

# Creating and Voiding a Stewart Policy Jacket

## Creating a Policy Jacket.

Log into TrackerPro as normal. This QRC assumes you have created a file in the system.

### Steps

1. Click **Add/Edit Transactions**.

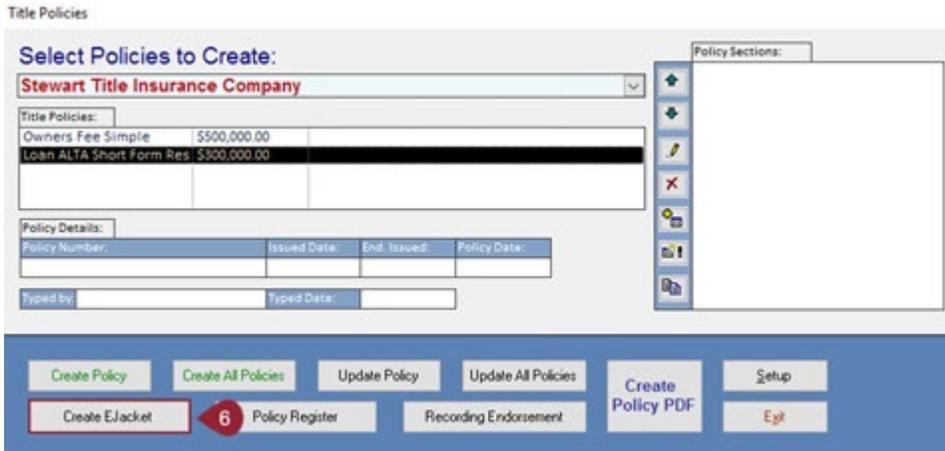
2. Click either **Owners Policy** or **Loan Policy** to add to file.
3. Add any **Endorsements** as needed.
4. Click **Exit**

## Creating and Voiding a Stewart Policy Jacket

- Click **Title** button.

