

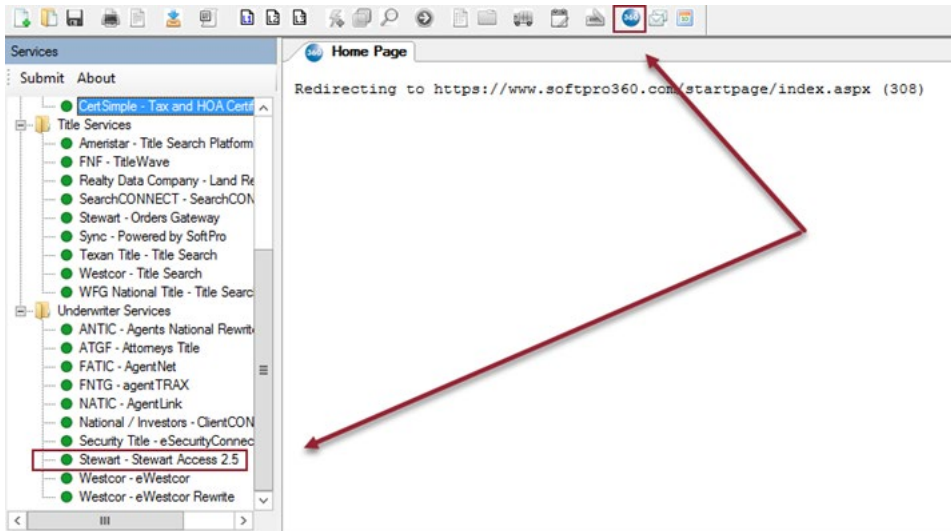
Stewart Access 2.5 and SoftPro - CPL

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

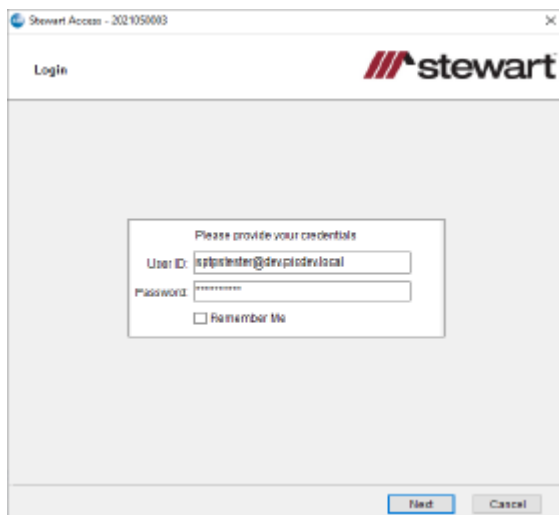
Note: This Quick Reference Card assumes a file has been entered and you are ready to issue a CPL.

Steps

1. From the 360 Services menu, double-click **Stewart-Stewart Access 2.5** located under the Underwriter Services folder.

