

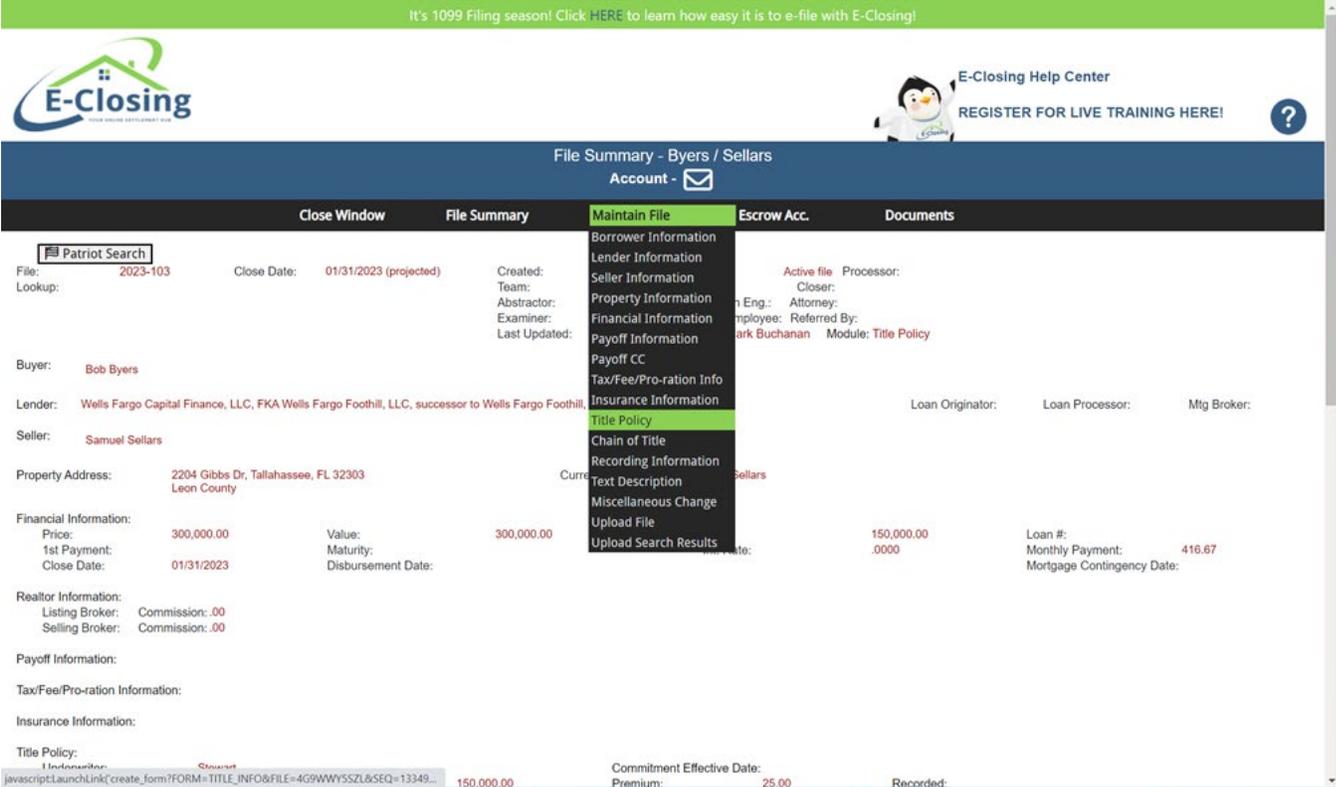
E-Closing CPL Quick Reference Card

Follow the steps below to create a Stewart CPL in E-Closing.

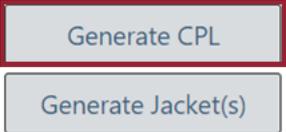
Note: A file with basic order entry is required to complete a CPL. Please include Buyers, Lender and Property Address before attempting to issue a CPL.

Steps

- 1. Select **Title Policy** under the **Maintain File** menu:



- 2. Click **Generate CPL**:



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3. Most of the information on this screen pulls from the file. You may edit the CPL Date, Agency, Location and Branch as well as the Lender information, Lender Address and Successor language. Any changes made here do not flow back to the file.

Additionally, depending on your property state, you can add an Approved Attorney, Secondary Agency or a Settlement Company by clicking the radial button next to your choice and searching for the desired entity from the provided fields.

Click **Issue Selected CPLs**. Your CPL is rendered and may be printed, downloaded or saved to your computer.

Your CPL is also stored in the Documents area of your file.



Your CPL may also be Revised or Voided: