

## 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.

Order Number	Date Created	Ordered By	Order Type	Covered Party/Form Type
22027-6441918859065-578411...	5/3/2021 10:08:19 PM	Mark.Buchanan@Stewart.com	CPL	Lender

Document Name	Saved Date	Document Type	Size
CPL_1-16N4BDM_578411930.PDF	5/3/2021 10:08:19 PM	CPL	84,730

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

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	<input type="button" value="Void"/> <input type="button" value="Revise"/>	Lender

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

Services Gateway - CPL / Jackets (Stewart) - Revise MB-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

Use CPL Lender Address Wells Fargo  
123 Elm Street

Approved Attorney

Secondary Agency

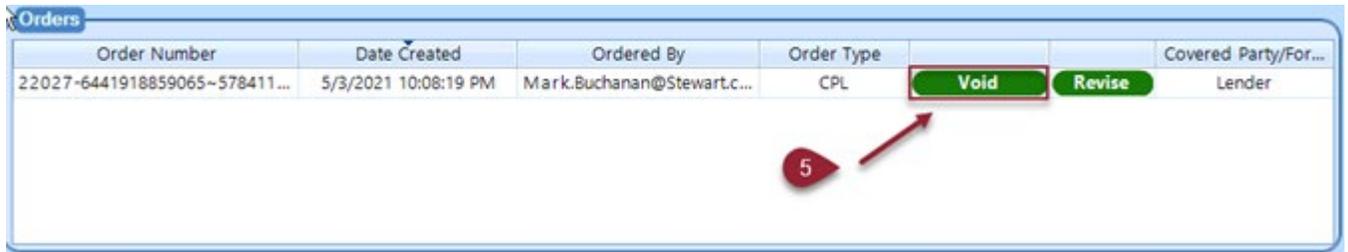
Settlement Company

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

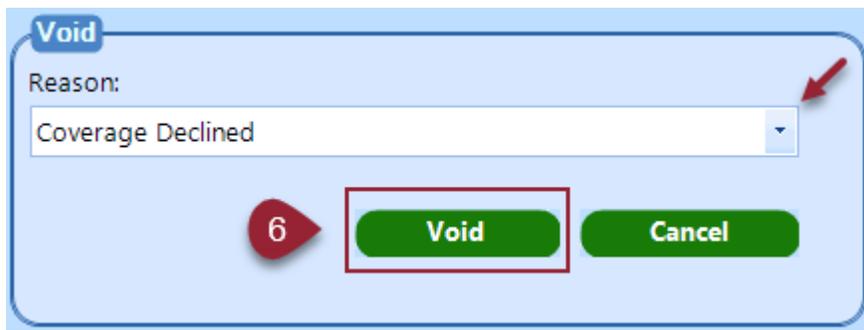
Document Name	Saved Date	Document Type	Size	
CPL_1-16N4BDM_578411930.PDF	5/3/2021 10:08:19 PM	CPL	84,730	<input type="button" value="View"/>

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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:

