

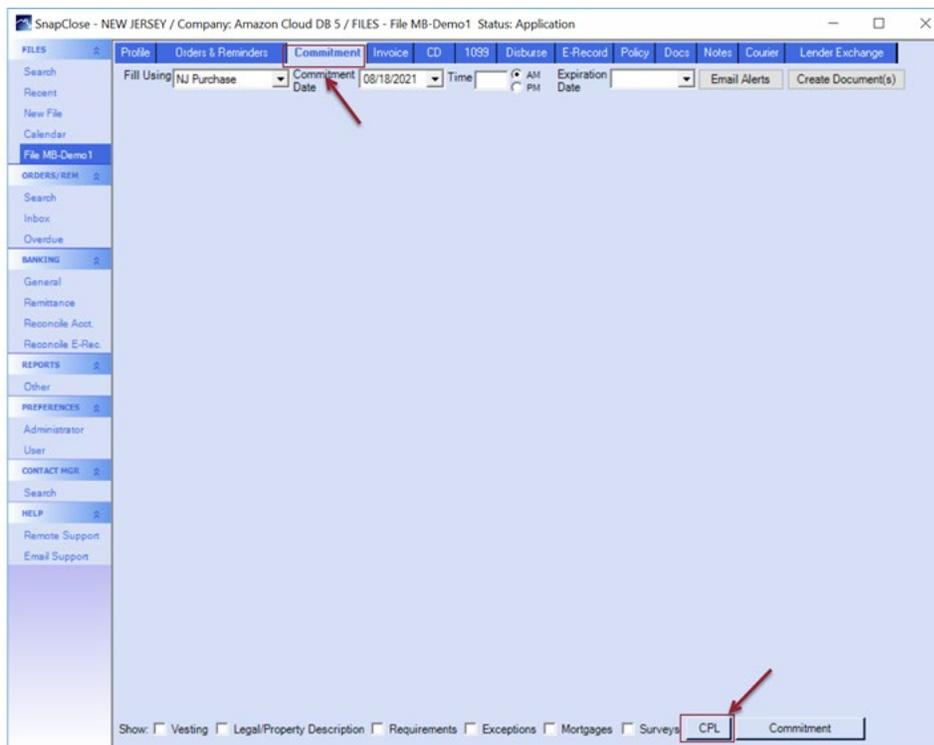
Stewart Access 2.5 and SnapClose - CPL

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

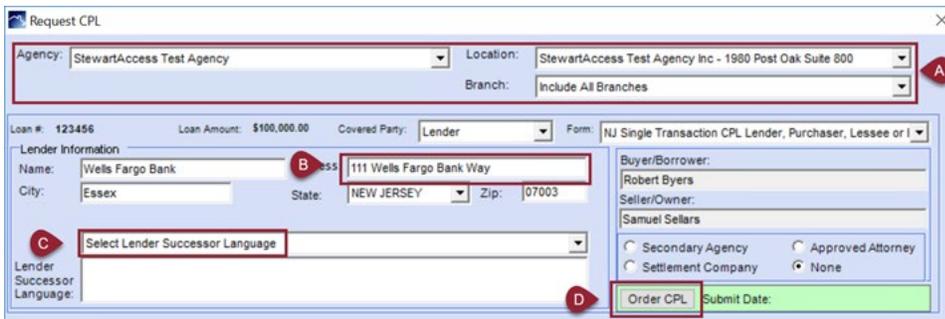
Note: This Quick Reference Card assumes a file has been entered and you are ready to issue a CPL.

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.)



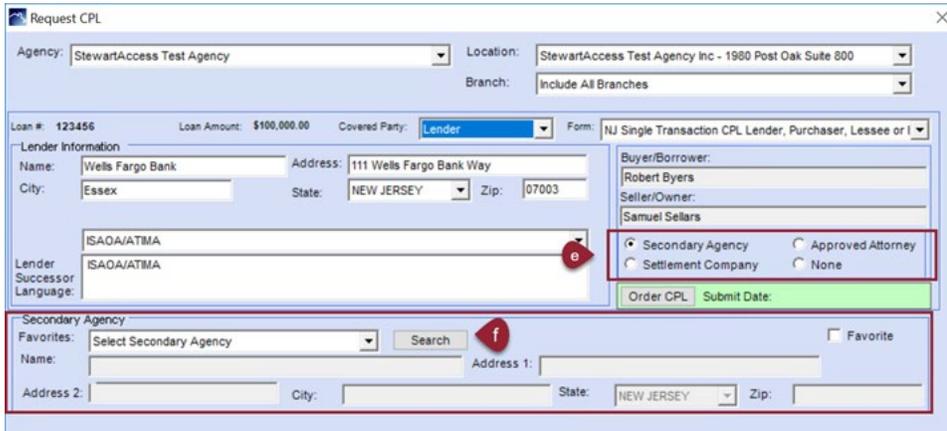
2. On the following screen, make your selections



- 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

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- 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:

