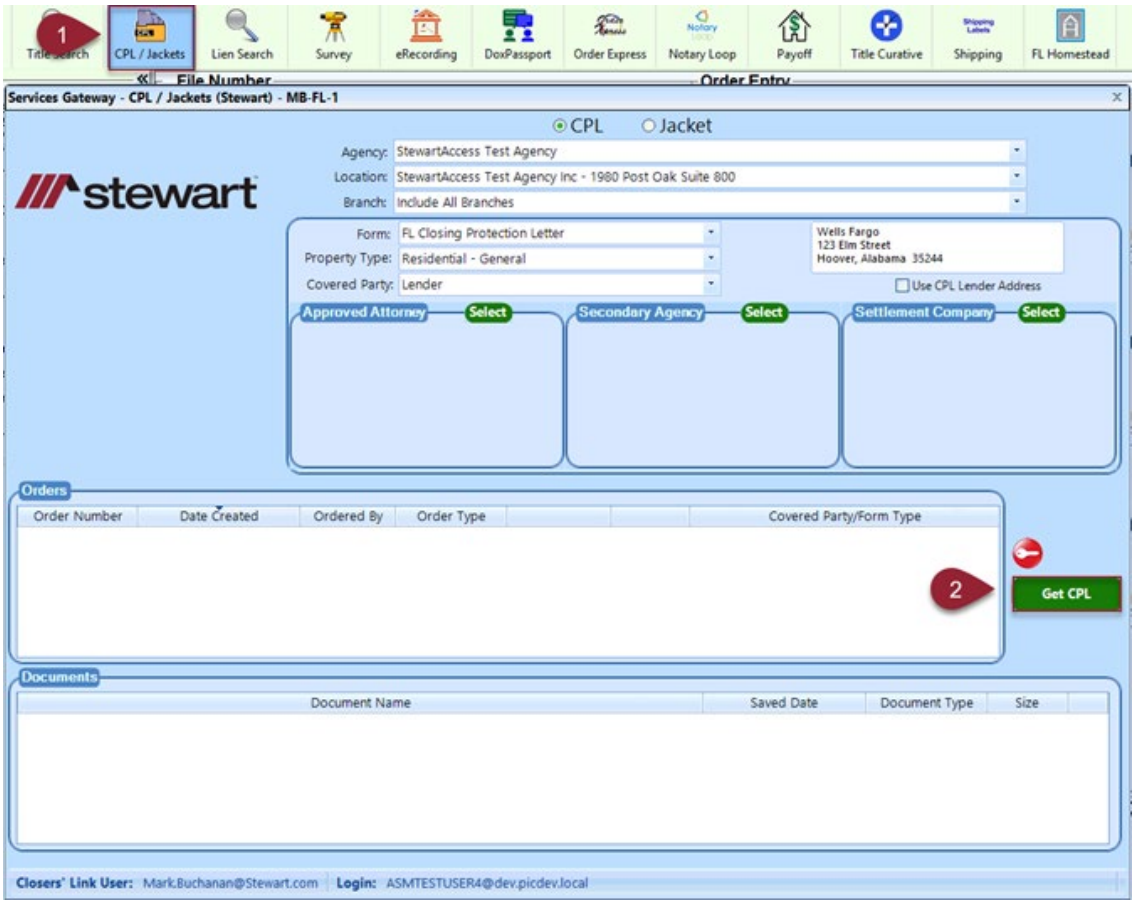
Creating a Stewart CPL in Closers' Choice – Quick Reference Card

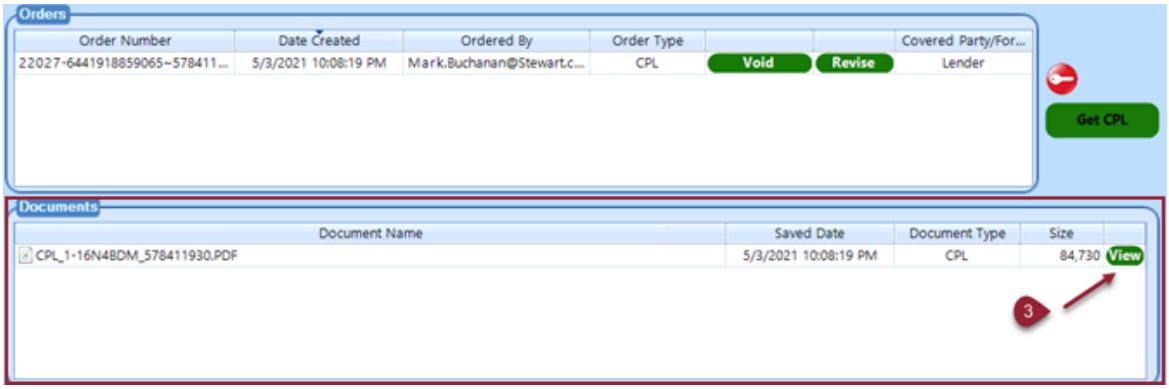
Steps

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**.



