

## Settlor/Stewart Jacket Quick Reference Card

### Request a Policy Jacket

Before a policy jacket can be requested, *Title Setup* (if enabled) and a commitment must first be completed.

In the order number dropdown, select *Title Policies* and scroll to the applicable policy. Select *Request Jacket*.

**Policy Dashboard** 444 Main Street, DENVER, CO 80232 (RU350961)

Place Order HoldCancel OrderEnable Overlimit\$ Invoice ProductsEdit Policy Exceptions+ New Owners Product+ New Loan Product

First "ALTA" Owner's Policy (STW - Stewart)

ExceptionsRequest JacketDeliverCreate New CommitmentPreview PolicyCopy ProductCopy from BackgroundPlace Hold

Distribution

Betty Buyer (Buyer/Borrower - Primary) - Proposed Insured

Buyer/Borrower  
Betty Buyer  
123 Main Street  
Denver, CO 80203  
Via: Electronic Mail  
Blind Copy

Bob Buyer (Buyer/Borrower) - Proposed Insured

Buyer/Borrower  
Bob Buyer  
123 Main Street  
Denver, CO 80203  
Via: Electronic Mail  
Blind Copy

Note: A *Policy Date* must be entered in the Schedule A section of the product in order to request a policy jacket. When complete, click *Submit* to request the policy jacket.

If the policy jacket is successfully created, the Stewart policy number will display in the header of the policy. Select *Preview Policy* to review the jacket and the appended policy from the Settlor system.

# Settlor/Stewart Jacket Quick Reference Card

## Policy Dashboard 444 Main Street, DENVER, CO 80232 (RU350961)

[|| Place Order Hold](#) [Cancel Order](#) [Enable Overlimit](#) [\\$ Invoice Products](#) [Edit Policy Exceptions](#) [+ New Owners Product](#) [+ New Loan Product](#)

[☑ First "ALTA" Owner's Policy O-9301-005256438 \(STW - Stewart\)](#)

[Exceptions](#) [Cancel Jacket](#) [✉ Deliver](#) [Create New Commitment](#) [📄 Preview Policy](#) [Copy Product](#) [📄 Copy from Background](#) [|| Place Hold](#)

[☑ Distribution](#)

**Betty Buyer (Buyer/Borrower - Primary) - Proposed Insured** [✎](#) [+ New Delivery](#)

**Buyer/Borrower** [✎](#)

Betty Buyer  
123 Main Street  
Denver, CO 80203  
Via: Electronic Mail  
Blind Copy

**Bob Buyer (Buyer/Borrower) - Proposed Insured** [✎](#) [+ New Delivery](#)

**Buyer/Borrower** [✎](#)

Bob Buyer  
123 Main Street  
Denver, CO 80203  
Via: Electronic Mail  
Blind Copy

## Settlor/Stewart Jacket Quick Reference Card

### Void a Policy Jacket

In the *Title Policies* page, select *Cancel Jacket*.

**Policy Dashboard** 444 Main Street, DENVER, CO 80232 (RU350961)

Place Order Hold Cancel Order Enable Overlimit Invoice Products Edit Policy Exceptions New Owners Product New Loan Product

First "ALTA" Owner's Policy O-9301-005256438 (STW - Stewart)

Exceptions Cancel Jacket Deliver Create New Commitment Preview Policy Copy Product Copy from Background Place Hold

**Distribution**

**Betty Buyer (Buyer/Borrower - Primary) - Proposed Insured** New Delivery

Buyer/Borrower  
Betty Buyer  
123 Main Street  
Denver, CO 80203  
Via: Electronic Mail  
Blind Copy

**Bob Buyer (Buyer/Borrower) - Proposed Insured** New Delivery

Buyer/Borrower  
Bob Buyer  
123 Main Street  
Denver, CO 80203  
Via: Electronic Mail  
Blind Copy

In the *Cancel Policy Jacket* form, select a *Cancel Reason*. When complete, click *Submit*.

#### Cancel Policy Jacket

Are you sure you wish to cancel the following policy?

**Product:** "ALTA" Owner's Policy

**Insured:** Betty Buyer AND Bob Buyer

**Coverage:** \$100,000.00

**Our Policy Number:** O-9301-005256438

**Underwriter Policy Number:** O-9301-005256438

**Cancel Reason**

Entered in Error

Close

Submit

Once a policy jacket for a product is canceled, a new one can be created.

**Note:** Settlor does not currently support revisions.