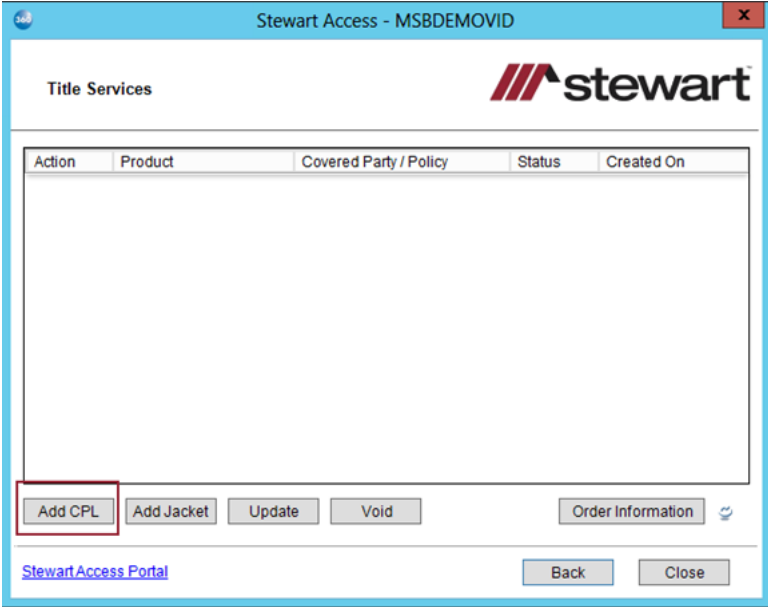


2. Enter your Stewart Access credentials. These may be saved by clicking **Remember Me**. Click **Login**.

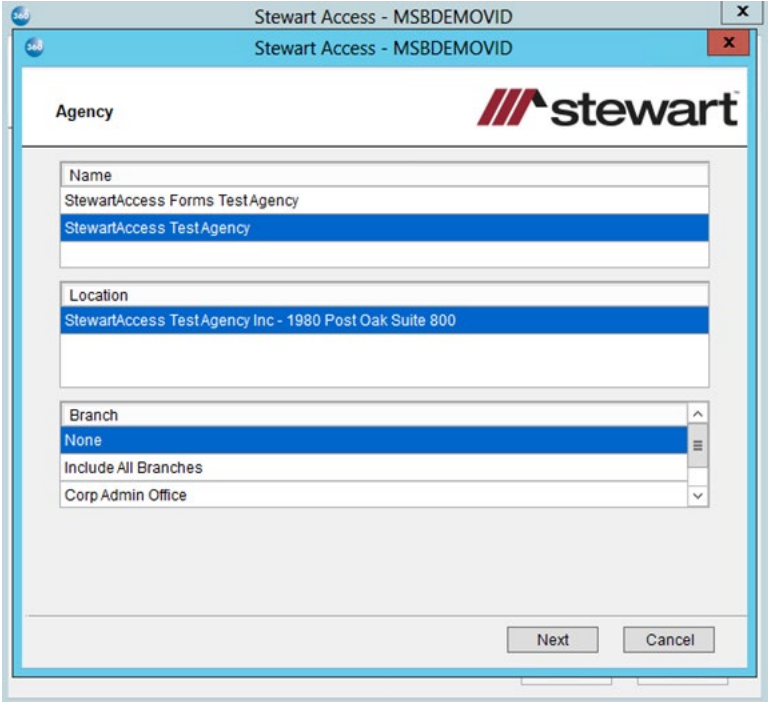


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3. Click **Add CPL**.

