

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

### Steps

1. The file should have basic order information completed. From the starting screen, click **CPL/Jackets**.
2. Click **Jacket**.
3. Select the **Jacket Type**, either Loan, Commitment, or Owners from the picklist.
4. Click **Get Jacket**.

Services Gateway - CPL / Jackets (Stewart) - MB-FL-1

Agency: StewartAccess Test Agency  
Location: StewartAccess Test Agency Inc - 1980 Post Oak Suite 800

Jacket Type: Loan  
Successor:   
And/or The Secretary of Housing and Urban Development, ISAQA ATIMA

From File  
Select

Order Number	Date Created	Ordered By	Order Type	Covered Party/Form Type

Get Jacket

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

View

Closers' Link User: Mark.Buchanan@Stewart.com | Login: ASMTTESTUSER4@dev.picdev.local

The following screen is displayed.

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

- Select the Policy Form. Enter any Policy Information needed if not already populated from the file. Enter any additional Form Field information (Short Form).
- Click **Get Jacket**.

Form Selection: ALTA Short Form Residential Loan Policy - FL - 6-17-2006

**Information**

Effective Date: 4/20/2021	Prior Liability Amount: 0.00	Prior Policy Type: --Please Select--
Liability Amount: 150,000.00	Prior Policy Date:	Simultaneous <input checked="" type="checkbox"/>
Gross Premium: 150.00	Prior Policy UW: --Please Select--	Refinance/Reissue <input type="checkbox"/>
Remittance: 27.00	Prior Policy Numc:	

**Endorsements**

Name	Premium	Remittance
<input checked="" type="checkbox"/> ALTA B.1-06 Environmental Protection Lien Rev 6-17	\$50.00	\$9.00
<input checked="" type="checkbox"/> ALTA 9.10-06 REM - Current Violations Rev 4-2-2013	\$0.00	\$0.00

Endorsements: ALTA 4.1-06 Condominium - FL - Rev 6-17-2006 **Add**

**Form Fields**

Name	Value
Addendum Attached	No
Mortgage Amount	150000
Mortgage Date	05/31/2021
State Statutes	

Enter additional Short Form info here

**Get Jacket**

The Policy Jacket is displayed in the Document list. **Click View to view, print, or download the document.**

**Documents**

Document Name	Saved Date	Document Type	Size	
Jacket_POLICY_1-16N63IT_578495061.pdf	5/4/2021 8:16:57 AM	Jacket	219,895	<b>View</b>
CPL_1-16N48DM_578411930.PDF	5/3/2021 10:08:19 PM	CPL	84,730	<b>View</b>

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

To Revise a Jacket, click **Revise**.

Order Number	Date Created	Ordered By	Order Type		Covered Party/For...
22027-6441719528648-578495...	5/4/2021 8:16:57 AM	Mark.Buchanan@Stewart.c...	Jacket	<input type="button" value="Void"/> <input type="button" value="Revise"/>	Loan

Make any revisions in available fields, then click **Revise Jacket**.

Services Gateway - CPL / Jackets (Stewart) - Revise MB-FL-1

Jacket
  Endorsement

Agency: StewartAccess Test Agency

Location: StewartAccess Test Agency Inc - 1980 Post Oak Suite 800

Property County: Leon Property Type: Residential - General

**Information**

Effective Date: 4/20/2021	Prior Liability Amount: 0.00	Prior Policy Type:
Liability Amount: 150,000.00	Prior Policy Date:	
Gross Premium: 150.00	Prior Policy UW: --Please Select --	
Remittance: 27.00	Prior Policy Num:	

The fields in white may be revised.

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

Document Name	Saved Date	Document Type	Size	
Jacket_POLICY_1-16N63IT_578495061.pdf	5/4/2021 8:16:57 AM	Jacket	219,095	<input type="button" value="View"/>
CPL_1-16N48DM_578411930.PDF	5/3/2021 10:08:19 PM	CPL	84,730	<input type="button" value="View"/>

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

To revise an Endorsement, click **Revise**.

Order Number	Date Created	Ordered By	Order Type		Covered Party/For...
22027-6441719528648-578495...	5/4/2021 8:16:57 AM	Mark.Buchanan@Stewart.c...	Jacket	Void	Loan

- Click **Endorsement**
- Click **Revise**

Services Gateway - CPL / Jackets (Stewart) - Revise MB-FL-1

Jacket  Endorsement **7**

Agency: StewartAccess Test Agency

Location: StewartAccess Test Agency Inc - 1980 Post Oak Suite 800

Name	Effective Date	Premium	Remittance		
ALTA 8.1-06 Environmental Protection Lien Rev 6-17		\$50.00	\$9.00	<b>8</b>	Revise Void
ALTA 9.10-06 REM - Current Violations Rev 4-2-2013		\$0.00	\$0.00		Revise Void

Endorsements: ALTA 4.1-06 Condominium - FL - Rev 6-17-2006 **Add**

- Make any revisions in available fields, then click **Revise**.

Name	Effective Date	Premium	Remittance		
ALTA 8.1-06 Environmental Protection Lien Rev 6-17		\$50.00	\$9.00	<b>9</b>	Revise Void
ALTA 9.10-06 REM - Current Violations Rev 4-2-2013		\$0.00	\$0.00		Revise Void

These fields may be revised

Endorsements: ALTA 4.1-06 Condominium - FL - Rev 6-17-2006 **Add**

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

To Void a Policy, click **Void**.

Order Number	Date Created	Ordered By	Order Type		Covered Party/For...
22027-6441719528648-578495...	5/4/2021 8:16:57 AM	Mark.Buchanan@Stewart.c...	Jacket	<div style="border: 1px solid red; padding: 2px;">Void</div> <div style="padding: 2px;">Revise</div>	Loan

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

**Void**

Reason:

Cancelled Due to Revision
▼

Void

Cancel

The Jacket is voided and is removed from the Documents list. A new Jacket 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:

**Credentials**

**Please set your Stewart Credentials**

User Name:

Password:  Show Password

Save