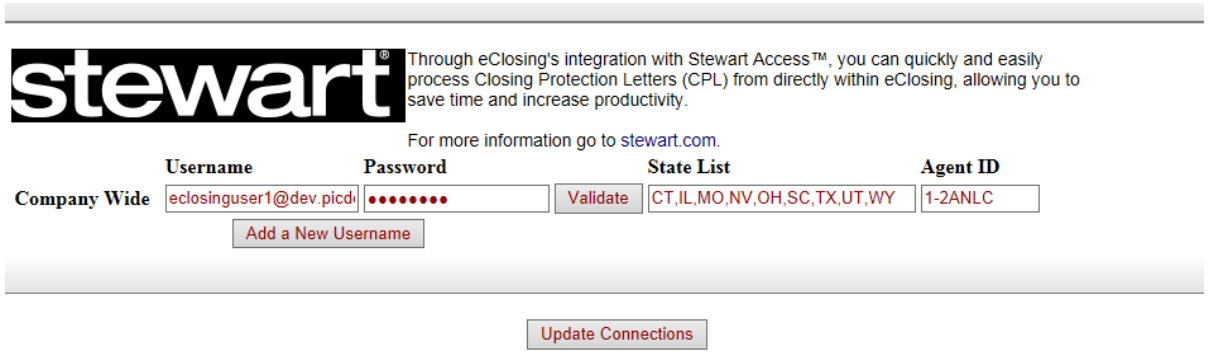
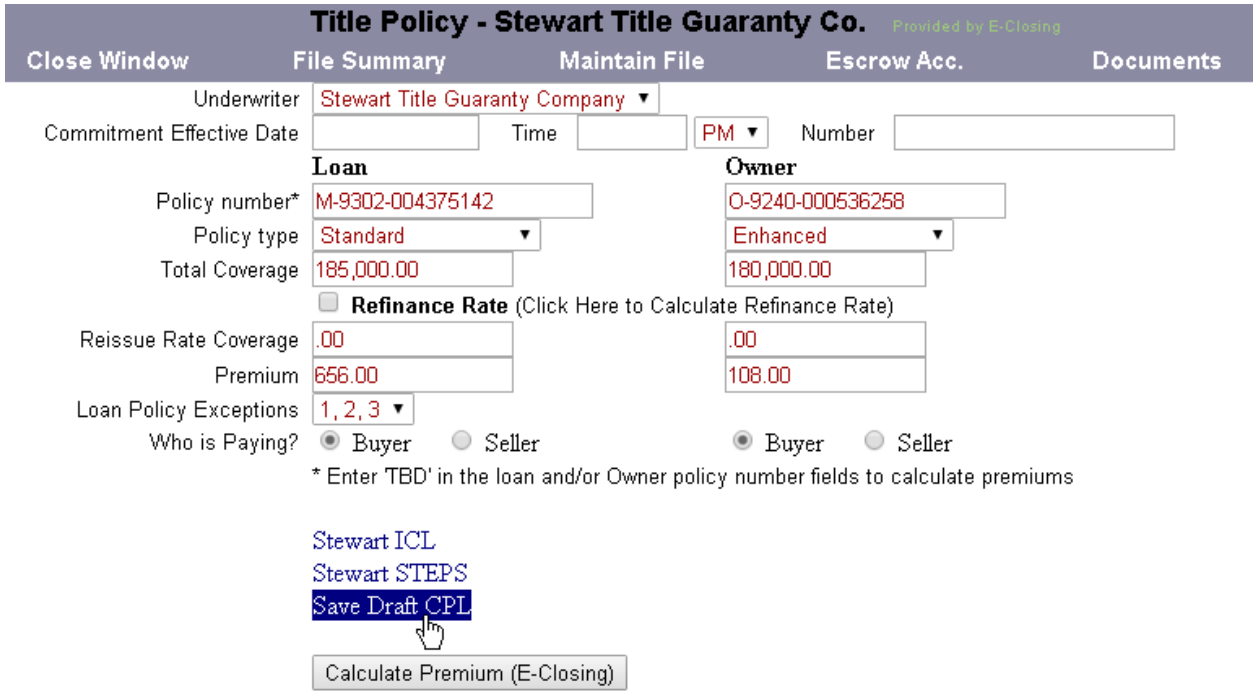
INSTRUCTIONS FOR USING THE STEWART INTEGRATION IN E-CLOSING

SETTING UP THE INTEGRATION

Step 1 – Go to E-Closing Connect from the Back Office menu. Click on the Stewart logo to open the Stewart credentials prompt. **Step 2 –** Enter your Stewart username and password. **Step 3 –** Update the E-Closing Connect screen by clicking on the update button at the bottom of the screen.	

