

## **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:

			It's 1	099 Filing season! Click	HERE to learn how ea	sy it is to e-file with	n E-Closing!			ŕ
E-C	" losi	ng					REGIS	ng Help Center FER FOR LIVE TRAININ	IG HERE!	?
				File	Summary - Byers / Account -	Sellars				
			Close Window	File Summary	Maintain File	Escrow Acc.	Documents			
File: Lookup:	iot Search 2023-	103 Close D	ate: 01/31/2023 (projected)	) Created: Team: Abstractor: Examiner: Last Updated:	Borrower Information Lender Information Seller Information Property Information Financial Information Payoff Information	Active file I Closer: n Eng.: Attorney: mployee: Referred E ark Buchanan Mo	Processor: 3y: dule: Title Policy			
Buyer: B	3ob Byers				Payoff CC Tax/Fee/Pro-ration Info					
Lender: W	/ells Fargo C	apital Finance, LLC, FK/	A Wells Fargo Foothill, LLC, succ	essor to Wells Fargo Foothil	Insurance Information Title Policy	-	Loan Originator:	Loan Processor:	Mtg Broker:	
Seller: S	Samuel Sella	rs			Chain of Title					
Property Addr	ess:	2204 Gibbs Dr, Tallal Leon County	hassee, FL 32303	Cun	<sup>e</sup> Text Description Miscellaneous Change	Sellars				
Financial Infor Price: 1st Paym Close Da	rmation: nent: ite:	300,000.00 01/31/2023	Value: Maturity: Disbursement Date:	300,000.00	Upload File Upload Search Results	-ato:	150,000.00 .0000	Loan #: Monthly Payment: Mortgage Contingency Da	416.67 ate:	
Realtor Inform Listing Br Selling Br	nation: roker: Co roker: Co	mmission: .00 mmission: .00								
Payoff Informa	ation:									
Tax/Fee/Pro-ra	ation Inform	ation:								
Insurance Info	ormation:									
Title Policy: Underwri javascript:LaunchL	ink('create_fo	Ctourset orm?FORM=TITLE_INFO&F	ILE=4G9WWY5SZL&SEQ=13349	150,000.00	Commitment Effective Premium:	e Date: 25.00	Recorded:			

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.

Title Policy - Byers / Sellars Provided by E-Closing						
Close Window	File Summary	Maintain File	Escrow Acc.	Documen	ts	
Underwriter	Stewart		~			
ALTA Form Year	2006 - 2021 forms will I	be added as they are receiv	ed by Underwriting.			
Commitment Effective Date	Time	PM v Numb	er			
IMPORTANT: Rates and Endorsements						
are based on this date.	Loan				Owner	
Policy number*	TBD				TBD	
Policy Rate Type	Standard ~				Standard v	
Jacket type	ALTA Loan Policy - FL	7-1-21		~	ALTA Owners Policy	- FL - 6-17-2006 ~
Total Coverage	150,000.00				300,000.00	
Payoff/Prior Liability	.00				.00	
Premium (Alta Settlement Sheet)	25.00				1,575.00	
Premium (Closing Disclosure)	825.00				775.00	



## **E-Closing Jackets Quick Reference Card**

3. Click Generate Jacket(s):



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

🙈 Ger	verate Jacket X
Agency	StewartAccess Test Agency ~
Location	SA Test Agency with 100 characters in the Legal Name 100 characters to be displayed along with Addr - 10333 Richmond Ave, Suite 180, Houston, TX, 77042 🗸
Loan Poli	sy acket Date 01/15/2023
Produ	ct Option 💿 Special Charges 🔿 Additional Charges 🖲 None
Owner Po	licy acket Date 01/15/2023
Produ	ct Option 💿 Special Charges 🛇 Additional Charges 🖲 None
	Issue Selected Jackets

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

Agency	StewartAccess Test Agency ~	
Location	StewartAccess Test Agency Inc - 0-99 Plaza Road, Box 2777, Fairlawn, NJ, 07410	
Owner Po Transa	'olicy       action Code:       111-Fee Policy       Jacket Date       01/16/2023	~
Prod	luct Option 🗢 Special Charges 〇 Additional Charges 🖲 None	

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

Scanned / Saved Documents	Dr	ag Documents Here to Upload		
				+ Add Folder
Closing Protection Letter Lender	Mark Buchanan	01/15/2023 05:08 PM	.08 MB	≡ ⊜
🔁 Loan Jacket	Mark Buchanan	01/15/2023 05:13 PM	.36 MB	≡⊜
Dwner Jacket	Mark Buchanan	01/15/2023 05:13 PM	.35 MB	= 🗈



## **E-Closing Jackets Quick Reference Card**

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

Title Policy - Byers / Sellars Previded by E-Closere 🔀					
Close Window	File Summary	Maintain File	Escrow Acc.	Documents	
Underwriter ALTA Form Year Commitment Effective Date IMPORTANT: Rates and Endorsements	Stewart 2006 ~ 2021 forms will I Time	be added as they are received by the process of the	ed by Underwriting.		
are based on this date. Policy number* Policy Rate Type	Loan M-2382-000260359 Standard V			Ovner 0-2381-000499718 Standard v	
Jacket type Total Coverage	ALTA Loan Policy - FL 150,000.00	6-17-2006		<ul> <li>ALTA Owners Policy - FL - 6-17-2006 -</li> <li>300,000.00</li> </ul>	
Payoff/Prior Liability Premium (Alta Settlement Sheet)	.00 25.00			.00 1,575.00	
Premium (Closing Disclosure)	825.00			775.00	

7. Jackets can be revised and voided:



