

### **Creating a Stewart CPL**

Note: A file should be created and saved before beginning this process.

### Steps

1. Click Add/Edit Transactions.

nue index.	3717475	12	Underwrite	r. Stewart Til	te Guaranty	Company			REGULAR	
Applicant	Client B Cust Ref. B Salesman: St	erry tewrt Title		V	~	J LOGS: Fax / Em	v 🛙	/ 🤜 🕻	C RUSH	ISH
Add / Edit Reports to								TITLE APPI Order Date Due Date	4/6/2021 4/26/2021	S BY S3 N/A
Add / Edit Premises	123 5th Avenue Premises Type Survey Inst.	, Cape May NJ (C Residential One	ape May Count Family Dwelling	(y) 1			2	Read Date Typed Date Proofread Date	te	
Add / Edit ransactions	1				0 La En	PREMIUMS wners Policy: \$0.00 an Policies: \$0.00 dorsements: \$0.00		Proj'd. Closin Sch'd. Closin Closed Cancelled	9 4/30/2021	
Add / Edit Parties	Party BUYER LENDER	Name Brent Berry Wells Fargo	Bank, N.A.		Add / Edit Vendors	Service		Vendor D	Ordered R	eceived

2. Click Loan Policy.

Ec	lit Title Insurance	e Policies			
	Title Policies:				Endorsements and Closing Service Letters:
	Loan Policy	\$0.00	Mortgage	\$0.00	Waiver of Arbitration Endors \$0.00
	Owners	2 2 10	an Policy 🗡	•	°∎ / × • •



3. Click Closing Prot. Ltr

rije Policies: Loan Policy \$0.00	Mo	rtgage		\$0.00	-	Endorsements an Waiver of Arb	d Closin Itration	g Servic Endor	e Letters: \$ \$0.00	
Owners Policy	on Loan F	Policy	×	•	•	8	/	×	•	+
Options applicable to the Selecte	ed Policy:				Options	applicable to the Ap	plicatio	n: ]		
Policy Amount		50.00			Owners	Policy Premium(s)		\$0.00		
Policy Type		Mortgage		Loan Po	Loan Policy Premium(s)		\$0.00			
Policy Premium		\$0.00		Total Er	dorsements		\$0.00			
Policy Note								-		
loan Number					Prior Tit	tle Insurance Policy (	Credit	-		
Remittance Code				~	Prior Po	olicy Credit Type		-		
Enhanced Policy Rates Apply		Not Appli	cable	ý	Invoice	Remarks (below)				
Amount Refinanced or Wrapped					11					
Closing Service Letter 10					1					
Taxable Amount					1					
Itata Transfer Tax Ontines				1	1					
		-			1					

4. File information is populated. Edit any information as needed. Then click Continue.

	NJ CPL Demo		Username Passw	vord	E
			asmtestuser4@dev picdev local	×	\$1
ave.	New Jersey			Defe	
vered Party	StewartAccess Te	st Agency		V Detau	at .
released	Lender				~
operties	n/a			Add	
			1 m	Remove	
	Prop. Type Re	sidential - General	0		
	Address	3 5th Avenue			
	Address 2				
	City Cap	pe May	County Cape May v State NJ Zip		
	Section	Block Lot Sub	odiv,		
	Metes and Boun	County of Cape May, State of Ner	w Jen Parcel I dentifier		
arties	Lender	Wells Fargo Bank, N.A.	7 St. Paul St.; Baltimore, MD, 21202	Add	
	Buyer/Borrower	Brent Berry	123 5th Avenue; Cape May, NJ	Remove	
	Name III	lls Fargo Bank, N.A.			
	We We		Scor. Lang.		
	Type Lender	Entity/Individual Entity			
	Type Lender Address	V Entity/Individual Entity 7 St. Paul St.			



