Stewart Jackets User Guide

Integration with Closing Market

The Settlement Industry’s Digital Marketplace
What is Stewart?

- **Stewart** is an integration through **Closing Market** providing agents an easy and secure way to generate policy jackets.

- Access **Stewart** through **Complete Closing Enterprise** and **Closing Market** for a fast and transparent jacket generation process.
To generate a **Stewart Jacket**, create or open an existing order in **CCE**.

- Enter the **Buyer/Seller**, **Loan**, and **Property** information, complete with city, state, and zip code.
Complete Closing Enterprise

- Click the Closing Market plug-in to launch Closing Market.
In Closing Market search for Stewart

- Select Stewart Jacket (Service Name is Stewart Access)
- Click Submit.

**Note:** If requesting additional products, search for Stewart Jacket again, and then click Update.
• On the **Stewart Access** screen, enter your **User Name** and **Password** provided by **Stewart**.

**Note:** You can use the same credentials as **Stewart CPLs**, if already provided.

• Check the **Remember Me** box, if not using a shared computer.

• Check the **Preview Jacket** box.

**Note:** The **Preview Jacket** box **MUST** be checked to preview jackets.

• Click **Login**.

**Note:** You **MUST** be an agent with **Stewart**, and request login credentials from **Stewart**.
The Stewart Access screen displays.

- Select the Agency, Property, Agency Location, Form Type, Form, Trans Type, Jacket Date, Property Type, and Liability.

**Note:** Depending on selections made, some fields auto-populate.

*All fields in red are required.*

- Add additional parties, if needed.
- The Lender defaults to the Lender on file, but can be changed.
- Click **Search** to search the Stewart database for other Lenders.
Closing Market – Stewart

- Select the **Buyer/Seller** to include from the file. Additional **Buyers/Sellers** can be added.

**Note:** Uncheck a **Buyer/Seller** to not send with the other **Buyer/Seller**.

- Add **Endorsements**, as needed on the **Endorsements** tab.

- Click **Save/Preview**.
# Closing Market – Stewart

## Stewart Access

<table>
<thead>
<tr>
<th>Jacket Date</th>
<th>Serial Number</th>
<th>Form Type</th>
<th>Form</th>
<th>Status</th>
<th>View</th>
<th>Edit</th>
<th>Cancel</th>
<th>Cancel Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/22/2016</td>
<td>xxxxxx9838</td>
<td>Loan</td>
<td>T-2 Loan Policy of Title Insurance 1-3-2014</td>
<td>Draft</td>
<td>View</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>9/22/2016</td>
<td>19705932</td>
<td>Loan</td>
<td>T-2 Loan Policy of Title Insurance 1-3-2014</td>
<td>Issued</td>
<td>View</td>
<td>Edit</td>
<td>Cancel</td>
<td>Please Select</td>
</tr>
<tr>
<td>9/22/2016</td>
<td>xxxxxx5792</td>
<td>Owners</td>
<td>T-1R Residential Owners Policy</td>
<td>Draft</td>
<td>View</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>9/22/2016</td>
<td>xxxxxx8442</td>
<td>Owners</td>
<td>T-1R Residential Owners Policy of Title Insurance 1-3-2014</td>
<td>Draft</td>
<td>View</td>
<td>Edit</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>9/22/2016</td>
<td>197903852</td>
<td>Owners</td>
<td>T-1 Owners Policy of Title Insurance</td>
<td>Issued</td>
<td>View</td>
<td>Edit</td>
<td>Cancel</td>
<td>Please Select</td>
</tr>
</tbody>
</table>

### Order No: STAJacket089416

- **Agency**: Madison County Title Company
- **Property**: 123 Main St., Plano, Collin, TX.
- **Agency Location**: 120 North Main Street
- **Form Type**: Loan
- **Form**: T-2R Short Form Residential Loan
- **Jacket Date**: 9/22/2016
- **Property Type**: Single Family Dwelling
- **Liability**: 
- **Total Premium**: 
- **Total Remittance**: 

**Note**: If a short form is selected in the **Form** field, additional questions must be answered.

### Mortgage Details

- **Mortgage Date**: 
- **Addendum Attached**: 
- **Include Amendment of Exception 3 Schedule B**: 
- **Subparagraph 2(f) of Equity Loan Mortgage Endorsement Included**: 

### Mortgage Addendum

- **T-19 Subparagraph Deletion**: 
- **T-42 Subparagraph Deletion**: 
- **T-42 Subparagraph Deletion**:

### Manufactured Housing Addendum

- **Manufacturered Housing**: 
- **Serial Number**: 
- **T-17 Subparagraph Deletion**: 
- **T-26 Subparagraph Deletion**: 
- **T-42 Subparagraph Deletion**: 
- **Tax Year Not Payable**: 

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Enter the values in the row/fields on the **Jacket** tab by clicking **Edit** and entering the values.

<table>
<thead>
<tr>
<th>Parties (1)</th>
<th>Endorsements (0)</th>
<th>Special Charge (0)</th>
<th>Additional Charge (0)</th>
<th>Original/Prior Policy (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jacket Pricing (1)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Jacket Pricing**

<table>
<thead>
<tr>
<th>Trans Code</th>
<th>Actual Premium</th>
<th>Actual Remittance</th>
<th>Serial No.</th>
<th>Calculated Remittance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>XXXXXXXX5792</td>
<td>0.00</td>
</tr>
</tbody>
</table>

[Save/Preview] [Issue] [View] [Cancel]

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• After entering the **Premium** and **Remittance** Values, click **Update** to update the jacket.