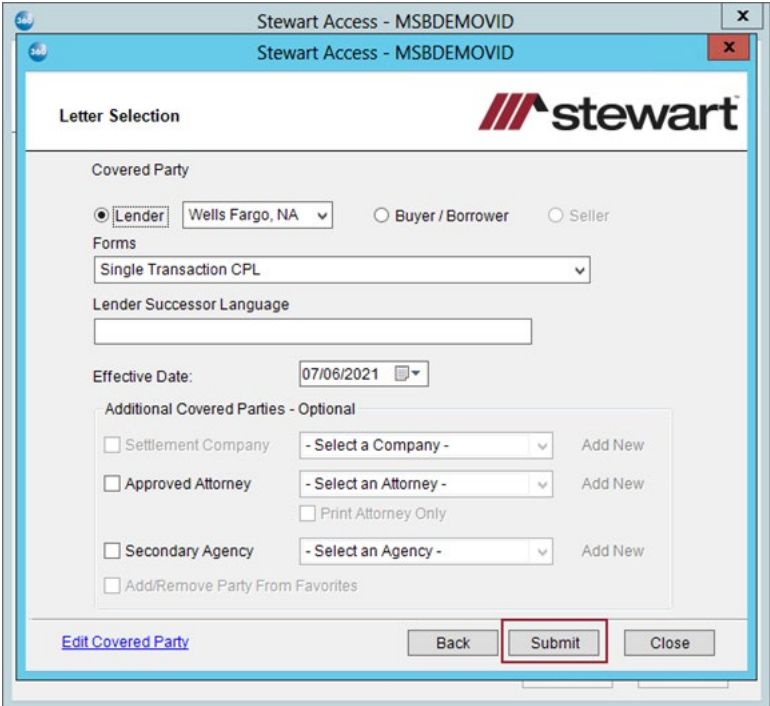


4. Select the **Agency Name, Location** and **Branch** information.

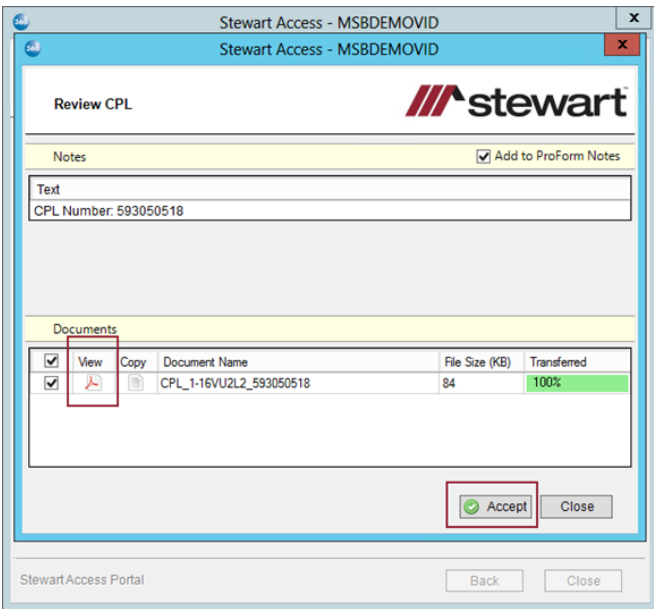


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- 5. Select **Covered Party** information, the **Form** required, and enter any **Successor Language**. Enter an **Effective Date**. If **Additional Covered Parties** are needed, check the appropriate box, and select the entity needed from the dropdown. Click **Submit**.

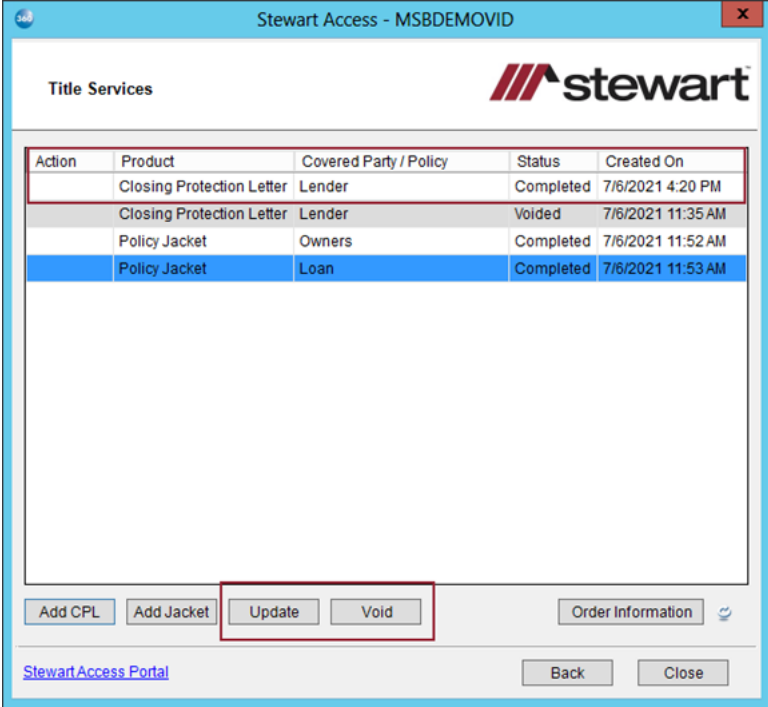


- 6. The CPL is rendered and listed in the document list. It may be viewed by clicking the Adobe icon. Click **Accept** to transfer the document to the file's document list.



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7. The CPL is listed as completed. From this screen you may **Update** or **Void** the CPL.



The screenshot shows a web application window titled "Stewart Access - MSBDEMOVID". The main content area is labeled "Title Services" and features the Stewart logo. Below the logo is a table with the following data:

| Action | Product | Covered Party / Policy | Status | Created On |
|---------------------------|---------|------------------------|-----------|-------------------|
| Closing Protection Letter | Lender | Lender | Completed | 7/6/2021 4:20 PM |
| Closing Protection Letter | Lender | Lender | Voided | 7/6/2021 11:35 AM |
| Policy Jacket | Owners | Owners | Completed | 7/6/2021 11:52 AM |
| Policy Jacket | Loan | Loan | Completed | 7/6/2021 11:53 AM |

Below the table, there are several buttons: "Add CPL", "Add Jacket", "Update", "Void", "Order Information" (with a refresh icon), "Back", and "Close". A "Stewart Access Portal" link is also present at the bottom left.