

Stewart Access 2.5 and RamQuest - CPL

Follow the steps below to access utilize the Stewart Access 2.5 integration with RamQuest.

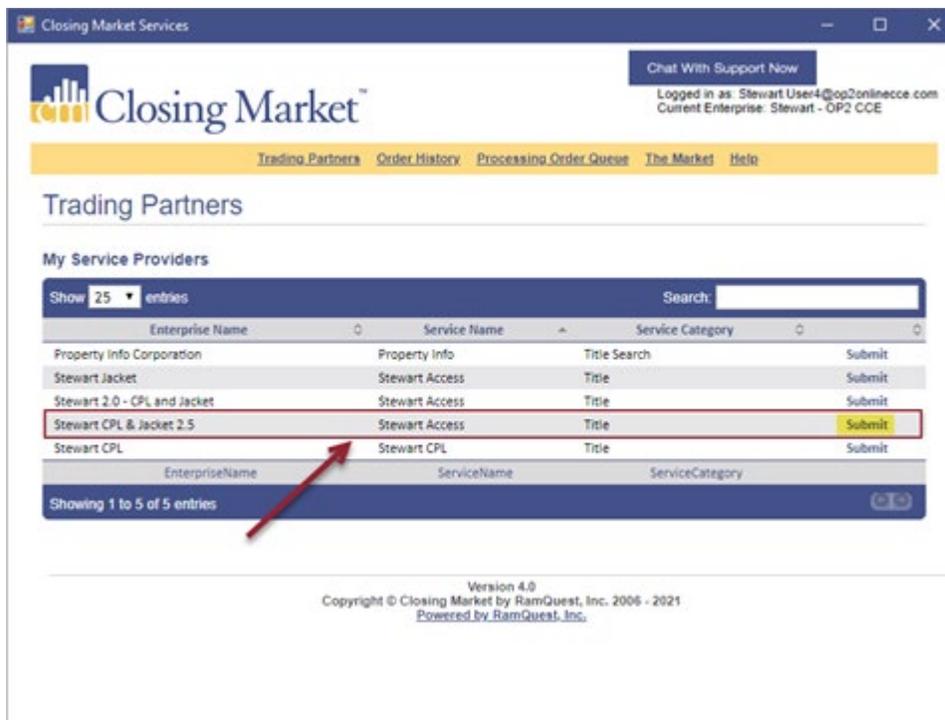
Note: This Quick Reference Card assumes a file has been entered and you are ready to issue a CPL.

Steps

1. From the Complete Closing icon bar, click the **Closing Market** icon.

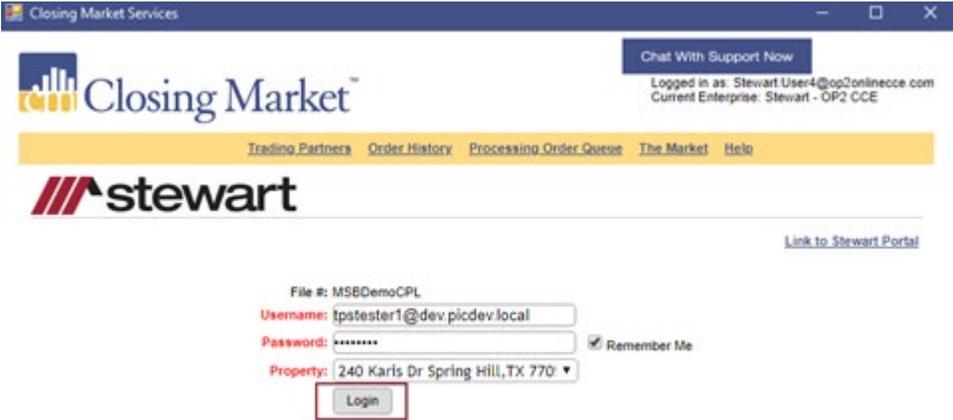


2. Navigate to Stewart CPL & Jacket 2.5 and click **Submit** on the right side of the screen.

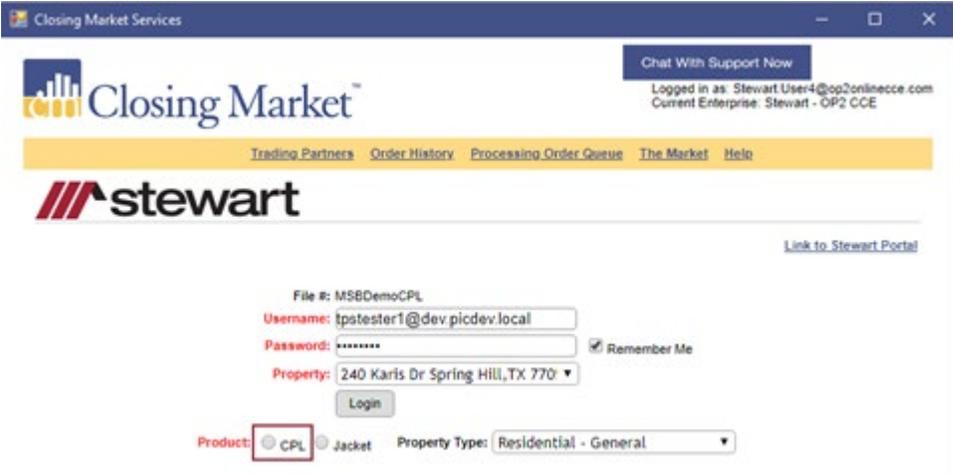


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3. Enter your Stewart Access credentials. Click **Remember Me** to save your credentials. Click **Login**.



4. Click the **CPL** radio button.



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- 5. Enter Agency and Agency Location, if not populated. Select **Covered Party** information, the **Form Type** required, **CPL Date** defaults to today and may be changed. Depending on your state, a **Secondary Agency**, **Settlement Company** or **Approved Attorney** may be chosen; enter any **Successor Language**. Click **Issue**.

The screenshot shows the 'Closing Market Services' web application. At the top, there is a navigation bar with links for 'Trading Partners', 'Order History', 'Processing Order Queue', 'The Market', and 'Help'. The Stewart logo is prominently displayed. Below the logo, there is a 'Login' section with fields for 'File #', 'Username', 'Password', and 'Property'. A 'Remember Me' checkbox is also present. Below the login section, there is a form for creating a new CPL. This form includes dropdown menus for 'Product' (CPL selected), 'Property Type', 'Agency', 'Agency Location', 'Covered Party', 'Form Type', 'CPL Date', and 'Branch'. Below the form is a table titled 'Covered Parties' with columns for 'Type', 'Primary', 'Name', 'Suffix', 'Address', and 'Actions'. The table lists two entries: 'Buyer' (Barry Baxter) and 'Lender' (Regions Bank). Below the table is an 'Additional Information' section with radio buttons for 'Secondary Agency' and 'None', a 'Successor Language' dropdown menu, and a text area. At the bottom of the form, there are buttons for 'Add CPL', 'Issue', and 'Reset'. The footer contains version and copyright information.

File #: MSBDemoCPL
Username: tpstester1@dev.picdev.local
Password: *****
Property: 240 Karis Dr Spring Hill, TX 770

Product: CPL Jacket
Property Type: Residential - General
Agency: StewartAccess Test Agency
Agency Location: StewartAccess Test Agency Inc
Covered Party: Lender
Form Type: TX T-50 Insured Closing Letter
CPL Date: 7/9/2021
Branch: None
County: Harris

Type	Primary	Name	Suffix	Address	Actions
<input checked="" type="checkbox"/>	Buyer	<input checked="" type="checkbox"/>	Barry Baxter	123 Main St Spring Hill, TN 37174	Edit
<input checked="" type="checkbox"/>	Lender	<input checked="" type="checkbox"/>	Regions Bank	5847 Test Street Clearwater, FL 33764	Edit

Additional Information

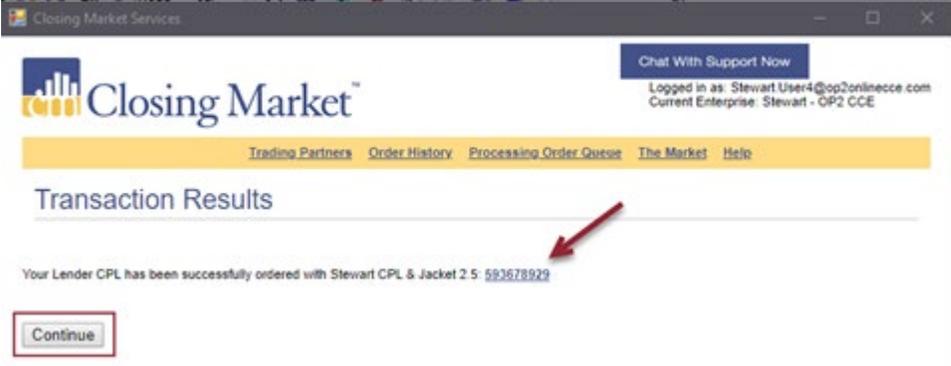
Secondary Agency None
Successor Language:
Please Select

Add CPL
Issue
Reset

Version 4.0
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6. The CPL is rendered and listed with a unique serial number. It may be viewed by clicking the link. Click **Continue**.



7. The CPL is listed as a Previous Order. From this screen you may **Void** the CPL or **Revise CPL Fee**.