PREVIEWING A CLOSING PROTECTION LETTER (CPL)

Step 1 – From a file you will be able to go to the Title Policy screen and if Stewart is the underwriter assigned to the file you will see a link labeled “Save Draft CPL”. If you click on the link the “Please Wait” box will open asking you to please wait.	

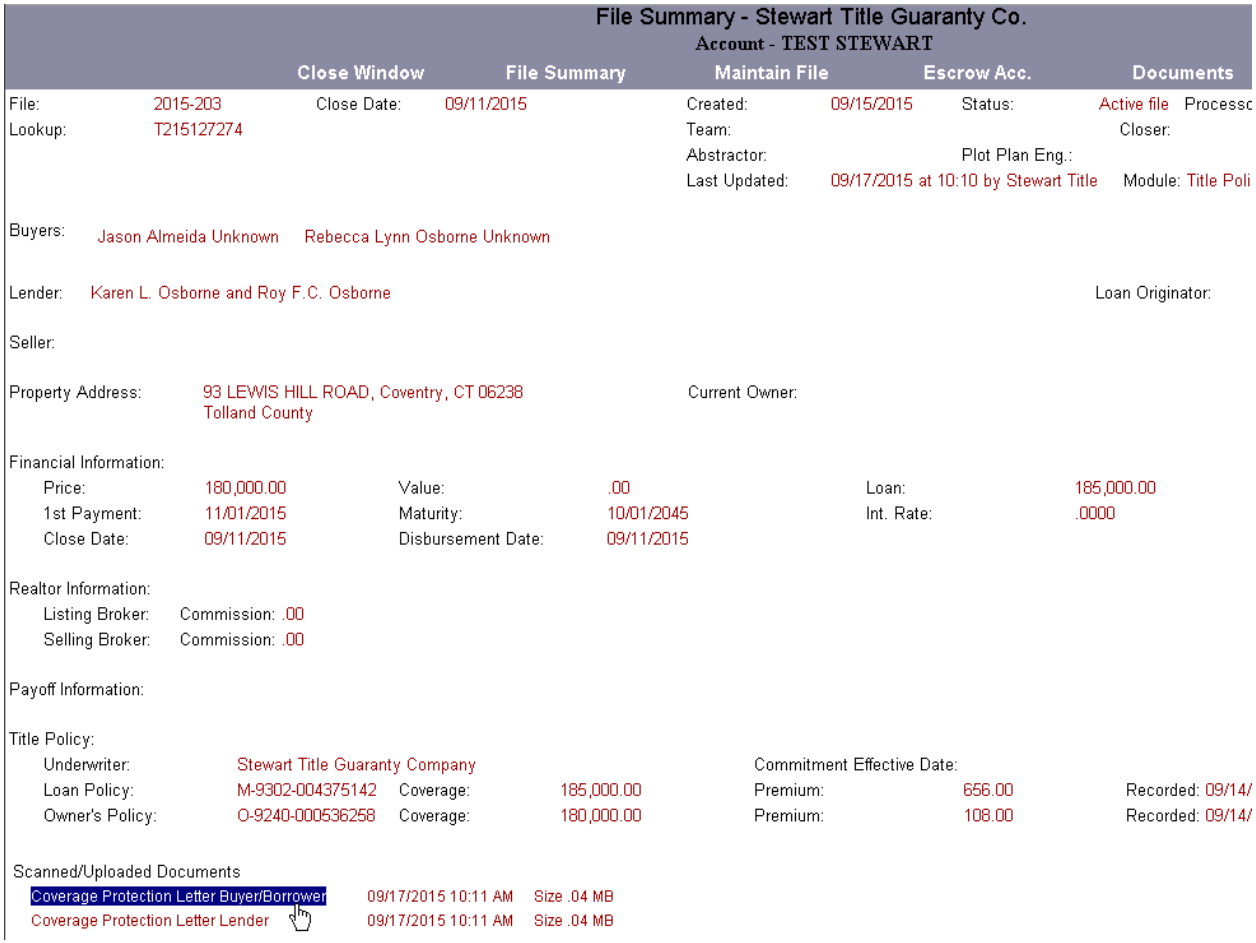
PREVIEWING A CLOSING PROTECTION LETTER (CPL)

Step 2 – The "Underwriter Specific CPL Fields" box will open. Click the checkboxes to select which covered party you would like to preview, and provide other optional values in the other fields, then click the "Preview Selected CPLs" button. It could take a few seconds before the draft CPLs are retrieved and displayed on the screen.	

PREVIEWING A CLOSING PROTECTION LETTER (CPL)

Step 3 – A copy of the draft CPLs will be automatically saved in the scanned/saved documents area within your file so that you can review, print, or email at your convenience.