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



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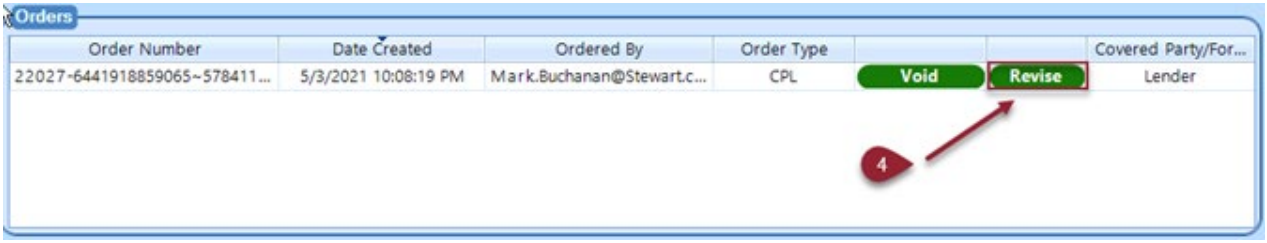
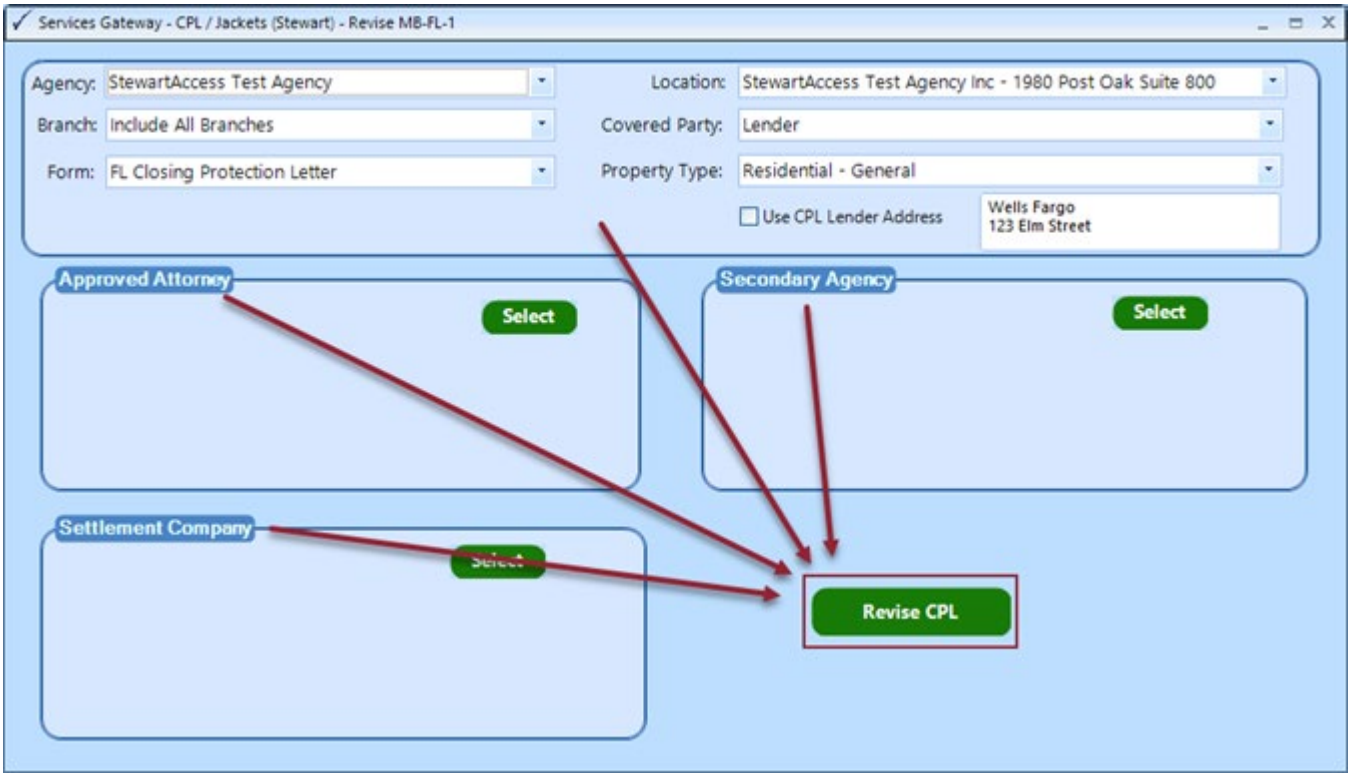
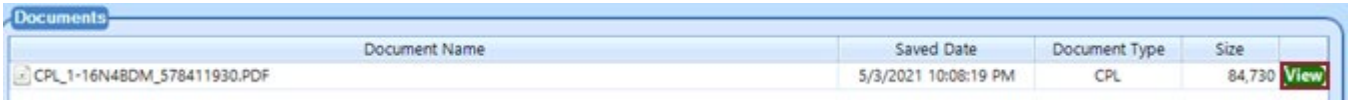
4. To Revise a CPL, click **Revise.**



