

## Stewart Access 2.5 and TitleExpress - CPL

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

**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 click **Request** next to Closing Protection Letter. This opens the Underwriter Wizard. Enter your credentials and click **Next**.

Underwriter Wizard

TitleExpress STGC Login

Enter your Stewart username & password to login to the integration.

Username:

Password:

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2. Select the **Agency** and Location from the list and click **Next**.

Underwriter Wizard

TitleExpress Underwriter Selection

Select the Agency and Location:

Agency Name	Location
StewartAccess Int Test 2nd	StewartAccess Int Test 2nd agency - 1360 Po
StewartAccess Test Agency	StewartAccess Test Agency Inc - 1980 Post C
StewartAccess Test Agency	SA Test Agency with 100 characters in the Le
StewartAccess Test Agency	StewartAccess Test Agency Inc - 788 W Sam

Logged In: TEUSER1@DEV.PICDEV.LOCAL | [Change User](#)

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# Stewart Access 2.5 and TitleExpress - CPL

3. Select the **Branch** and click **Next**.

Underwriter Wizard

TitleExpress Underwriter Branch Selection

Select the Branch:

Branch Name
<input type="radio"/> None
<input type="radio"/> Include All Branches

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4. Select **Closing Protection Letter: Request New** in the Request Services window and click **Next**.

Underwriter Wizard

TitleExpress Request Services

Select services to request from the underwriter:

Service
<input checked="" type="checkbox"/> Closing Protection Letter: Request New
<input type="checkbox"/> Policy Jacket: Request New

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5. Select the covered Party or Parties and click **Next**

Underwriter Wizard

TitleExpress Request Closing Protection

Select the parties to cover (at least one party must be selected):

Type	Name(s)
<input checked="" type="checkbox"/> Lender	Bank Of America
<input checked="" type="checkbox"/> Buyer/Borrower	Charles Pearson

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6. Select an **Additional Party**, if applicable, and Click **Next**. Then select or search for an **Additional Party** and click **Next**.

**NOTE:** The option to select an Approved Attorney, Secondary Agency, or Settlement Company will be displayed and enabled if available. If an additional party is not available, the selection will be disabled.

Underwriter Wizard

TitleExpress Request Closing Protection Letter

Select Additional Party:

None  
 Approved Attorney  
 Secondary Agency  
 Settlement Company

Some of the options are not available for selection as additional parties were not returned by the Underwriter. Contact your underwriter for more information.

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Underwriter Wizard

TitleExpress Request Closing Protection Letter

Select the Secondary Agency:

Name  State **FL** Search

Name	Address
<input checked="" type="radio"/> First International Title, Inc.	411 W. Gregory Street, Pens
<input type="radio"/> Primary Title Services, Inc.	260 Palermo Avenue, Suite 14
<input type="radio"/> Aces Title Agency, LLC	515 E. Las Olas Blvd., Suite 4
<input type="radio"/> Alpha Reliable Title, Inc	5401 S. Kirkman Road, Suite
<input type="radio"/> Anchor Title & Escrow, LLC	1331 Creighton Rd, Suite D, F
<input type="radio"/> Balch & Bingham, LLP	841 Prudential Drive, Suite 14
<input type="radio"/> Best Practices Title, LLC	2100 Ponce De Leon Blvd, Su
<input type="radio"/> Beta Abstract of Florida, Inc.	7000 W. Palmetto Park Road

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## Stewart Access 2.5 and TitleExpress - CPL

7. Make any changes to **Lender information**, select **Successor Language**, enter an **Effective Date** and click **Next**.

Underwriter Wizard

TitleExpress [Request Closing Protection](#)

Change lender information

Lender Name

Lender Address Line 1

Lender Address Line 2

City, State ZIP

Lender Successor Language \*

CPL Effective Date

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8. The CPL is generated. Click Finish to save the CPL documents with your order.  
**Note: Documents are accessed in the Document Manager. Click the **View** button or select the **Open files to view** option to open the PDF documents once the Wizard closes.**

Underwriter Wizard

TitleExpress [Request Closing Protection](#)

Click Finish to save the files with your TitleExpress order.

View	Covered Party	Document Name
	Lender	CPL_L_584424691_20210527
	Buyer/Borrower	CPL_B_584413477_20210527

Open files to view

## **Stewart Access 2.5 and TitleExpress - CPL**

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