



## Stewart Access Portal Revise CPL

The screenshot shows the Stewart Access Portal interface. The 'Express' tab is selected in the top navigation bar. The search criteria are: Agency: StewartAccess Test Agency, File Number: TRCPLIQR, State: TN, Location: StewartAccess Test Agency Inc - 1980 Post O. The CPL table shows two records. The first record is highlighted in green, and its status is 'Revising Issued CPL'. A red box highlights the 'Revising Issued CPL' status. A red arrow points to the 'Express' tab. Red numbers 1, 2, 3, and 4 indicate the steps: 1. Select the Express tab; 2. Enter search criteria; 3. Double-click the Select CPL icon; 4. The status changes to Revising Issued CPL.

* Issue Date	* Covered Party/Branch	* Form	Status	* CPL Fee/ Act Remit	Calc Fee/ Calc Remit
01/28/2020	Lender	Single Transaction CPL	Issued (01/28/2020) #009478959		
01/28/2020	Lender	Single Transaction CPL	Void-Coverage Declined (01/28/2020) #		

### Steps

1. Select the Express tab
2. Enter a File Number, State, and Location. *Note: Items marked with an asterick are mandatory.*
3. Double-Click Select CPL . Icon becomes Revising CPL .
4. Status in upper right corner now shows Revising Issued CPL
5. Make necessary changes to the CPL and select Revise in the lower left corner of window.

Revise

6. CPL is now revised and available for printing.

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