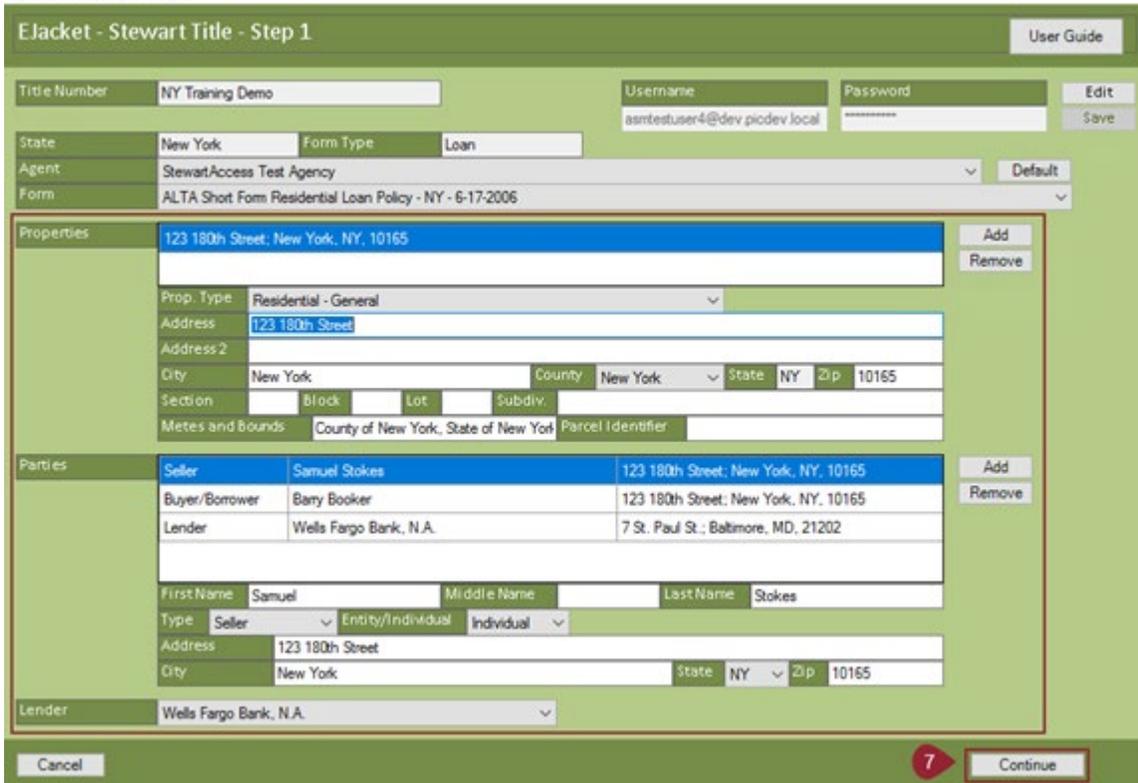


- Click Create EJacket.



- This screen begins the integration and is the first of two steps. The information needed for a jacket is pulled from the order to this screen. Make edits as needed. Click **Continue**.

Stewart Title EJacket Step 1



**EJacket - Stewart Title - Step 1** User Guide

Title Number: NY Training Demo Username: asmfestuser4@dev.picodev.local Password: [REDACTED] Edit Save

State: New York Form Type: Loan

Agent: StewartAccess Test Agency Default

Form: ALTA Short Form Residential Loan Policy - NY - 6-17-2006

**Properties**

123 180th Street, New York, NY, 10165 Add Remove

Prop. Type: Residential - General

Address: 123 180th Street

Address 2: [REDACTED]

City: New York County: New York State: NY Zip: 10165

Section: [REDACTED] Block: [REDACTED] Lot: [REDACTED] Subdiv.: [REDACTED]

Metes and Bounds: County of New York, State of New York Parcel Identifier: [REDACTED]

**Parties**

Seller	Samuel Stokes	123 180th Street, New York, NY, 10165	Add Remove
Buyer/Borrower	Bary Booker	123 180th Street, New York, NY, 10165	
Lender	Wells Fargo Bank, N.A.	7 St. Paul St., Baltimore, MD, 21202	

First Name: Samuel Middle Name: [REDACTED] Last Name: Stokes

Type: Seller Entry/Individual: Individual

Address: 123 180th Street

City: New York State: NY Zip: 10165

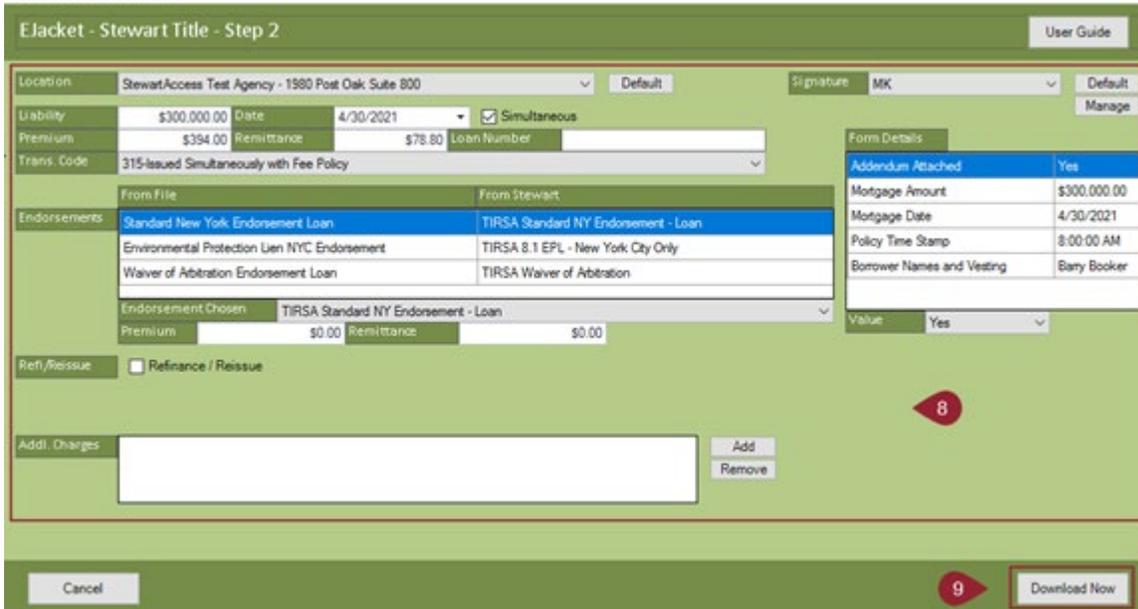
Lender: Wells Fargo Bank, N.A.

