



16. The Additional Import Items displays the commitment items that will flow through into your file. This is primarily your commitment data. The check boxes next to these items are automatically selected if there is no data in those fields already (you may already have data in those fields if you entered it manually, or if this is a revision and you have the data from the initial title search in the fields). If these boxes are de-selected, and you wish to bring in the information from Stewart for these fields, you will need to manually select the check box next to the item.



17. When you are satisfied with your selections, select the “Accept Changes” button in the bottom right-hand corner of the window.



18. The data will now be placed into your file. You can check the file information by moving through the Buyer/Seller, Property, Issued/Effective, and Commitment buttons.

## IMPORTING A FILE MANUALLY

19. If your order was placed outside of the integration, or there is any issue with the system and Stewart sends you a data file to import manually, you can still import that file using our Services Gateway. Once you are in the correct file, go back to the Title Search button in the Services Gateway and select Stewart. On the order window, select the button that says “Classic Import.”

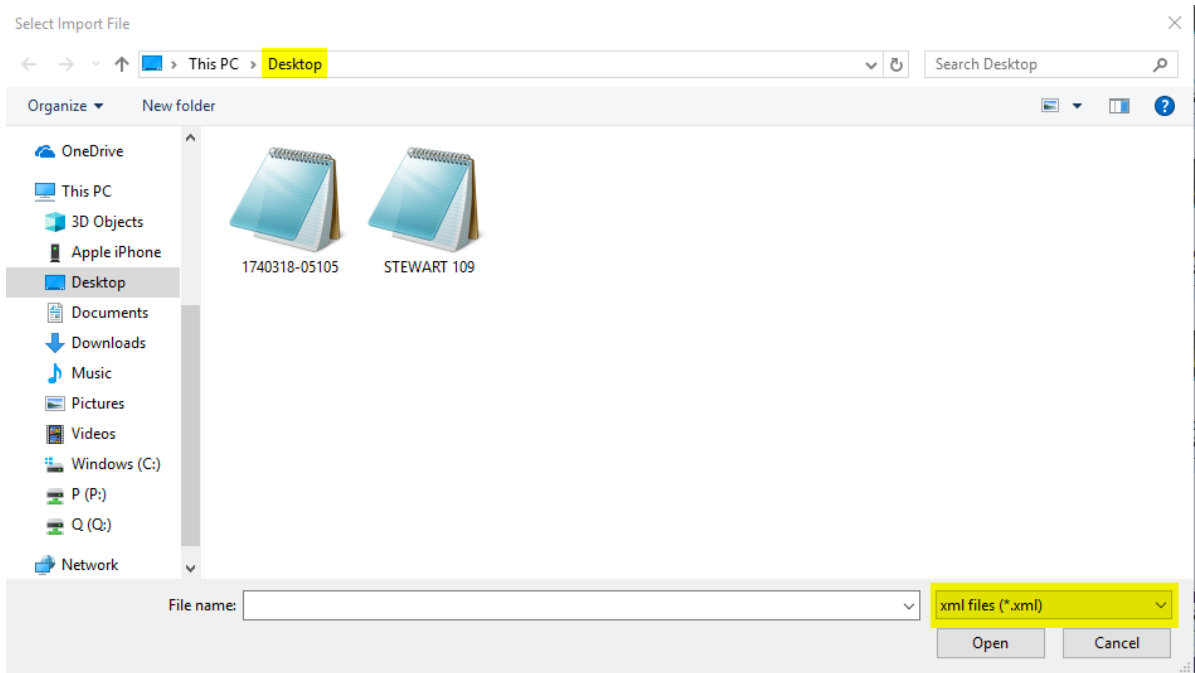
The screenshot shows the 'Services Gateway - Title Search (Stewart Title Search) - STEWART P3' window. It features a Stewart logo on the left. The main area contains several form fields: 'Product Types' (set to 'Title Evidence Products'), 'Need By' (set to '09/24/2018'), and 'Remarks / Special Requests'. To the right, a 'Products' list includes 'Full Search (Residential Sale)', '2 Owner Search', 'Vesting Search', 'Current Owner Search (Residential)', 'Commercial - Call for Pricing', '24 Month Search', and 'ATS Test Product'. A 'Submit Title Search' button is located below the products list. Below these fields is a 'Title Search Orders' table with the following data:

Order ID	Created Date	Package Status	
18300eca-97f1-446a-a8d4-878f3cbec2ba	9/7/2018 11:46:47 AM	OrderPlaced	Refresh

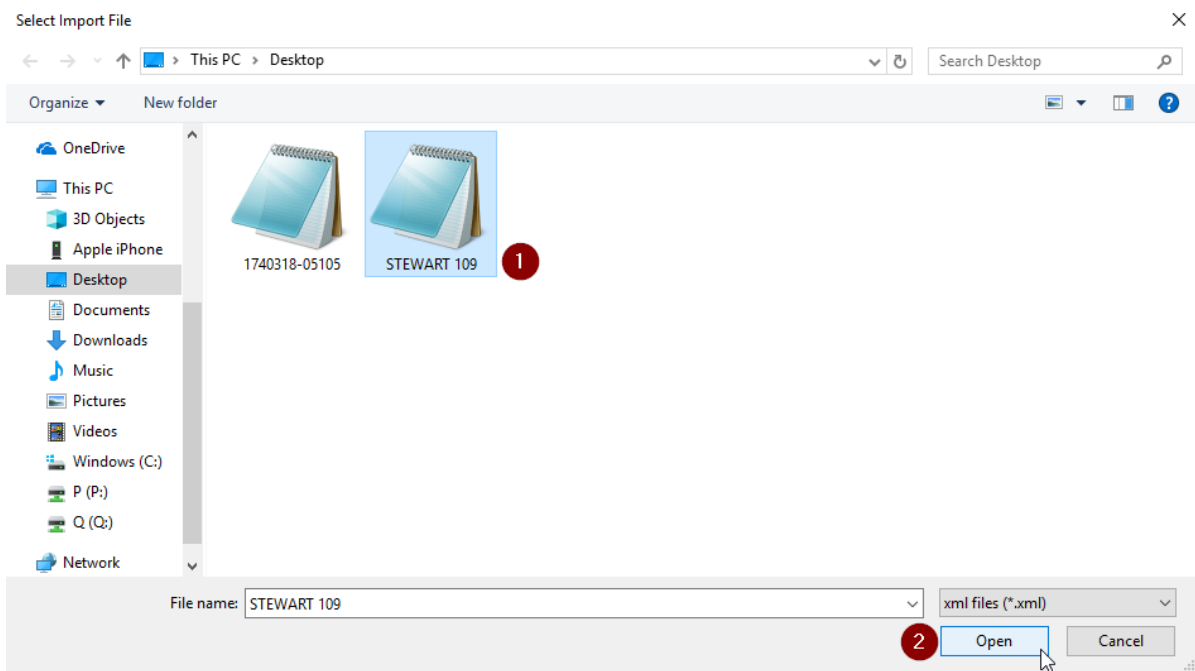
At the bottom of the window, the 'Closers' Link User' is 'alexa@closerschoice.com' and the 'Login' is 'test@ClosersChoice'. A 'Classic Import' button is highlighted in a red box at the bottom right.



20. A File Explorer/Browse window will appear. It should open to your desktop and set to look for any .xml format data files. You can browse to another area of your computer if you have saved it elsewhere.



21. Select the correct file and select the “Open” button.



22. You'll now see the same Accept Changes window as step 14 above. Follow steps 15-17 above.