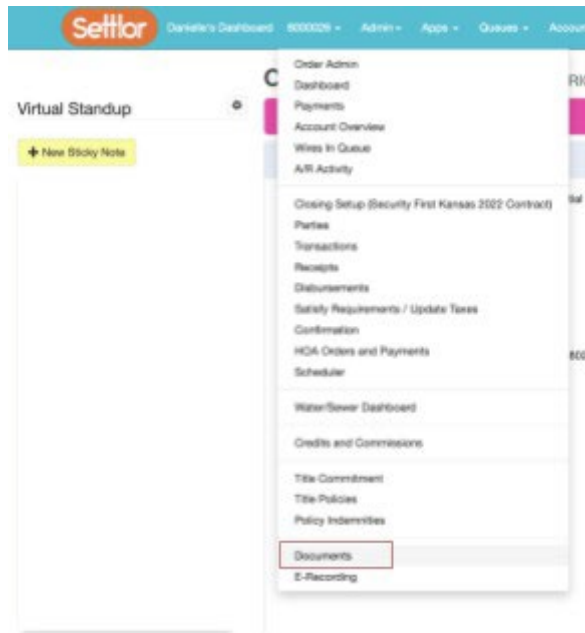


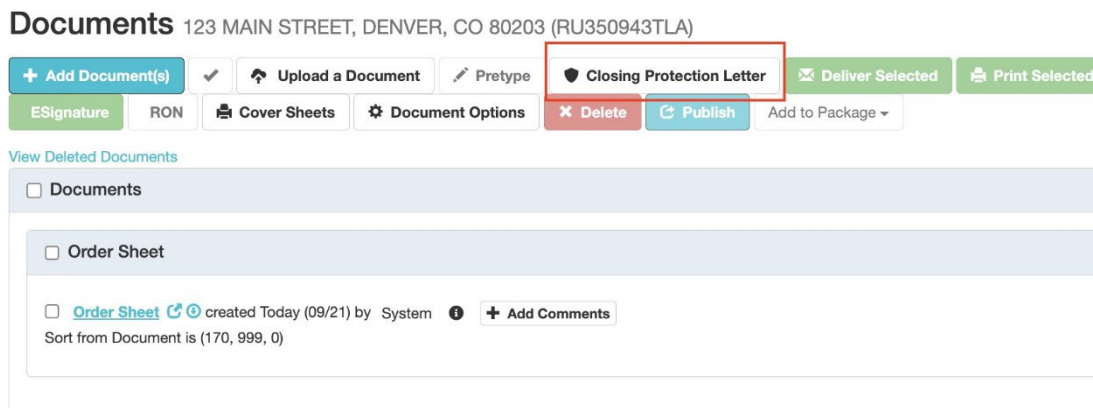
Settlor/Stewart CPL Quick Reference Card

Request a CPL

To generate the closing protection letter document, click the order number dropdown in the top navigation menu and select *Documents*.



In the top menu of the *Documents* page, select *Closing Protection Letter*. This opens the *CPL Request* form.



The *CPL Request* form displays information pulled in from the order and defaults field values based on the *CPL Type* selected. Note: the *CPL Type* field is not submitted to Stewart. If available, the address will pull in from *Party > Deliveries*. These fields are editable, and edits will not save back to the order.

Settlor/Stewart CPL Quick Reference Card

CPL Request ✕

CPL Type:

Seller

Loan number:

The loan number to use for the CPL

Covered Parties

| Covered Person | Alternate Name | |
|-----------------------------|----------------|---|
| Sally Seller (Seller/Owner) | If applicable | ✕ |

+ New Row

Underwriter CPL ID:

The unique ID given to this CPL by the underwriter (if applicable)

Addressee:

Sally Seller (Seller/Owner)

Underwriter CPL Form:

CO SELLER (Seller/Owner)

Addressee Alternate Name:

Attention:

The attention line to use during delivery.

☐ **Is International**

Address:

123 Seller Address Road

Address 2:

Apartment, suite, unit, building, floor, etc... If entering a foreign address, use multiple lines in this field.

Zip: 80203 **City:** Denver **State:** CO - Colorado

Close

Save Changes

Select *Save Changes* to submit the CPL request. If the CPL request is successful, the document is available in the order in the *Documents > Processing Documents* section.

Note: The document title is configurable in the *Documents* administration. Click the document hyperlink to preview the CPL.

Documents 123 MAIN STREET, DENVER, CO 80203 (RU350943TLA)

+ Add Document(s)

✓

Upload a Document

✎ Pretype

🛡 Closing Protection Letter

✉ Deliver Selected

🖨 Print Selected

ESignature

RON

📄 Cover Sheets

⚙ Document Options

✕ Delete

🔄 Publish

Add to Package ▾

[View Deleted Documents](#)

☐ Documents

☐ Processing Documents ⬆

☐ Insured Closing Letters [🔗](#) [🕒](#) uploaded Today (09/21) by Danielle Bonneau [🔔](#) [✎](#) + Add Comments

Sort from Document Type is (120, 999, 0)

Settlor/Stewart CPL Quick Reference Card

Void a CPL

A CPL can be voided by either editing the existing CPL or by deleting the document.

Edit and Replace CPL

Select the edit (pencil) icon next to the CPL and modify the data in the form. Once changes are saved, the previous CPL is voided and moved to deleted documents, and the *Documents* list updates to display the new CPL. The *Cancel Reason* for the replaced CPL is auto-selected by the system.

Documents 123 MAIN STREET, DENVER, CO 80203 (RU350944TLA)

[+ Add Document\(s\)](#)
[Upload a Document](#)
[Pretype](#)
[Closing Protection Letter](#)
[Deliver Selected](#)
[Print Selected](#)

[ESignature](#)
[RON](#)
[Cover Sheets](#)
[Document Options](#)
[Delete](#)
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[View Deleted Documents](#)

☐ Documents

☐ Processing Documents

☐ **Insured Closing Letters**
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Sort from Document Type is (120, 999, 0)

Deleting CPL Document

A CPL can be voided by either selecting the multi-select box next to the document and clicking *Delete* in the top bar or by editing the existing CPL and selecting the *Cancel Reason*, *Confirm Cancel*, and *Delete*.

CPL Request

CPL Type: Seller

Loan number: The loan number to use for the CPL

Covered Parties

Covered Person: Sally Seller (Seller/Owner)
 Alternate Name: If applicable
[+ New Row](#)

Underwriter CPL ID: 960850446
 Cancel Reason: Coverage Declined
☒ Confirm Cancel

Addressee: Sally Seller (Seller/Owner)
 Underwriter CPL Form: CO SELLER (Seller/Owner)
 Addressee Alternate Name:

Attention: The attention line to use during delivery.
 Is International: ☐
 Address: 123 Seller Address Road
 Address 2: Apartment, suite, unit, building, floor, etc... If entering a foreign address, use multiple lines in this field.
 Zip: 80203
 City: Denver
 State: CO - Colorado

[Delete](#)
[Close](#)
[Save Changes](#)