

Stewart CPL User Guide

Integration with Closing Market

What is Stewart?

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.

Complete Closing Enterprise

The screenshot displays the 'Complete Closing Enterprise' software interface. The main window title is 'Complete Closing Enterprise'. The menu bar includes 'File', 'Data Entry', 'Utilities', 'Window', and 'Help'. The toolbar contains various icons for file operations and navigation. The 'File #' field is set to 'NATIC1'. Below the toolbar, the 'Seller Business Name' is 'TO Christina Hammons : 3500 Promise Land, Frisco, TX, 75034'. The 'Order Entry' form is the central focus, with tabs for 'Main', 'Buyer/Seller', 'Loan', 'Property', 'Misc', and 'Additional Agents'. The 'Main' tab is active. The form includes fields for 'Status' (Open), 'Title Co' (100), 'Escrow Bank' (100, Bank of America), 'Closing Agent' (MD), and 'Underwriter' (Fidelity). A 'Critical Dates' section contains 'File Opened' (9/25/2014), 'Commitment Due', 'Closing Date' (10/30/2014), '1 Date', 'Date 2', and 'Closing Time' (12:00 PM). The 'Sales Price' is \$400,000.00. A 'Notes' table at the bottom shows three entries with dates and descriptions.

Date	Notes	Publish	Entered By
10/28/2014 11:57:00 AM	AA FedEx Shipment was sent on 10/28/2014 from: RamQuest Tit	<input checked="" type="checkbox"/>	
10/23/2014 2:13:00 PM	Nations Direct Order: 1264678 Product: PurchaseLoan Date: 10	<input checked="" type="checkbox"/>	
9/25/2014 2:52:08 PM	order created by Cmdemo	<input checked="" type="checkbox"/>	

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

Complete Closing Enterprise

File # NATIC1

Seller Business Name TO Christina Hammons : 3500 Promise Land, Frisco, TX, 75034

Order Entry

Main Buyer/Seller Loan Property Misc Additional Agents

Use Template Multiple Bank Accounts

Status **Open** Title Co 100 RamQuest Title Comp

Escrow Bank 100 Bank of America

Closing Agent MD Underwriter Fidelity

Referral Order Category

Critical Dates

File Opened	Commitment Due	Closing Date
9/25/2014		10/30/2014
1 Date	Date 2	Closing Time
		12:00 PM

Member Member File # 1 of 3 Notes

Sales Price \$400,000.00

Date	Notes	Publish	Entered By
10/28/2014 11:57:00 AA	FedEx Shipment was sent on 10/28/2014 from: RamQuest Tit	<input checked="" type="checkbox"/>	
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9/25/2014 2:52:08 PM	order created by Cmdemo	<input checked="" type="checkbox"/>	

Closing Market

Closing Market Services

Closing Market™

Trading Partners Orders

Trading Partners

My Service Providers

Show 10 entries Search:

Enterprise Name	Service Name	Service Category	
Stewart	Stewart CPL	Title	Submit
EnterpriseName	ServiceName	ServiceCategory	

Showing 1 to 1 of 1 entries (filtered from 34 total entries)

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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

The screenshot shows a web browser window with the title "Closing Market Services". The page features the "Closing Market" logo at the top left, followed by the "stewart" logo and "Stewart CPL" text. A navigation bar includes links for "Trading Partners", "Order History", and "The". Below this is a login form with the following elements:

- User Name:** A text input field containing "RAMQUEST1@dev.picdev.local".
- Password:** A password input field with masked characters (dots).
- Remember Me
- Login:** A button with the text "Login".

At the bottom of the page, there is a footer area containing the text: "Version 4.0", "Copyright © Closing Market by RamQuest, Inc. 2006 - 2015", and "Powered by RamQuest, Inc.".

- 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**.

Closing Market – Stewart

Order No: StewartCPL9415

Agency: Landmark Title Company

Property: 123 Diner Drive, Plano, Box Elder,

Agency Location: L T Company, 675 East 2100 South

Form: UT Single Transaction CPL - Lende

CPL Date: 9/4/2015

Branch: All

Property Type: Single Family Dwelling

Party: Lender

Approved Attorney:

Secondary Location:

Lender: Bank of America

Address: 101 E. Main Street, Suite 405

State: KY

City: Louisville

Phone: 800-444-4302

Zip: 40202

Email: jrtrainer@ramquest.com

Fax:

Loan Number: 123456789

Attention To:

Successor Language: Please Select

Search

Secondary Lender:

Buyer Seller

	Type	Primary	Name	Address	
<input checked="" type="checkbox"/>	Buyer	<input checked="" type="checkbox"/>	Jimmy Johns	123 Sub Way Plano, UT	Edit
<input checked="" type="checkbox"/>	Seller	<input checked="" type="checkbox"/>	Jersey Mike's	456 Which Way Plano, UT	Edit

Add

Submit Reset

Closing Protection Letters

CPL Date	Letter ID	Covered Party	Form	Status	View	Action	Void Reason	Edit
No results found								

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

http://ws1.closingmarket.com/CCCMOrderPlugin/DisplayModalDocument.aspx?f=Stewart_CPL_1-1BVNOK_0 - Windows Intern...

