

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 **Policy** tab, then select the **Policy Jacket Type** for each policy needed. You may **Order Jacket**(s) separately or select **Order Jackets – All** to prepare and create them simultaneously.

*	Profile Orders & Reminders	Commitment Invoice CD 1	099 Disburse E-Record Policy Do	cs Notes Courier Lender Exchange
h	Owner Policy:			
vt	Amount \$300.0	00.00		
že –	Policy #	Deed From		
dar	Effective Date	- Issued To	1	
B-Demo1	Document Date	•	/	
S/REM 2	Recorded Date	 Book 	Page	Instrument #
h	Policy Jacket Type (None)		- Submi	t Date
	Order J	Jacket		
ue .	Loan Policies:			
	Туре	Lender	Amount	Policy#
-	Primary	Wells Fargo Bank	\$100,000.00	
cile Acet	Policy #	Mortgage From		
ole E-Rec.	Effective Date	•		
15 2	Document Date	-		
	Recorded Date	Book	Page	Instrument #
ENCES 2	Policy Jacket Type	Vone)	 Submit Date 	the second se
istrator	0	Irder Jacket		
10000				
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te Support				
Support				
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	simultaneous:			
	Orde	er Jackets - All Revise Jackets - All	Void Jackets - All	

On the following screen, your policy information will be displayed. Policy Premiums and Remittance amounts are displayed if entered or calculated in the Invoice tab.

Additionally, if an Electronic Signature has been created and saved in the User Setup area, that signature is displayed. One be added manually if desired.

Endorsements, Endorsement Premiums and Remittance information entered on the Invoice will appear in the Endorsement grid. Select the endorsments to be included and make any edits as necessary.

Repeat for each policy.

Note: If preparing a Short Form, selecting the endorsement checkboxes will also select them on the policy jacket.

Once all selections or edits have been made, click Order Policy Jacket.



Owner Policy:

licy Jacket Type:	NJRB 1-15 Owners Policy 9-10-2007		Policy	r#
Policy Amount	\$300.000.00 Actual Premium: Actual Remittance:	\$1,375.00 Eff	ective Date: 08/31/20	121 💌 Closing Date 💌
	Maile Bes Add Signature			 None ⊂ Special Charges ⊂ Additional Charges ✓ Simultaneous ✓ Refinance/Reissue
	Endorsements		Premium	Remittance
	□ NJ Fairway (LLC) Endorsement		\$0.00	\$0.00
	NJ Fairway (Partnership) Endorsement		\$0.00	\$0.00
	ALTA 3.1-06 Zoning-Completed Structure (Owner's)		\$0.00	\$0.00

Short Form Loan Policy:

icy Jacket Type:	NJRB 1-15 Owners Policy	-10-2007		Policy	*
Policy Amount:	\$300,000.00	Actual Premium: \$1. Actual Remittance: \$	375.00 Effectiv 206.25	e Date: 08/31/202	21 💌 Closing Date 💌
	Mau Add Signature	Ciear Signature			One C Special Charges C Additional Charges C Additional Charges ✓ Simultaneous Refinance/Reissue
	Endorsements		Pre	mium R	emittance
	NJ Fairway (LLC) Endo	rsement		\$0.00	\$0.00
	NJ Fairway (Partnershi) Endorsement		\$0.00	\$0.00
				E0.00	\$0.00
	ALTA 3.1-06 Zoning-Co	mpleted Structure (Owner's)		50.00 J	



Once your request is processed, the following screen appears. The policy serial numbers are displayed. Click **View Document** to download, print or email the document from the image rendered.

