

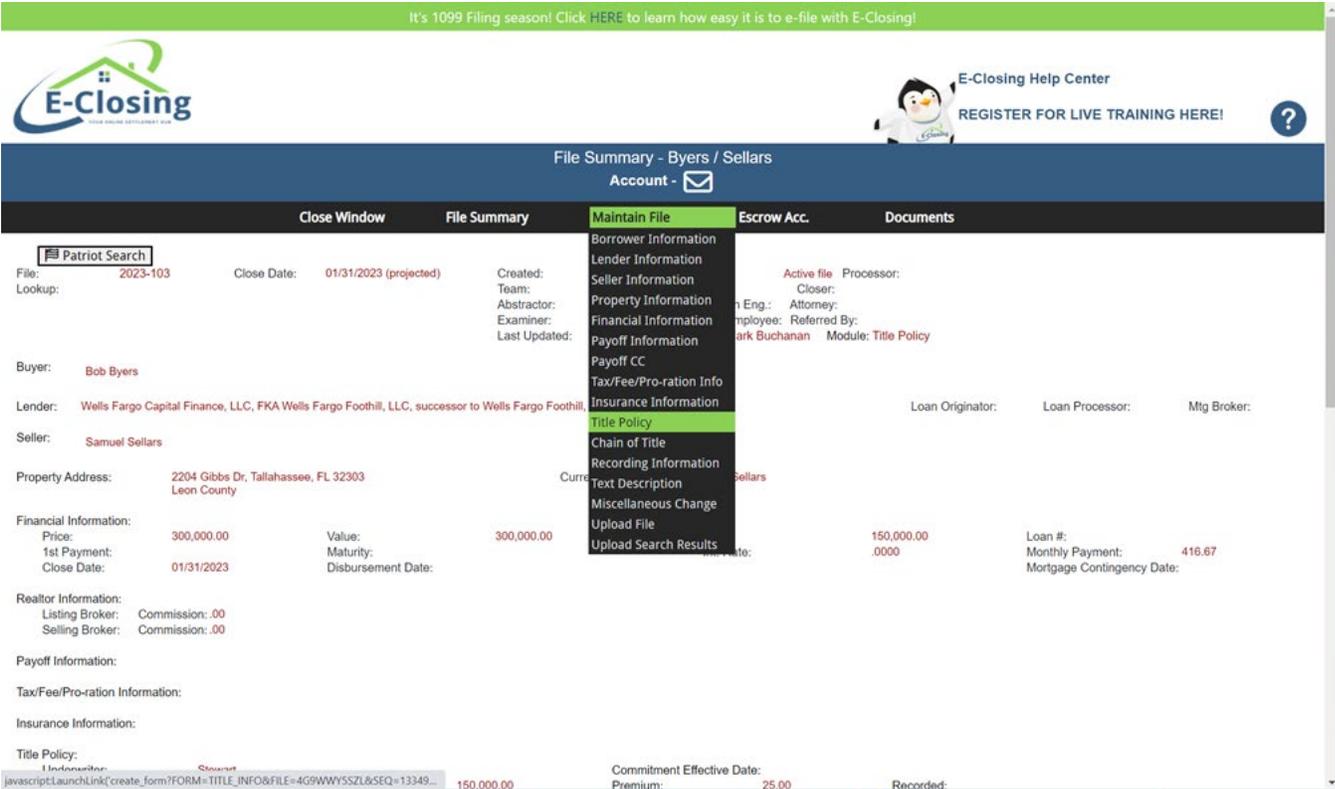
E-Closing Jackets Quick Reference Card

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

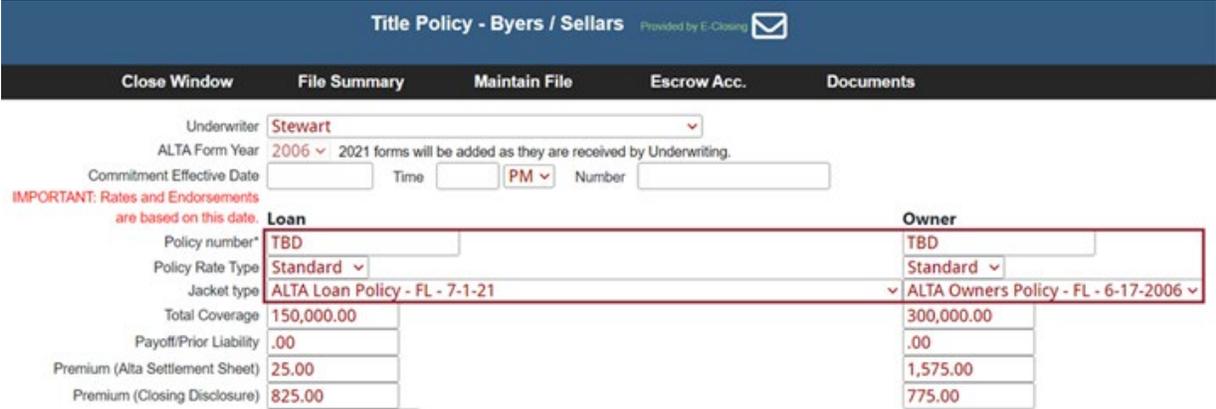
Note: A file with basic order entry is required to complete a CPL. Please include Buyers, Lender and Property Address before attempting to issue a CPL.

Steps

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



2. Complete the section highlighted by the red box below including Policy Number (TBD), Policy Rate Type (Standard or Enhanced) and the Jacket Type (choose from dropdown). Premiums will auto populate.

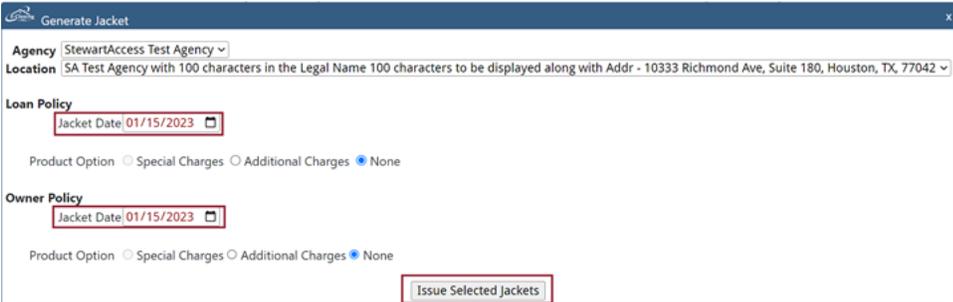


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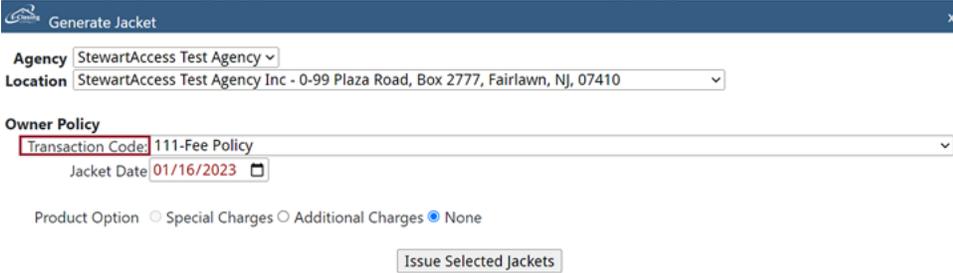
3. Click **Generate Jacket(s)**:



4. Enter the **Jacket Date(s)** and enter any Special Charges, Additional Charges, if any. Click **Issue Selected Jackets**.



Note: For New York, Texas and New Mexico properties, a **Transaction Code** must be entered as shown below:



5. Policy Jackets are rendered and can be printed, saved or downloaded. Jackets are also stored in the Documents area of the file.



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6. Jacket numbers are populated on the Title Policy screen:

The screenshot shows a web interface for a Title Policy. At the top, there is a navigation bar with tabs: "Close Window", "File Summary", "Maintain File", "Escrow Acc.", and "Documents". Below this, the screen is divided into two columns: "Loan" and "Owner".

Loan	Owner
Policy number: M-2382-000260359	Policy number: O-2381-000499718
Policy Rate Type: Standard	Policy Rate Type: Standard
Jacket type: ALTA Loan Policy - FL - 6-17-2006	Jacket type: ALTA Owners Policy - FL - 6-17-2006
Total Coverage: 150,000.00	Total Coverage: 300,000.00
Payoff/Prior Liability: .00	Payoff/Prior Liability: .00
Premium (Alta Settlement Sheet): 25.00	Premium (Alta Settlement Sheet): 1,575.00
Premium (Closing Disclosure): 825.00	Premium (Closing Disclosure): 775.00

7. Jackets can be revised and voided:



- Revise CPL
- Void CPL
- Generate CPL
- Void Jacket(s)
- Revise Jacket(s)