

# DisplaySoft - CPLs

Follow the steps below to create a CPL with Stewart's integration.

**Note:** These steps assume a file has been entered in the Quick Start screen.

## Steps

1. Click CPL at the bottom of the screen. Stewart's Web Services login page will appear. Enter your username and password. *Optional: Select Remember User ID and/or Remember Password. If both are selected the login screen will not be used for that service in the future. You will automatically log in.*

The screenshot shows the 'Quick Start' screen with various fields for purchase price, loan amount, property address, and agent information. At the bottom, there are three buttons: 'Request/Get', 'CPL', and 'Jacket'. The 'CPL' button is circled in red.

The screenshot shows the 'Stewart Web Services' login page. A dropdown menu is set to 'CPL'. There are input fields for 'Enter User name' and 'Enter Password', followed by an 'OK' button. Below these are two checked checkboxes: 'Remember User ID' and 'Remember Password'.

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2. Required information is outlined in red. Make any necessary entries and click **Get CPL**.

The screenshot shows the Agency/CPL form with several sections: Agency/CPL, Property, Parties, Lender, CPL Actions, and Search Add. Parties. Red boxes highlight the Address field in the Property section and the 'Get CPL' button in the CPL Actions section.

- 3. CPLs are now automatically stored in the dropdown labeled CPL #s in the CPL action section (1).
- 4. If you need to Modify, Void, or Download a CPL, click the appropriate button.
- 5. *Optional:* Search for Additional/Secondary Agents (2). To search, select Secondary Agency and search parameters will appear. Make your selection for the dropdown as shown below.

This screenshot shows the Agency/CPL form with a dropdown menu open for 'CPL #s'. The dropdown lists '683129277 - Bl' and '68312941 - Lender'. A red circle '1' is next to the dropdown. In the 'Search Add. Parties' section, 'Secondary Agency' is selected, and search parameters like Name, Address, City, State, and Zip are visible. A red circle '2' is next to the 'Secondary Agency' dropdown.