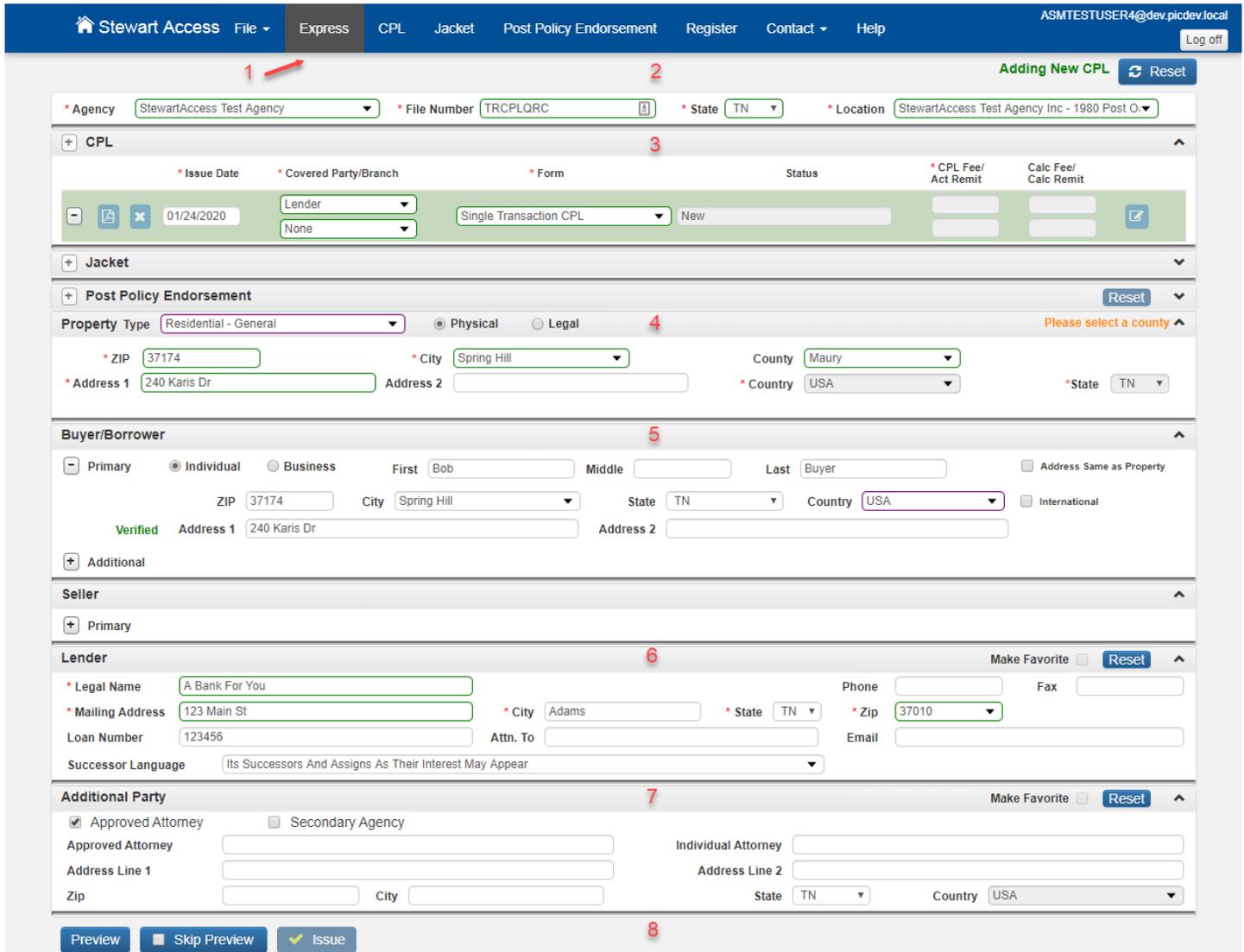




Stewart Access Portal CPL



The screenshot shows the Stewart Access Portal CPL form with the following sections and callouts:

- 1:** Express tab in the top navigation bar.
- 2:** Agency, File Number, State, and Location fields.
- 3:** CPL section with Issue Date, Covered Party/Branch, Form, Status, and Fee fields.
- 4:** Post Policy Endorsement section with Property Type, Physical/Legal radio buttons, ZIP, City, County, Address, Country, and State fields.
- 5:** Buyer/Borrower section with Primary/Individual/Business radio buttons, First/Middle/Last name fields, ZIP, City, State, Country, and Address fields.
- 6:** Lender section with Legal Name, Mailing Address, City, State, Zip, Phone, Fax, Loan Number, Attn. To, and Email fields.
- 7:** Additional Party section with Approved Attorney/Secondary Agency radio buttons, Attorney Name, Address Line 1/2, Zip, City, State, and Country fields.
- 8:** Preview, Skip Preview, and Issue buttons at the bottom.

Steps

1. Select the Express tab
2. Enter a File Number, State, and Location. *Note: Items marked with an asterick are mandatory.*
3. Select CPL [+]. Enter Issue Date, Covered Party, Branch, Form. CPL Fee will populate when a jacket is issued.
4. Enter Property Address. System performs auto-complete as zip code and address fields are entered.
5. Enter Buyer/Borrower information
6. Enter Lender information. System performs autocomplete as data is entered into name field. Choose a saved Lender or enter manually. Frequently-used Lenders appear at the top of the picklist by choosing Make Favorite.
7. Enter Approved Attorney or Secondary Agency. System performs search as fields are entered.
8. Select Preview to view a Draft version of the CPL or select Skip Preview and Issue, if desired.

For Additional Information, visit: <https://www.stewart.com/content/stewart/stewartcom/en/education-and-training/stewartaccess.html>