<table>
<thead>
<tr>
<th>Trans Code</th>
<th>Actual Premium</th>
<th>Actual Remittance</th>
<th>Serial No</th>
<th>Calculated Remittance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 – Single Issue</td>
<td>250.00</td>
<td>250.00</td>
<td>XXXXXXX3652</td>
<td>0.00</td>
</tr>
</tbody>
</table>
The **Total Premium** field is *read-only* and the amount is returned from **Stewart**.
• Add **Endorsements** as needed on the **Endorsements** tab.

• Select the **Type** and **Trans Code**, and enter in values.

• Click **Update**.

• Click **Save/Preview**
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• Click **Issue** to generate and return the jacket as a PDF.

**Note:** The jacket can be edited if the **Premium** amount is not returned.
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LOAN POLICY OF TITLE INSURANCE (T-2)

ISSUED BY
STEWARD TITLE GUARANTY COMPANY

Any notice of claim and any other notice or statement in writing required to be given the Company under this Policy must be given to the Company at the address shown in Section 17 of the Conditions.

COVERED RISKS

SUBJECT TO THE EXCLUSIONS FROM COVERAGE, THE EXCEPTIONS FROM COVERAGE CONTAINED IN SCHEDULE B AND THE CONDITIONS, STEWARD TITLE GUARANTY COMPANY, a Texas corporation (the “Company”) insures, as of Date of Policy and, to the extent stated in Covered Risks 11, 13 and 14, after Date of Policy, against loss or damage, not exceeding the Amount of Insurance, sustained or incurred by the insured by reason of:

1. Title being vested other than as stated in Schedule A.
2. Any defect in or lien or encumbrance on the Title. This Covered Risk includes but is not limited to Insurance against loss from:
   (a) A defect in the Title caused by:
      (i) forgery, fraud, undue influence, duress, incompetency, incapacity or impersonation;
      (ii) failure of any person or Entity to have authorized a transfer or conveyance;
      (iii) a document affecting Title not properly created, executed, witnessed, sealed, acknowledged, notarized or delivered;
      (iv) failure to perform actions necessary to create a document by electronic means, authorized by law;
      (v) a document executed under a falsified, expired or otherwise invalid power of attorney;
      (vi) a document not properly filed, recorded or indexed in the Public Records and making failure to enforce those acts by electronic means authorized by law or
      (vii) a defective judicial or administrative proceeding;
   (b) The lien of real estate taxes or assessments imposed on the Title by a governmental authority due to payable, but unpaid,
   (c) Any encroachment, encumbrance, violation, variance, or adverse condition effecting the Title that would be disclosed by an accurate and complete survey of the Land. The term “encroachment” includes encroachments of existing improvements located on the Land or adjoining land.
   (d) Lack of good and indefeasible Title.
   (e) No right of access to and from the Land.

Covered Risks continued on next page.

IN WITNESS WHEREOF, Stewart Title Guaranty Company has caused this Policy to be signed and sealed by its duly authorized officers as of Date of Policy shown in Schedule A.

Counter signed by:

Authorized Cursignature

M T Company
Company Name
120 North Main Street
Eudora, IL 62025
City, State

Matt Morris
President and CEO

Denise Caffraux
Secretary

For coverage information or assistance receiving a complaint, call (866) 580-1600 or visit www.stewarttitle.com. To make a claim, furnish written notice in accordance with the policy.
The **Transaction Results** are returned with an **Order ID** number.

**Note**: The integration does not display the PDF. The PDF is returned to **FileScan Plus**!

The policy number auto-populates on the **Policy** screen.

- Click **Continue** to return to the **Stewart Access** screen.
The jackets display in the **Status** grid at the top of the screen with a **Status** of *Draft* or *Issued*.

**Note:** Issued jackets cannot be edited, only viewed or cancelled.
For issued jackets displaying in the Status grid:

- Click **Cancel** to cancel a jacket.

**Note**: Cancelling an issued jacket does **not** delete it from **FileScan Plus!** and does not remove the policy number from the **Policy** screen.

**Note**: If an issued jacket is cancelled, a **Cancel Reason** can be selected from the drop-down menu.

- Click **Delete** to delete a jacket.
- Click **Edit** to edit a jacket.
• The Stewart Jacket integration does not support Advanced Trading Partner Relationships (TPRs) in Closing Market. Access is controlled by the Stewart username and password.

• Users must be agents with Stewart to obtain a Username and Password.

• All defaults are set by Stewart.

• State coverage is based on the Underwriter configured coverage for credentials provided to the agent.

• Notes are returned to Order Entry in CCE.

• The Policy Number auto-populates on the Policy screen for issued jackets.

• Jackets returned from Stewart are available in FileScan Plus! and Web Publishing, for those who do not have FileScan Plus!
• Who do users contact for support and information?
  ✓ Contact Stewart Customer Care at customercare@stewart.com or call 888-526-3282

• What version of CCE do users need to be on to use the Stewart Jacket integration?
  ✓ Version CCE 8.2 and higher

• How do I get a User Name and Password?
  ✓ Users must be an agent with Stewart. Managers call Stewart Customer Care at 888-526-3282 to request User Name and Password for an agent.
Interface Requirements

• The Title Company must be an agent with Stewart. Contact Stewart at www.stewart.com to establish an account.

• Request a Trading Partner Relationship (TPR) with Stewart.

• Stewart must approve the TPR.

• Become an agent of Stewart to request a User Name and Password from Stewart.
Any questions please contact RamQuest Support at 214-291-1616

Or email Support at support@ramquest.com