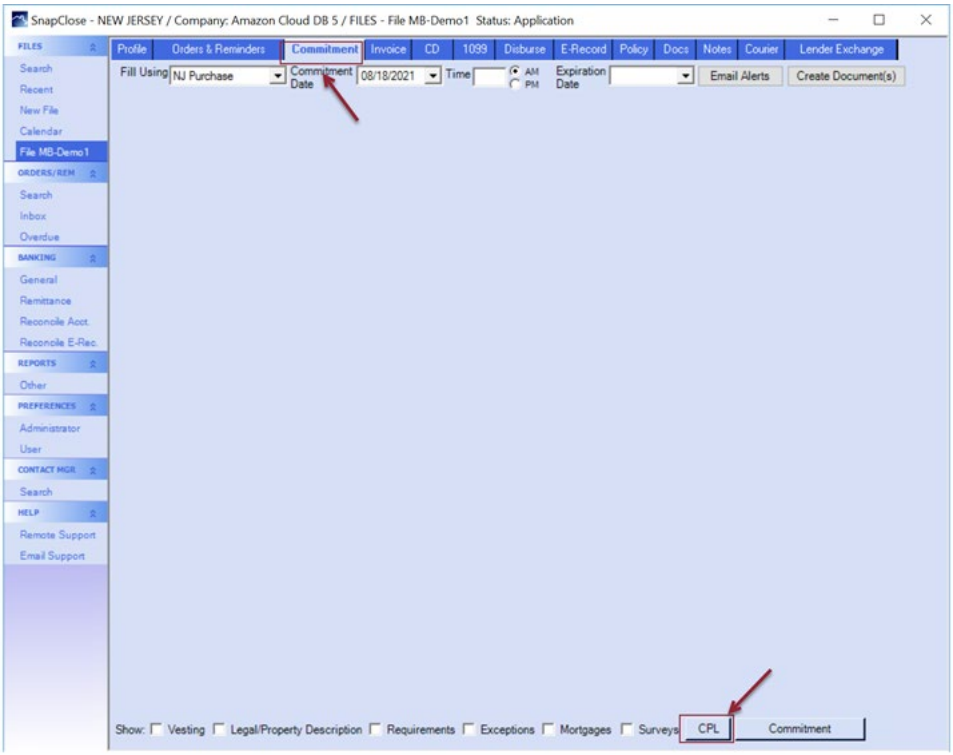
Stewart Access 2.5 and SnapClose - CPL

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

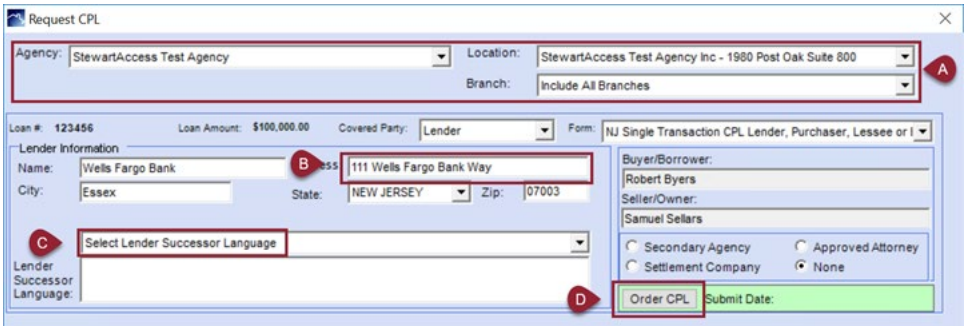
Note: This Quick Reference Card assumes a file has been entered and you are ready to issue a CPL.

Steps

1. Click the **Commitment** tab, then click **CPL**. (In states where available, Commitment jackets as well as Guarantee and Binder jackets may be created here as well.)

