



Stewart Access: Jacket Revisions

Quick Reference Card

Use the steps below to revise an issued Jacket.

1. Navigate to the **Issued Jacket**.

The screenshot shows the Stewart Access interface for a Jacket Revisions page. The top navigation bar includes 'stewart access', 'File', 'CPL', 'Jacket', 'Post Policy Endorsement', 'Register', 'Contact', and 'Help'. The user is logged in as 'TPSTESTER1@dev.picdev.local'. A green box highlights the policy information: 'Policy#: 197743048 Status: Issued'. Below this, there are several input fields for policy details:

File Number	Location	Liability
LP-QA-AIM63-POL-09	1980 Post Oak Suite 800	\$ 189,000.00
Agency	Form Type	Total Premium
StewartAccess Test Agency	Loan	\$ 406.78
Date	Form	Total Remittance
7/4/2016	ALTA Loan Policy 6-17-200	\$ 162.78
State	Transaction Type	
CO		

Below the input fields, there are tabs for 'Property', 'Parties', 'Original', 'Endorsements', and 'Jacket Pricing'. A table below these tabs shows property details:

Primary	PropertyType	Address Line 1	Address Line 2	City	County
<input checked="" type="checkbox"/>	Single Family Dwelling	1305 Shepherd		Baton Rouge	Chaffee

2. Click the **Revise** icon in the top left corner of the screen to open the *Revise Jacket* dialog box.

This screenshot is identical to the previous one, showing the Stewart Access interface for a Jacket Revisions page. The 'Revise' icon (pencil) in the top left corner is highlighted with a red box, indicating the step to click it to open the 'Revise Jacket' dialog box.



Stewart Access: Jacket Revisions

Quick Reference Card

3. Enter the revision in the appropriate field. Revisions can be made to the following fields:

- Liability
- Actual Premium
- Actual Remittance
- Trans Code
- Property Type
- County
- Agency
- Original Jacket
- Underwriter
- Liability
- Date
- OPN
- Form Type

The screenshot shows the 'Revise Jacket' form with the following fields and values:

- Liability: \$ 189,000.00
- Charges: Actual Premium \$ 369.89, Actual Remittance \$ 147.89, Trans Code 404 (With Lower Liabil...)
- Primary Property: Property Type Single Family Dwelling, County Chaffee
- Original Jacket: Agency StewartAccess Tes, OPN (empty), Underwriter STG, State CO, Liability \$ (empty), Date mm/dd/yyyy, Form Type Guarantee

4. In this example the **Liability** amount was revised. Once the change is made, click **Save**.

The screenshot shows the 'Revise Jacket' form with the following fields and values:

- Liability: \$ 190,000.00 (highlighted with an orange box)
- Charges: Actual Premium \$ 369.89, Actual Remittance \$ 147.89, Trans Code 404 (With Lower Liabil...)
- Primary Property: Property Type Single Family Dwelling, County Chaffee
- Original Jacket: Agency StewartAccess Tes, OPN (empty), Underwriter STG, State CO, Liability \$ (empty), Date mm/dd/yyyy, Form Type Guarantee

The 'Save' button is highlighted with an orange box.