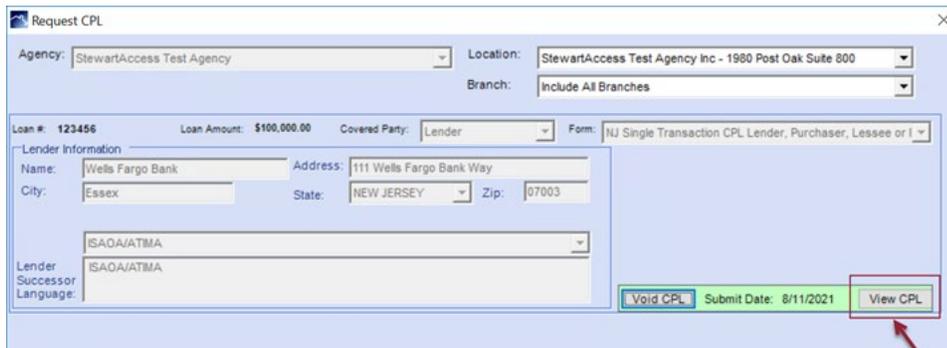


The screenshot shows the 'Request CPL' form with the following details:

- Agency: StewartAccess Test Agency
- Location: StewartAccess Test Agency Inc - 1980 Post Oak Suite 800
- Branch: Include All Branches
- Loan #: 123456, Loan Amount: \$100,000.00, Covered Party: Lender, Form: NJ Single Transaction CPL Lender, Purchaser, Lessee or I
- Lender Information: Wells Fargo Bank, 111 Wells Fargo Bank Way, Essex, NEW JERSEY, 07003
- Buyer/Borrower: Robert Byers, Seller/Owner: Samuel Sellers
- Radio buttons for Secondary Agency, Approved Attorney, Settlement Company, and None.
- Buttons: Order CPL, Submit Date.
- Secondary Agency section: Favorites, Search, Name, Address 1, Address 2, City, State (NEW JERSEY), Zip.

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.

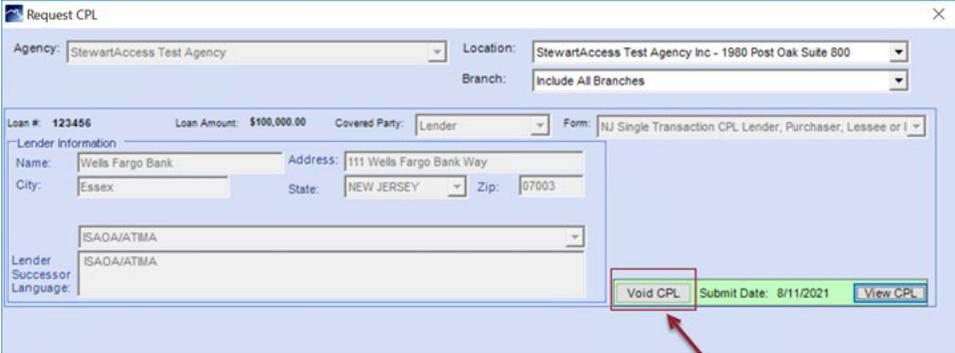


The screenshot shows the 'Request CPL' form with the following details:

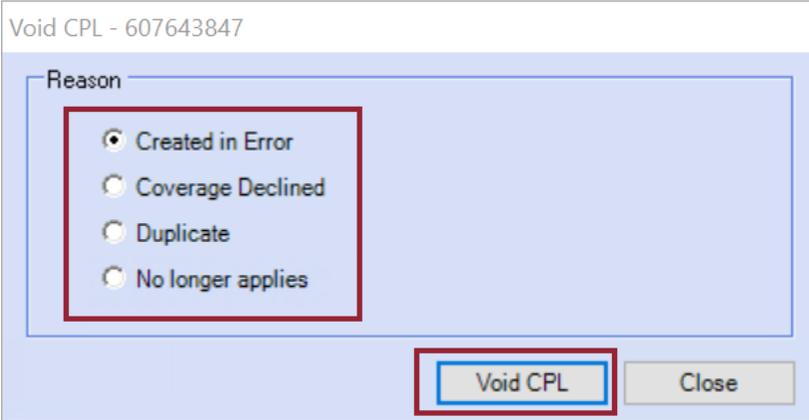
- Agency: StewartAccess Test Agency
- Location: StewartAccess Test Agency Inc - 1980 Post Oak Suite 800
- Branch: Include All Branches
- Loan #: 123456, Loan Amount: \$100,000.00, Covered Party: Lender, Form: NJ Single Transaction CPL Lender, Purchaser, Lessee or I
- Lender Information: Wells Fargo Bank, 111 Wells Fargo Bank Way, Essex, NEW JERSEY, 07003
- Buttons: Void CPL, Submit Date: 8/11/2021, View CPL (highlighted with a red box and arrow)

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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 screenshot shows a 'Request CPL' window with the following details: Agency: StewartAccess Test Agency; Location: StewartAccess Test Agency Inc - 1980 Post Oak Suite 800; Branch: Include All Branches; Loan #: 123456; Loan Amount: \$100,000.00; Covered Party: Lender; Form: NJ Single Transaction CPL Lender, Purchaser, Lessee or I; Lender Information: Wells Fargo Bank, 111 Wells Fargo Bank Way, Essex, NEW JERSEY, 07003; Lender Successor Language: ISAOA/ATMA. A red box highlights the 'Void CPL' button, and a red arrow points to it from below.



The screenshot shows a 'Void CPL - 607643847' dialog box. Under the 'Reason' section, four radio button options are listed: 'Created in Error' (selected), 'Coverage Declined', 'Duplicate', and 'No longer applies'. A red box highlights the 'Created in Error' option. At the bottom, a red box highlights the 'Void CPL' button, and another red box highlights the 'Close' button.

The CPL is voided from the system.