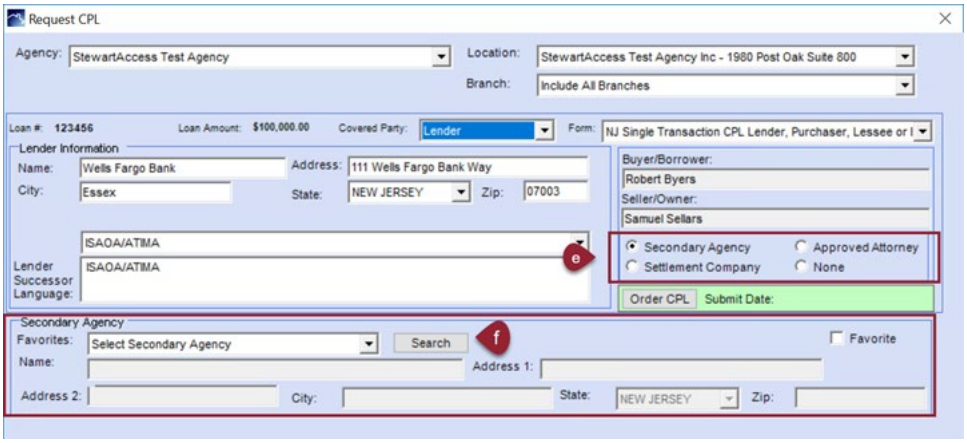


2. On the following screen, make your selections



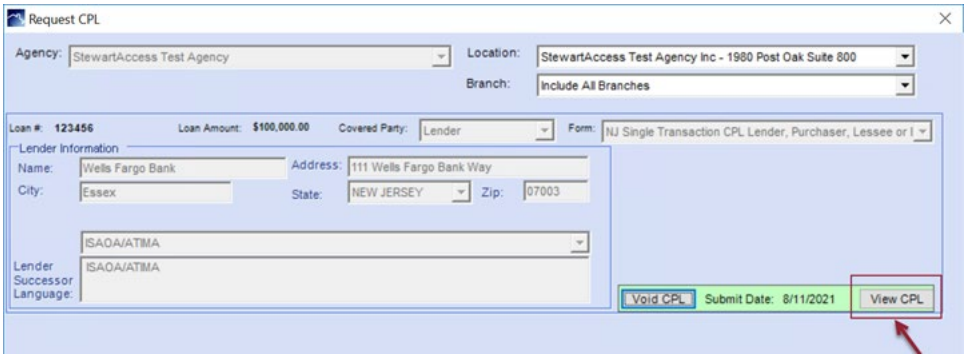
   a. Choose your Agency and location (these will default if there is only one choice)
   b. Change the Lender address if necessary
   c. Select Lender Successor Language

d. Click **Order CPL**
e. If your state requires Secondary Agency, Settlement Company or Approved Attorney information to be printed,
f. make your selection and complete the requested information:



The CPL is generated.

3. Click **View CPL** to open the document image in Adobe Acrobat. You may download, print, or email from the image displayed.



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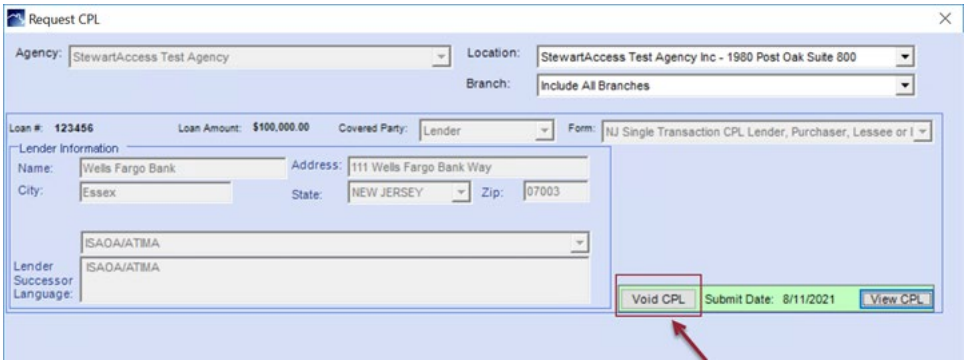
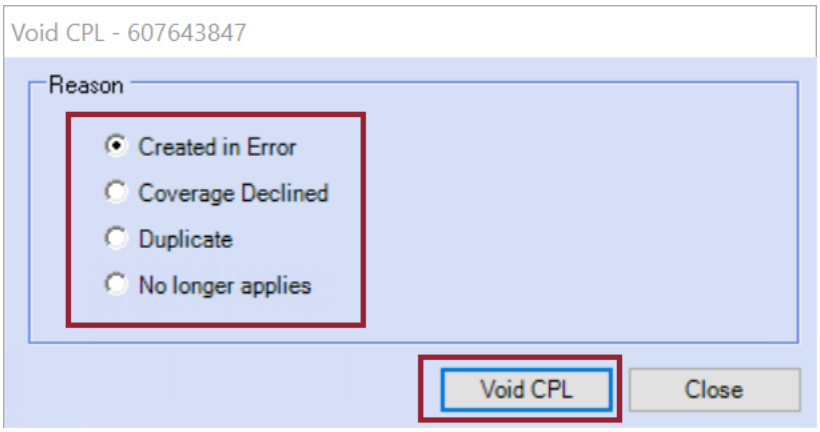
4. Click **Void CPL** should you need to void and reissue or cancel a CPL.
5. Select a reason for voiding the CPL, then click **Void CPL**





The CPL is voided from the system.