Cancel 7 Continue

## Creating and Voiding a Stewart Policy Jacket

- In step 2, make any edits needed the populated information. The Endorsements are “mapped” between the two systems and all rates and fees are pulled here from the file and are reported to Stewart. Additional Short Form fields are populated on the right and may be edited.
- Click **Download Now**.

Stewart Title EJacket Step 2



**EJacket - Stewart Title - Step 2** User Guide

Location: StewartAccess Test Agency - 1580 Post Oak Suite 800 | Default | Signature: MK | Default Manage

Liability: \$300,000.00 | Date: 4/30/2021 | Simultaneous

Premiums: \$394.00 | Remittance: \$78.80 | Loan Number: [ ]

Trans. Code: 315-Issued Simultaneously with Fee Policy

From File | From Stewart

From File	From Stewart
Standard New York Endorsement Loan	TIRSA Standard NY Endorsement - Loan
Environmental Protection Lien NYC Endorsement	TIRSA 8.1 EPL - New York City Only
Waiver of Arbitration Endorsement Loan	TIRSA Waiver of Arbitration

Endorsement Chosen: TIRSA Standard NY Endorsement - Loan

Premium: \$0.00 | Remittance: \$0.00

Refi/Reissue:  Refinance / Reissue

Addl. Charges: [ ] Add Remove

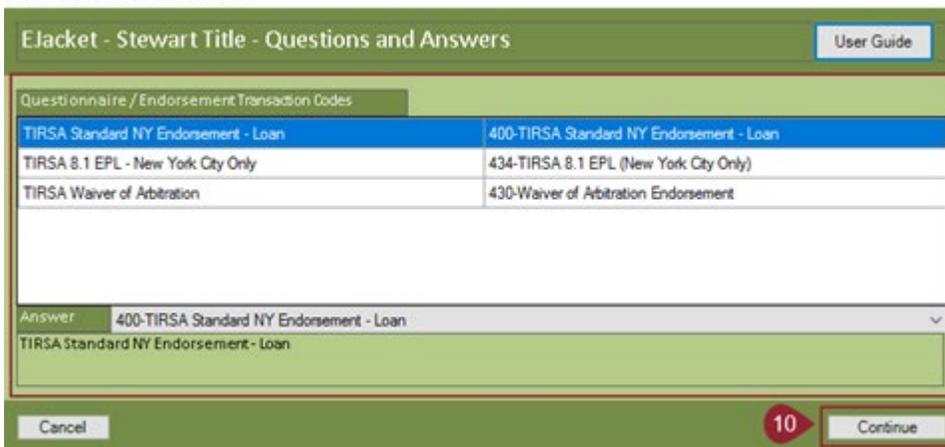
Form Details:

Addendum Attached	Yes
Mortgage Amount	\$300,000.00
Mortgage Date	4/30/2021
Policy Time Stamp	8:00:00 AM
Borrower Names and Vesting	Bary Booker
Value	Yes

Cancel 9 **Download Now**

- The integration may rerun questions such as this one to verify the mapping of transaction codes. Make edits as needed and click **Continue**.

