Stewart CPL User Guide
Integration with Closing Market
What is Stewart?

- Stewart is an integration through Closing Market providing agents an easy and secure way to generate insured CPLs.

- Access Stewart through Complete Closing Enterprise and Closing Market for a fast and transparent CPL generation process.
To generate a Stewart CPL create or open an existing order in CCE.

- Enter the Sales Price, Loan Amount, and Lender Information on the Loan tab.
- Enter the Property Information on the Property tab. The City, State, County, and Zip Code Information MUST be entered for the Property.
Complete Closing Enterprise

- Click the Closing Market plug-in to launch Closing Market.
In Closing Market search for **Stewart** and click **Submit**.

**Note:** If requesting additional products, search for **Stewart** again, and then click **Update**.
Closing Market – Stewart

- On the **Stewart CPL** screen, enter your **User Name** and **Password** provided by **Stewart**.
- Click **Login**.

**Note**: You MUST be an agent with **Stewart**, and request login credentials from **Stewart**.
The Stewart CPL screen displays.

- The Agency, Property, Form, CPL Date, Party, and Lender information fields are auto-populated by information entered in CCE. If applicable, you can edit the information.

  **Note**: Changes made on the Stewart CPL screen **do not** populate back to CCE.

- *All fields in red are required.*

- Check the Buyer and/or Seller boxes to include on the CPL.

  **Note**: The Name and Address must be entered for the Buyer and/or Seller to submit the order.

- When finished, click **Submit**.
Closing Market – Stewart

The returned CPL auto displays in a PDF viewer. You can save and/or print the PDF.
• Verify all of the information is correct.
• Click the **Generate** button to issue the **CPL**.

**Note:** When you click **Cancel**, rather than **Generate**, the **CPL** is placed into **Draft** status, and you can access/edit and generate the same day the order is submitted. Once a **CPL** is issued, it cannot be edited.
You are redirected back to the **Stewart CPL** interface.

- The generated **CPL** displays in the grid at the bottom of the screen.
- View the **CPL** by clicking on the **View** link.
- The **CPL** opens, and displays as a PDF.
You cannot edit an issued CPL, but you can **Void** incorrect or unwanted CPLs.

**To Void a CPL:**

- Search for the *Stewart* integration, and click **Submit**.
- On the *Stewart CPL Login* screen, enter the **User Name** and **Password**, provided by *Stewart*.
- Click **Login**.
Scroll to the bottom of the screen, to the Closing Protection Letters section.

- Select a **Void Reason** from the drop-down menu.
- Click the **Void** link for the corresponding **CPL**.
The **CPL** is no longer available. 

The **Status** changes to **Void**.

<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>9/4/2015</td>
<td>180419258</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>
Closing Market – Stewart

Product Return

To retrieve returned products:

- Search for the **Stewart** integration, and click **Submit**.
- On the **Stewart Login** screen, enter the **User Name** and **Password**, provided by **Stewart**.
- Click **Login**.
Scroll to the bottom of the screen, to the **Closing Protection Letters** section.

- Click the **View** link, to open and display the **CPL** as a PDF.
- To view the returned **CPL** in CCE, locate the order in CCE.
- Open the **FileScan Plus!** application to view the returned **CPL**.
Notes & Best Practices

- The **Stewart CPL** integration does not support **Advanced Trading Partner Relationships (TPRs)** in Closing Market.

- Users must be agents with **Stewart** to obtain a **User Name** and **Password**.

- If information is changed/edited on the **Stewart CPL** integration screen, the information does not update CCE.

- There are no limits on the number of CPLs per file.

- All defaults are set by **Stewart**.

- **Stewart CPLs** cannot be edited once issued. Incorrect, or unwanted **CPLs** must be **Voided**.

- No **Notes** are returned in **Order Entry** in CCE.

- **CPLs** returned from **Stewart** are available in **FileScan Plus!** and Web Publishing, for those who do not have **FileScan Plus!**
FAQs

• Who do users contact for support and information?
  ✓ Call Stewart Customer Care 888-526-3282

• What version of CCE do users need to be on to use the Stewart CPL integration?
  ✓ Version CCE 8.0 and higher

• How do I get a User Name and Password?
  ✓ Users must be an agent with Stewart. Managers call Stewart Customer Care at 888-526-3282 to request User Name and Password for an agent.
Interface Requirements

• The Title Company must be an agent with Stewart. Contact Stewart at www.stewart.com to establish an account.

• Request a Trading Partner Relationship (TPR) with Stewart.

• Stewart must approve the TPR.

• Become an agent of Stewart to request a User Name and Password from Stewart.
Any questions please contact RamQuest Support at 214-291-1616

Or email Support at support@ramquest.com