5. Select an Approved Attorney, a Secondary Agent, or a Settlement Company. Click Download Now

Stewart Title CPL S	Step 2					
CPL - Stewa	art Title - S	tep 2				User Guide
Location	StewartAcces	Test Agency Inc - 1980 Post (	Dak Suite 800	~	Default	
Branch	Corp Admin Of	ce	<ul> <li>✓ Default</li> </ul>			
Form	NJ Single Tran	action CPL Lender, Purchase	r, Lessee or Borrower			<u>~</u>
Loan Number		Date 4/6/2021				
Additional Party	ONers	O Assessed Allergan	Casaadaa Aaaaay	Sattlement Car		
	Party	Please Choose	) Secondary Agency	Contraction of the second seco	View	Favorites 🗸
	Name	Please Choose	and the second second			
	Address	Law Offices of Steven A. Ser SACRTSCOMP - 100 Hamilto	ma, LLC - 5300 Bergenli on Plaza	ne Avenue		
	Address 2	Varsity Closing Services, LLC	- 1930 Marton Pike East	st		
	City		State	Zip		
<u>C</u> ancel					5	Download Now

The Stewart CPL is generated and displayed for printing or downloading.



### Voiding an Issued CPL

1. Click Add/Edit Transactions.

fitte Index:	3717475	12	Underwrite	r: Stewart 1	Title Guara	inty Comp	any			REGULAR	
Applicant.	Client Cust Ref. Berry Salesman: Stew	A It Title		×	5	/ J LO	GS: Fax / Ema	V 🗷		RUSH SUPER RU	JSH
									TITLE APPLI	CATION DATE	S BY
Reports to									Order Date	4/6/2021	\$3
									Due Date	4/26/2021	NIA
	123 5th Avenue, Ca	pe May NJ (C	ape May Coun	6V)					Read Date		
Add / Edit Premises	Premises Type Res	sidential One I	amily Dwellin	9				~	Typed Date		
Cremereo	Survey Inst.							v.	Proofread Date		_
ANY ANY A							PREMIUMS		Reported Date	-	_
Add / Edit						Owners P	olicy: \$0.00		Sch'd Closing	4/30/2021	0 93
anaaceona						Loan Polic	ies: \$0.00		Closed		
						Endorsem	ents: S0.00		Cancelled	On Hold	
									Alert	Special In:	structions
	Datt	Name		1	_	Fac	ina.		Mandar D	Ordered D	haveland
Add / Edit	BUYER	Brent Berry		_	Add/Ed	iit serv	ice		Vendor D	ordered In	eceived
Parties	LENDER	Wells Fargo	Bank, N.A.		Vendor	8					

2. Click Void CPL/Revise Fee.

					Endorsements and Cli	sing Servic	e Letters:		
00	Mortgage		\$0.00		Waiver of Arbitrat	ion Endo	rs \$0.00		
licy 💁 Lo	an Policy	×	•	+	°= 1	×	•	+	
the Selected Policy	r.			Option	s applicable to the Applic	ation:			
	\$0.00	\$0.00			s Policy Premium(s)	\$0.00	\$0.00		
	Mortgage	Mortgage V			olicy Premium(s)	\$0.00	\$0.00		
	\$0.00	\$0.00			indorsements	\$0.00	)		
				(Balas T	Malanana Relia Cardi				
				Prior P	the insurance Policy Credit			12	
			×	Invoice	Remarks (below)				
Apply	Not Applie	cable	v						
Wrapped									
D									
ons			14						
Tax Options			100						
	icy Contract	00 Mortgage icy Coan Policy the Selected Policy: S0.00 Mortgage S0.00 Apply Not Appli Wrapped ID Ions Intervention Interve	00 Mortgage	00 Mortgage \$0.00	00 Mortgage \$0.00	00     Mortgage     \$0.00     Waiver of Arbitrat       icy     Icon Policy     Icon Policy     Icon Policy       the Selected Policy:     \$0.00     Options applicable to the Applicable       Mortgage     Icon Policy Premium(s)       S0.00     Icon Policy Premium(s)       Mortgage     Icon Policy Premium(s)       S0.00     Icon Policy Premium(s)       Icon Policy Credit Type     Invoice Remarks (below)	OD     Mortgage     \$0.00       icy     Icoan Policy     X       Icoan Policy     X     Icoan Policy       So.00     So.00     Icoan Policy Premium(s)       So.00     So.00     So.00       Mortgage     Valiver of Arbitration Endor       Options applicable to the Application:     Owners Policy Premium(s)       So.00     So.00       Mortgage     Valiver of Arbitration Endor       Owners Policy Premium(s)     So.00       Icoan Policy Premium(s)     So.00       Icoan Policy Credit     Prior Title Insurance Policy Credit       Prior Policy Credit Type     Invoice Remarks (below)	00     Mortgage     \$0.00       icy     Icoan Policy     Icoan Policy       icy     Icoan Policy     Icoan Policy       icoan Policy     Icoan Policy Premium(s)     Icoan Policy Premium(s)       icoan Policy     Icoan Policy Premium(s)     Icoan Policy Credit       icoan Policy     Icoan Policy Credit     Icoan Policy Credit <tr< td=""></tr<>	