Stewart Title Additional Questions



**EJacket - Stewart Title - Questions and Answers** User Guide

Questionnaire / Endorsement Transaction Codes

Endorsement	Transaction Code
TIRSA Standard NY Endorsement - Loan	400-TIRSA Standard NY Endorsement - Loan
TIRSA 8.1 EPL - New York City Only	434-TIRSA 8.1 EPL (New York City Only)
TIRSA Waiver of Arbitration	430-Waiver of Arbitration Endorsement

Answer: 400-TIRSA Standard NY Endorsement - Loan

TIRSA Standard NY Endorsement - Loan

Cancel 10 **Continue**

The Policy Jacket is issued and is displayed for printing or downloading.

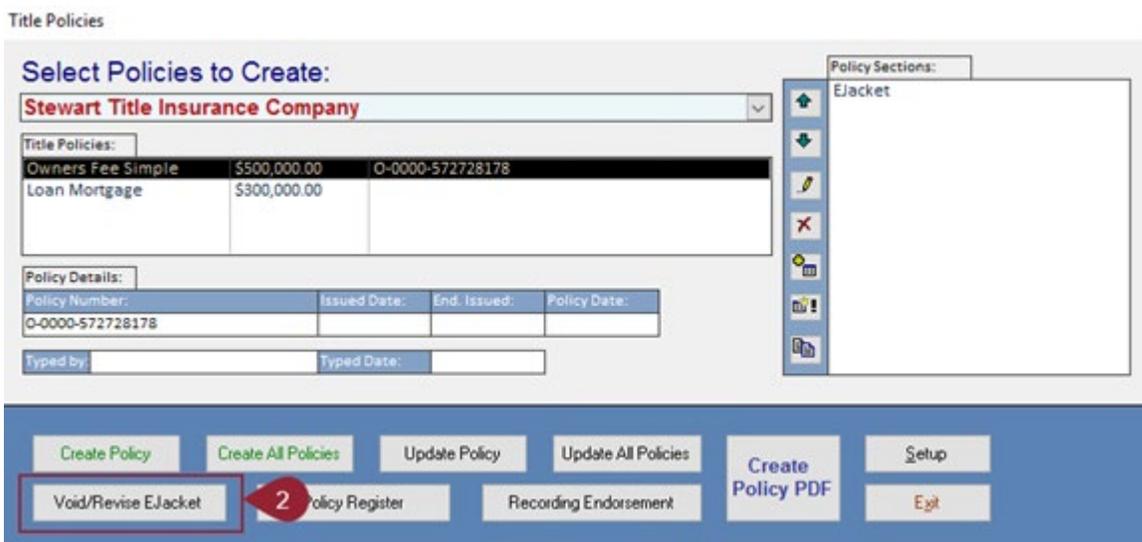
## Creating and Voiding a Stewart Policy Jacket

### Voiding a Policy Jacket:

1. Click the **Title** button.



2. Click **Void/Revise EJacket**.



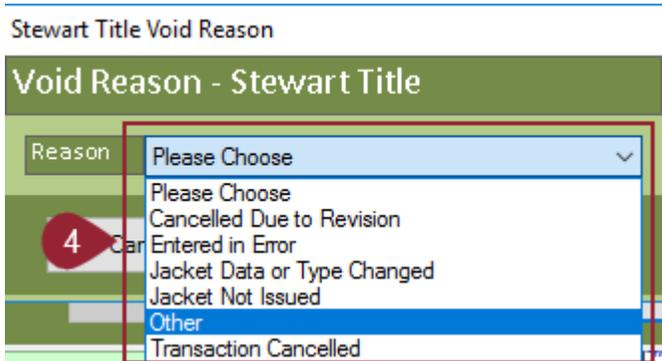
3. Click **Void EJacket**. **NOTE:** Clicking **Revise EJacket** will direct you to the Stewart Access Portal to complete. This integration feature is coming soon.



## Creating and Voiding a Stewart Policy Jacket

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4. Select a Void Reason from the dropdown.



The selected jacket is voided.