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



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



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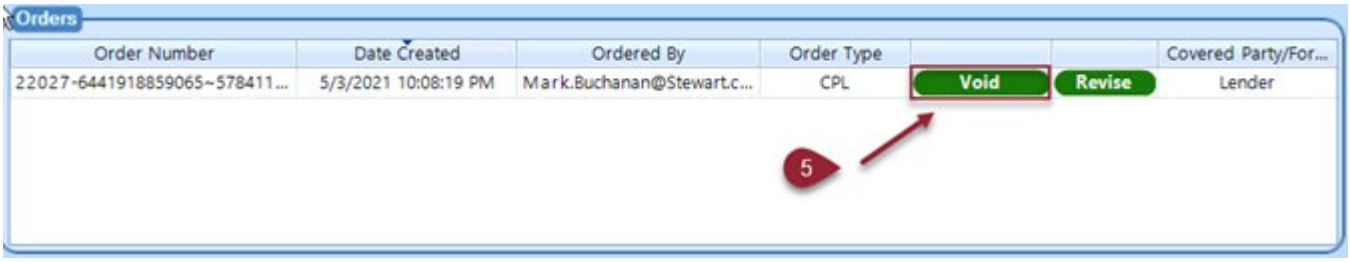
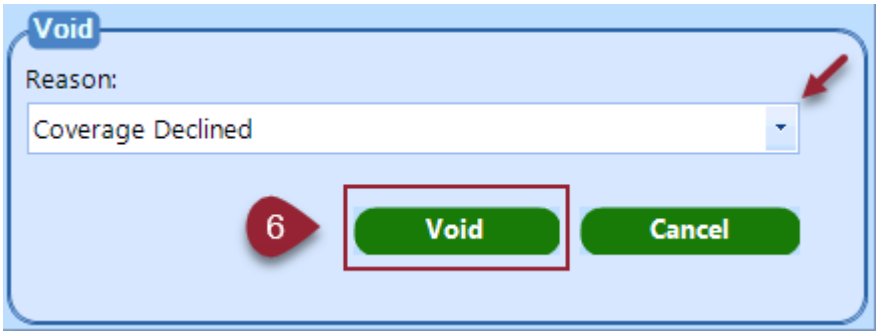
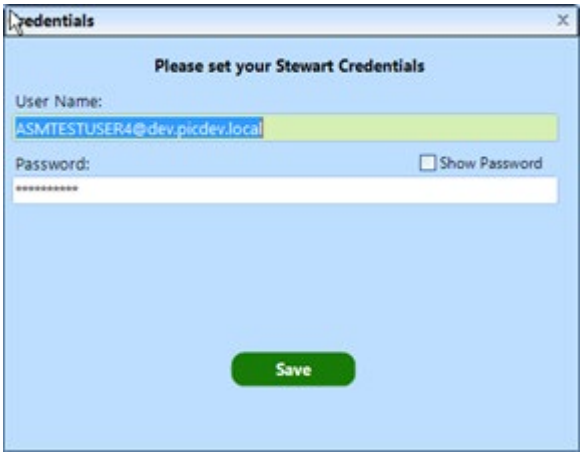
5. To Void a CPL, click **Void.**



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



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: