Interface Help: Stewart CPL

This integration allows users to quickly generate Closing Protection Letters through Closing Market.

How to Use the Stewart CPL

**Submitting the Service Request**

1. Create an order in CCE. Enter order entry information and buyer and/or seller information.

   Enter the sales price, loan amount, and lender information on the Loan tab.

   On the Property Tab, enter the property information. The city, state, county and zip code information must be entered for the property.

   Enter the policy date on the Commitment/Policy/Binder screen.
2. Click ☐ to launch the Closing Market plug-in.

**Related Topic:** How do I launch the Closing Market Plug-in from Complete Closing Enterprise?

Search for the Stewart CPL Integration and click Submit.
3. The **Stewart CPL** screen displays.

4. Enter the **Username** and **Password** provided by **Stewart**.

5. Click **Login**.
Stewart CPL Login Screen

6. The **Stewart CPL** screen displays.
Stewart CPL Screen

7. The **Agency**, **Property**, **Form**, **CPL Date**, **Party**, and **Lender** information fields are auto-populated by information entered in **CCE**.
   - If applicable, user can change/edit information.
   - All fields in **red** are required.
   **Note**: Changes made on the Stewart CPL screen do not populate back to **CCE**.

8. Select the **Buyer** and/or **Seller** checkboxes to include on the **CPL**.
   **Note**: The **Name** and **Address** must be entered for the **Buyer** and/or **Seller** to submit the order.

9. When finished, click **Submit**.

10. The returned **CPL** auto displays in a pdf viewer.
    - User can save and/or print the pdf.

Stewart CPL Preview

11. Verify information is correct, then click the **Generate** button, to create the **CPL**.
    **Note**: If user clicks **Cancel**, the CPL is placed in draft status and user can access/edit and generate the same day the order is submitted.
Stewart CPL Screen

12. User is redirected back to the Stewart CPL interface.
13. The generated CPL displays in the grid at the bottom of the screen.

<table>
<thead>
<tr>
<th>CPL Date</th>
<th>Letter ID</th>
<th>Covered Party</th>
<th>Form</th>
<th>Status</th>
<th>View</th>
<th>Action</th>
<th>Void Reason</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/4/2015</td>
<td>1004103075</td>
<td>Lender</td>
<td>UT Single Transaction CPL - Lender Purchaser Borrower</td>
<td>Issued</td>
<td>View</td>
<td>Void</td>
<td>Created in Error</td>
<td>Edit</td>
</tr>
<tr>
<td>8/4/2015</td>
<td>1004103058</td>
<td>Lender</td>
<td>UT Single Transaction CPL - Lender Purchaser Borrower</td>
<td>Issued</td>
<td>View</td>
<td>Void</td>
<td>Please Select</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Stewart CPL Screen: Generated CPL

14. User can view the CPL, by clicking the View link. The CPL opens and displays as a pdf.

Voiding the CPL
Users cannot edit an issued CPL. Users can Void incorrect or unwanted CPLs.

1. Locate and open the order in CCE.
2. Click to launch the Closing Market plug-in.

**Related Topic:** How do I launch the Closing Market Plug-in from Complete Closing Enterprise?

Search for the **Stewart CPL** Integration and click **Submit**.

![Stewart CPL Login Screen](image)

**Stewart CPL Login Screen**

3. The **Stewart CPL Login** screen displays.

4. Enter the **User Name** and **Password** provided by **Stewart**.

5. Click **Login**.

6. Scroll to the bottom of the page to the **Closing Protection Letters** section.
Closing Protection Letters Section

7. Select a **Void Reason** from the drop-down menu.

![Void Reason Drop-Down Menu]

- Coverage Declined
- Created in Error
- Duplicate
- No longer applies

8. Then click the **Void** link for the corresponding **CPL**.
9. The **CPL** is no longer available and the status changes to **Void**.

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**Voided CPL**

**Special Interface Requirements and Notes:**

- User must be an agent with **Stewart**. Managers call Stewart Customer Care at 888-562-3282 to request User Name and Password for an agent.
- Only **CCE** version **8.0** or higher is supported. This integration may work with older versions, but is not supported.
- The **Stewart CPL** integration does not support **Advanced TPRs**.
**Product Return**

To retrieve returned products, follow the steps outlined below.

1. Locate and open the order in CCE.
2. Click to launch the Closing Market plug-in.

**Related Topic:** How do I launch the Closing Market Plug-in from Complete Closing Enterprise?

Search for the Stewart CPL Integration and click Submit.

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**Stewart CPL Login Screen**

3. The Stewart CPL Login screen displays.
4. Enter the User Name and Password provided by Stewart.
5. Click Login.
6. Scroll to the bottom of the page to the Closing Protection Letters section.
Closing Protection Letters Section

7. Click the View link to open and display the CPL as a pdf.
8. To view the returned CPL in CCE. Locate the order in CCE.
9. Then open the FileScan Plus! application to view the returned CPL.

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