

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.)

.15 2	Profile Orders & Remin	ders Commitment Invoice	CD 1099	Disburse	E-Record Policy	Docs	Notes Courier	Lender Exchange	
arch	Fill Using NJ Purchase	Commitment 08/18/202	1 Time	- (* AM	Expiration	•	Email Alerts	Create Document(s	1
ecent	-Intraction	Date Date		C PM	Date	_	Lindi Addi	create provincing.	
ew File									
alendar									
le MB-Demo1									
DERS/REM									
earch									
bax									
rerdue									
NKING 2									
eneral									
emittance									
econcile Acct.									
concile E-Rec.									
PORTS 2									
her									
EPERENCES 2									
Iministrator									
Jer .									
NTACT MGR 2									
arch									
x x									
emote Support									
nas Suppon									
							1		

2. On the following screen, make your selections

I oto trans-tocoas real Agency	-	Location:	StewartAcces	ss Test Agency Inc - 1980 Post Oak Suite 800
		Branch:	Include All Bra	anches 🗾
#. 123456 Loan Amoun	\$100,000.00 Covered Party: Lendr	er	Form: N	J Single Transaction CPL Lender, Purchaser, Lessee or I
ender Information	Base Last Walk Form Re	ak Way		Buyer/Borrower:
weis Fargo Bank	The weis Pargo Bal	пк чтау		Robert Byers
V. Fasey	State: NEW JERSEY	▼ Zip:]0	7003	Seller/Owner:
a. leases				
z. Iroso				Samuel Sellars
C Select Lender Successor La	nguage		•	Samuel Sellars C Secondary Agency C Approved Attornet

- 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



Stewart Access 2.5 and SnapClose - CPL

- 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:

Agency: S	StewartAccess Test Agency		Branch:	StewartAcci	ess Test Agency Inc - 1980 Post Oak Suit ranches	• 800 •
tan #: 1234 Lender Info Name:	156 Loan Amount: \$10 primation Wells Fargo Bank	0,000.00 Covered Party:	ender Bank Way	Form:	NJ Single Transaction CPL Lender, Purcha Buyer/Borrower:	ser, Lessee or I
City:	Essex	State: NEW JERSEY	7003			
Lender Successor	ISAOA/ATIMA ISAOA/ATIMA			0	Secondary Agency C Ap Settlement Company No	proved Attorney ne
Secondary Favorites: Name:	Agency Select Secondary Agency	.▼ Sea	rch Address 1:		Order CPL Submit Date:	Favorite
Address 2		-		State	NEW IEDEEV - Zin:	

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.

Agency: S	lewartAccess Test Agency		-	Location: Branch:	StewartAcc	cess Test Agency Inc - 1980 Post Oak Suite 800 Iranches	•
an #: 1234 Lender Info	56 Loan Amount:	\$100,000.00 Covered F	arty: Lender		- Form:	NJ Single Transaction CPL Lender, Purchaser, Less	iee or I <u> </u>
Name:	Wells Fargo Bank	Address: 111 W	ells Fargo Bani	k Way			
City:	Essex	State: NEW J	ERSEY _	Zip:	07003		
	ISAOA/ATIMA				-		
	10.4.0.4.1.7711.4						



Stewart Access 2.5 and SnapClose - CPL

- 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

sgency: S	tewartAccess Test Agency		Ť	Location: Branch:	StewartAcce	ss Test Agency Inc - 1980 Post Oak anches	Suite 800
an #: 1234 Lender Info	56 Loan Amount: \$	100,000.00 Cover	ed Party: Lender		→ Form: N	U Single Transaction CPL Lender, Pu	rchaser, Lessee or I
Name:	Wells Fargo Bank	Address: 111	Wells Fargo Bank	k Way			
sity:	Essex	State: NE	W JERSEY	Zip:	7003		
	ISAOA/ATIMA				¥		
ender uccessor inguage:	ISAOA/ATIMA					Void CPL Submit Date: 8/11	/2021 View CP

Void CPL - 607643847		
Reason		
Created in Error		
C Coverage Declined		
O Duplicate		
O No longer applies		
	, 	
	Void CPL	Close

The CPL is voided from the system.