



### **Creating a Stewart CPL in Closers' Choice – Quick Reference Card**

#### Steps

- 1. The file should have basic order information completed including Lender and Buyer information. From the starting screen, click **CPL/Jackets**.
- 2. Click Get CPL.

Tridesench CPL/Jackets Lien Search	📌 Survey	eRecording	DoxPassport	Result Order Express	Notary Loop	Payoff	Title Curative	Shipping	FL Homestead
K File Number					Order	Entry			
Services Gateway - CPL / Jackets (Stewart)	- MB-FL-1		1972						X
			(	CPL O	Jacket				
	Agency	StewartAcce	iss Test Agency	-					-
Actowart	Location	StewartAcce	iss Test Agency	Inc - 1980 Post	Oak Suite 800				• 
Slevvart	Branch	Include All 8	iranches						•
	Form	FL Closing	Protection Lette	r	•		Wells Fargo 123 Fim Street		
	Property Type	Residential	- General		*		Hoover, Alabama 3524	14	
	Covered Part	y: Lender			-		Use	CPL Lender Ad	dress
	Approved At	torney	Select	Secondary	Agency 6	Select	Settlement	Company	Select
	6								
Orders									
Order Number Date Created	Ordered By	Order T	ype		0.0	Covered	i Party/Form Type	_	
								2	Get CPL
								-	
(									
Documents									
	Document N	ame				Saved Date	Documen	t Type	Size
Closers' Link User: Mark.Buchanan@Stewa	rt.com Login:	ASMTESTUSE	R4@dev.picdev.	local					

3. The CPL is created and stored in the Documents section. Click View to view, print, or download the CPL.

	_					
Order Number	Date Created	Ordered By	Order Type		Covered Party/For	
22027-6441918859065~578411	5/3/2021 10:08:19 PM	Mark.Buchanan@Stewart.c	CPL	Void Revise	Lender	
						Get CPL
Documents						
Documents						
Cocollients	Document Na	ime		Saved Date	Document Type	Size
CPL_1-16N48DM_578411930.PDF	Document Na	ime		Saved Date 5/3/2021 10:08:19 PM	Document Type CPL	Size 84,730 View
CPL_1-16N48DM_578411930.PDP	Document Na	ime		Saved Date 5/3/2021 10:08:19 PM	Document Type CPL	Size 84,730 View
CPL_1-16N48DM_578411930.PDF	Document Na	ime		Saved Date 5/3/2021 10:08:19 PM	Document Type CPL	Size 84,730 View
CPL_1-16N48DM_578411930.PDF	Document Na	imė		Saved Date 5/3/2021 10:08:19 PM	Document Type CPL	Size 84,730 View
CPL_1-16N48DM_578411930.PDF	Document Na	ime		Saved Date 5/3/2021 10:08:19 PM	Document Type CPL	Size 84,730 <b>View</b>
CPL_1-16N48DM_578411930.PDF	Document Na	ime		Saved Date 5/3/2021 10:08:19 PM	Document Type CPL	Size 84,730 (View) 3





## **Creating a Stewart CPL in Closers' Choice – Quick Reference Card**

#### 4. To Revise a CPL, click Revise.

Orders Order Number	Date Created	Ordered By	Order Type		1	Covered Party/For
22027-6441918859065~578411	5/3/2021 10:08:19 PM	Mark.Buchanan@Stewart.c	CPL	Void	Revise	Lender
					1	
				~/		

Make revisions as needed within any of the areas shown, then click Revise CPL

Services	Gateway - CPL / Jackets (Stewart) - Revise M8-FL-1					
Agency	StewartAccess Test Agency	•	Location:	StewartAccess Test Agency	Inc - 1980 Post Oak Suite 800	•
Branch	Include All Branches	•	Covered Party:	Lender		•
Form:	FL Closing Protection Letter	•	Property Type:	Residential - General		•
			1	Use CPL Lender Address	Wells Fargo 123 Elm Street	
Set	tlement Compony	select		Revise CPL	Select	

The revised CPL is displayed in the Documents section. Click View to view, print, or download revised CPL.

Documents			
Document Name	Saved Date	Document Type	Size
CPL_1-16N48DM_578411930.PDF	5/3/2021 10:08:19 PM	CPL	84,730 View





# **Creating a Stewart CPL in Closers' Choice – Quick Reference Card**

5. To Void a CPL, click Void.

Order Number	Date Created	Ordered By	Order Type		11	Covered Party/For
2027-6441918859065~578411	5/3/2021 10:08:19 PM	Mark.Buchanan@Stewart.c	CPL	Void	Revise	Lender
			5			

6. Select a Void Reason from the picklist, then click Void.

Void	
Reason:	
Coverage Declined	•
6 Void Cancel	

The CPL is voided and is removed from the Documents list. A new CPL may be created by repeating from Step 1.

NOTE: Should the user's Stewart credentials need to be entered or changed, select the "key" icon and provide the credentials in the fields shown:

Please set yo	ur Stewart Credentials
Jser Name:	
ASMTESTUSER4@dev.picdev.loca	
Password:	Show Password
******	
	Save