stewart
title guaranty company

September 4, 2015

Addressee:
Bank of America
101 E. Main Street, Suite 405
Louisville, KY 40202

Re: Closing Protection Letter/Insured Closing Letter
Issuing Agent File Number: StewartCPL9415
Buyer/Borrower: Jimmy Johns
Loan Number: 123456789

Transaction ("Real Estate Transaction"):
123 Diner Drive
Plano, UT 86020

Name of Issuing Agent or Approved Attorney ("Issuing Agent" or "Approved Attorney", as the case may require):
Issuing Agent:
L T Company
675 East 2100 South
Suite 200
Salt Lake City, UT 84106

Dear Sir or Madam:

In consideration of Your acceptance of this letter, Stewart Title Guaranty Company (the "Company"), agrees to indemnify You for actual loss of Funds incurred by You in connection with the closing of the Real Estate Transaction conducted by the Issuing Agent or Approved Attorney on or after the date of this letter, subject to the Conditions and Exclusions set forth below and provided:

(A) the Company issues or is contractually obligated to issue a Policy for Your protection in connection with the closing of the Real

James L. Gosdin
Senior Vice President
Chief Underwriting Counsel & Associate General Counsel
Stewart Title Guaranty Company
1980 Post Oak Blvd., Suite 710
Houston, TX 77056

The returned **CPL** auto displays in a PDF viewer.

You can save and/or print the PDF.

Closing Market – Stewart



The screenshot shows a web browser window titled "Closing Market Services". The page header includes the "Closing Market" logo and the tagline "The Settlement Industry's Digital Marketplace". A navigation bar contains links for "Trading Partners", "Order History", "The Market", and "Help". The main content area features the "stewart" logo and the heading "Stewart CPL". Below this, there is a link "View Stewart CPL" and two buttons: "Cancel" and "Generate". The "Generate" button is highlighted with an orange border. At the bottom of the page, it says "Version 4.0", "Copyright © Closing Market by Ram Quest, Inc. 2006 - 2015", and "Powered by Ram Quest, Inc.".

- 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.

Closing Market – Stewart

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.

Closing Protection Letters

<u>CPL Date</u>	<u>Letter ID</u>	<u>Covered Party</u>	<u>Form</u>	<u>Status</u>	<u>View</u>	<u>Action</u>	<u>Void Reason</u>	<u>Edit</u>
9/4/2015	180418975	Lender	UT Single Transaction CPL - Lender Purchaser Borrower	Issued	View	Void	Created in Error <input type="button" value="v"/>	Edit
9/4/2015	180419258	Lender	UT Single Transaction CPL - Lender Purchaser Borrower	Issued	View	Void	Please Select <input type="button" value="v"/>	Edit

Closing Market – Stewart

The screenshot shows a web browser window titled "Closing Market Services". The page header includes the "Closing Market" logo and the tagline "The Settlement Industry". A navigation bar contains links for "Trading Partners", "Order History", "The Market", and "Help". The main content area features the "stewart" logo and the heading "Stewart CPL". Below this is a login form with the following fields and options:

- User Name:** A text input field containing "RAMQUEST1@dev.picdev.local".
- Password:** A password input field with masked characters "••••••••".
- Remember Me
-

At the bottom of the page, it displays "Version 4.0", "Copyright © Closing Market by RamQuest, Inc. 2006 - 2015", and "Powered by RamQuest, Inc.".

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**.

Closing Market – Stewart

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**.

Closing Protection Letters

CPL Date	Letter ID	Covered Party	Form	Status	View	Action	Void Reason	Edit
9/4/2015	180418975	Lender	UT Single Transaction CPL - Lender Purchaser Borrower	Issued	View	Void	Created in Error	<input type="button" value="Edit"/>
9/4/2015	180419258	Lender	UT Single Transaction CPL - Lender Purchaser Borrower	Issued	View	Void	Please Select	<input type="button" value="Edit"/>

Please Select

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

Closing Market – Stewart

The **CPL** is no longer available.
The **Status** changes to **Void**.

Closing Protection Letters

UT Single Transaction CPL - Lender Purchaser Borrower ID 180418975 created on 9/4/2015 was Successfully Voided

CPL Date	Letter ID	Covered Party	Form	Status	View	Action	Void Reason	Edit
9/4/2015	180418975	Lender	UT Single Transaction CPL - Lender Purchaser Borrower	Void	View			Edit
9/4/2015	180419258	Lender	UT Single Transaction CPL - Lender Purchaser Borrower	Issued	View	Void	Please Select <input type="button" value="v"/>	Edit

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**.

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Closing Market – Stewart

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**.

Closing Protection Letters

<u>CPL Date</u>	<u>Letter ID</u>	<u>Covered Party</u>	<u>Form</u>	<u>Status</u>	<u>View</u>	<u>Action</u>	<u>Void Reason</u>	<u>Edit</u>
9/4/2015	180418975	Lender	UT Single Transaction CPL - Lender Purchaser Borrower	Issued	View	Void	Created in Error <input type="button" value="v"/>	Edit
9/4/2015	180419258	Lender	UT Single Transaction CPL - Lender Purchaser Borrower	Issued	View	Void	Please Select <input type="button" value="v"/>	Edit

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 logo for Stewart, featuring the word "stewart" in a bold, lowercase, sans-serif font. A small registered trademark symbol (®) is located at the top right of the letter "t". The logo is centered within a white rectangular box.

- 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