3. Click Void CPL

Cancel Revise CPL Fee 3 Void CPL

4. Select a CPL Void Reason from the dropdown



5. Click OK.

Stewart Title Void Reason



The Stewart CPL is Voided.



### **Revising an Issued CPL**

NOTE: Once Jacket has been issued on a file, the CPL Fee may be revised.

1. Click Void CPL/Revise Fee.

	wortgage		\$0.00		Walver of Arbitrati	on Endor:	\$ 30.00	
olicy 🔭 Lo	an Policy	×	•	•	° /	×	•	•
the Selected Polic	Y:			Option	s applicable to the Applica	tion:		
\$0.00		Owner	s Policy Premium(s)	\$0.00				
	Mortgage 🗸		Loan P	olicy Premium(s)	\$0.00			
	\$0.00		Total E	ndorsements	\$0.00			
				(Balas T	ista la susta a sa Ballico Candia			
	1			Prior P	itie insurance Policy Credit	-		
			~	Invoice	Remarks (below)	-		
s Apply	Not Appli	cable	ý.	- Force	inementa (perony			
r Wrapped								
1D								
				1				
tions			4					
in) Tax Options			140	10				
	Nicy Control C	the Selected Policy: So. 00 Mortgage SO.00 So.00 SApply Not Appli r Wrapped ID Sons n) Tax Options	Licy Loan Policy X the Selected Policy: S0.00 Mortgage S0.00 s Apply Not Applicable r Wrapped ID tons n) Tax Options I	hicy Can Policy X  the Selected Policy:  S0.00  Mortgage S0.00  SApply Not Applicable V  rWrapped ID  Sons N Tax Options V	hicy Loan Policy X + the Selected Policy: S0.00 Mortgage S0.00 Prior T Prior T Prior P Invoice ID Invoice	Nicy     Loan Policy     Image: Solution of the selected Policy:       Solution     Solution     Options applicable to the Application of the selected Policy Premium(s)       Solution     Mortgage     Options applicable to the Application       Mortgage     View     Downers Policy Premium(s)       Solution     Total Endorsements       Prior Title Insurance Policy Credit       Prior Policy Credit       <	Nicy     Loan Policy     X       S0.00     Options applicable to the Application:       Mortgage     Owners Policy Premium(s)       S0.00     S0.00       Mortgage     S0.00       S0.00     Total Endorsements       S0.00     Prior Title Insurance Policy Credit       Prior Policy Credit Type     Invoice Remarks (below)	Loan Policy       Image       Image

#### 2. Click Revise CPL Fee.

Stewart Title CPL Options



3. Make the necessary edits, then click Revise CPL Fee. The CPL Fee is revised and sent to Stewart.

CPL Revise	Fee - Stewart Title	User Guide
Title Number	NJ CPL Demo	
Loan Number		
Fee	\$75.00	
Remittance	\$75.00	