2	Profile Orders & Reminders Co	mmitment Invoice CD 1099 D	isburse E-Record Policy Doc	s Notes Courier Lender Exchange
rch (Owner Policy:	1		
ent	Amount \$300,000.00			
File	Policy # 0-0000-607606	2 Deed From		
ndar	Effective Date	 Issued To 		
4B-Demo1	Document Date	-		
RS/REM	Recorded Date	• Book	Page	Instrument #
ch	Policy Jacket Type NJRB 1-15 Own	ers Policy 9-10-2007	- Submit	Date 8/11/2021 7:22:0
•	Void Jacket	View Document Re	evise Jacket	
due	Loan Policies:			
ING R	Loan Policies: Type	Lender	Amount	Policy#
ning R Real	Loan Policies: Type Primary	Lender Vells Fargo Bank	Amount \$100,000.00	Policy# M-0000-607643921
ting 2 trail ttance	Loan Policies: Type Primary Policy # M-0000-60	Lender Jells Fargo Bank 076439 Mortgage From	Amount \$100,000.00	Policy# M-0000-607643921
role 2 ING 2 eral Ittance incile Acct.	Loan Policies. Type ⇒ Primary Policy # M-0000-60 Effective Date	Lenger Hells Fargo Bank 276433 Mortgage From	Amount \$100,000.00	Policy# M-0000-607643921
ng R ral tance nole Acct nole E-Rec.	Loan Policies. Type ⇒ Primary Policy # M-0000-60 Effective Date Document Date	Lenger Vielis Fargo Bank Mortgage From	Amount \$100,000.00	Policy≢ M-0000-607643921
NG 2 Incile Acct. Incile E-Rec. ITS 2 r	Loan Policies: Type Plimary Policy # M-0000-60 Effective Date Document Date Recorded Date	Lenger Mells Fargo Bank 776439 Mortgage From	Amount \$100.000.00	Policy# M-0000-607643321
ING 2 eral ittance incile Acct. incile E-Rec. ITS 2 r RENCES 2	Loan Policies: Type Policy # M-0000-60 Effective Date Document Date Recorded Date Policy Jacket Type NJRB 2-16	Lender Neilis Fargo Bank 276439 Mortgage From Book 3 Loan Policy 2-15-2016	Amount \$100,000.00 Page Submit Date \$/11/20	Policy# M-0000-607643321

To void one or all jackets, click the appropriate option.

SnapClose - NE	W JERSEY / Company: Amazon Cloud DB 5	/ FILES - File MB-Demo1 Statu	s: Application	- 0	
ts A	Profile Orders & Reminders Commitm	ent Invoice CD 1099	Disburse E-Record Policy Do	s Notes Courier Lender Exchange	T
arch	Owner Policy:				
cent	Amount \$300,000.00				
w File	Policy # 0-0000-6076062	Deed From			
lendar	Effective Date	Issued To			
e MB-Demo1	Document Date -				
XRS/REM 2	Recorded Date	Book	Page	Instrument #	
arch	Policy Jacket Type NJRB 1-15 Owners	olicy 9-10-2007	- Submi	t Date 8/11/2021 7:22:0	
xox	Void Jacket	View Document	Revise Jacket		
erdue	Loan Policies:				
KING 2	Туре	Lender	Amount	Policy#	_
neral	Primary	Wells Fargo Bank	\$100,000.00	M-0000-607643921	
mittance	Policy # M-0000-607643	Mortange From			
concile Acct.	Effective Date	-			
concile E-Hec.	Document Date	-			
UKIS X	Recorded Date	- Book	Page	Instrument #	
FREEMERS A	Policy Jacket Type NJRB 2-16 Loan	Policy 2-15-2016	V Submit Date 8/11/2	021 7.21:0	
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ministration of					
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nal Support					
			/		
	Simultaneous:				
	Order Jackets - All	Revise Jackets - All	Void Jackets - All		



Select a reason for voidiing the policy then click **Void Policy Jacket**. This will need to be done for each policy.

🔁 Void Policy Jacket	a contra	×
Owner Wells Fargo Bank	/	
Void Reasons		
Cancelled Due to Revision	1	
G Jacket Not Issued		
C Entered in Error		
C Transaction Cancelled		
C Jacket Data or Type Changed		
C Other		
		1
		1
	Void Policy Jacket	Close