Note – Draft CPLs are deleted daily in Stewart Access



File Summary - Stewart Title Guaranty Co.
Account - TEST STEWART

Close Window | File Summary | Maintain File | Escrow Acc. | Documents

File: 2015-203 Close Date: 09/11/2015 Created: 09/15/2015 Status: Active file Processc
Lookup: T215127274 Team: Closer:
Abstractor: Plot Plan Eng.:
Last Updated: 09/17/2015 at 10:10 by Stewart Title Module: Title Poli

Buyers: Jason Almeida Unknown Rebecca Lynn Osborne Unknown

Lender: Karen L. Osborne and Roy F.C. Osborne Loan Originator:

Seller:

Property Address: 93 LEWIS HILL ROAD, Coventry, CT 06238
Tolland County
Current Owner:

Financial Information:
Price: 180,000.00 Value: .00 Loan: 185,000.00
1st Payment: 11/01/2015 Maturity: 10/01/2045 Int. Rate: .0000
Close Date: 09/11/2015 Disbursement Date: 09/11/2015

Realtor Information:
Listing Broker: Commission: .00
Selling Broker: Commission: .00

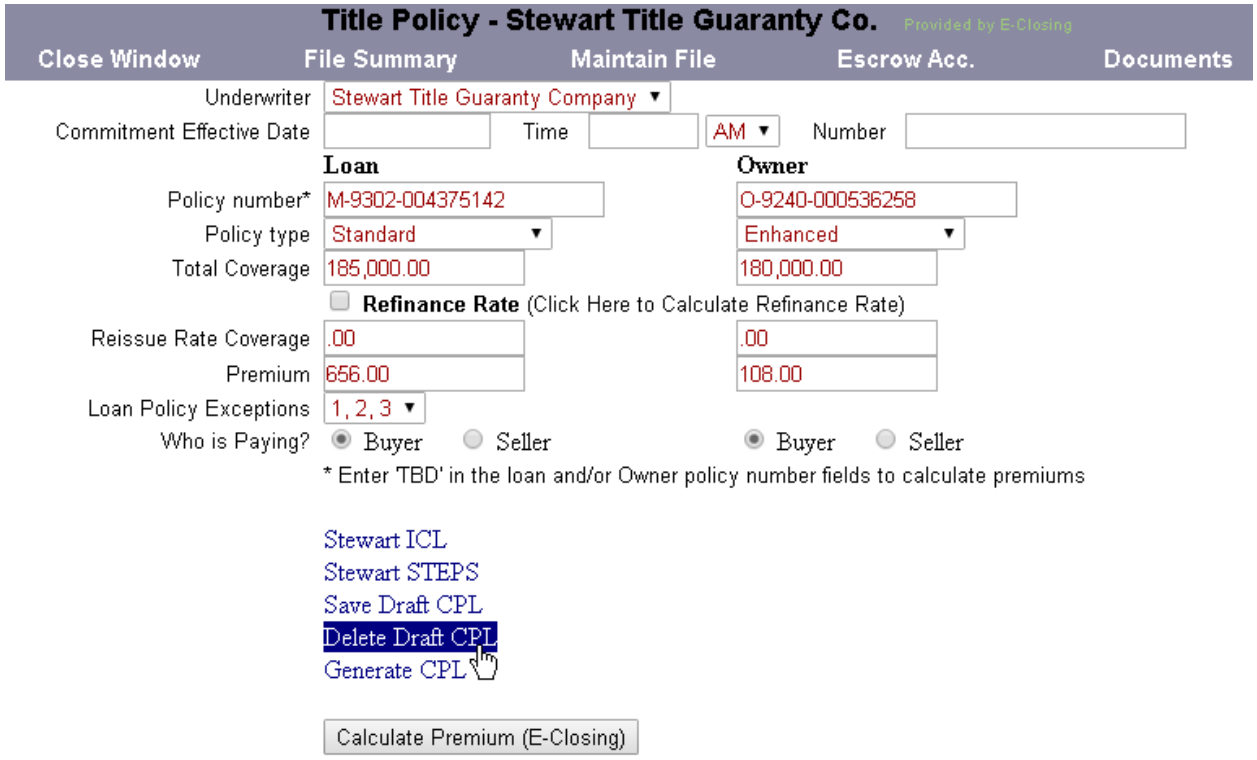
Payoff Information:

Title Policy:
Underwriter: Stewart Title Guaranty Company Commitment Effective Date:
Loan Policy: M-9302-004375142 Coverage: 185,000.00 Premium: 656.00 Recorded: 09/14/
Owner's Policy: O-9240-000536258 Coverage: 180,000.00 Premium: 108.00 Recorded: 09/14/

Scanned/Uploaded Documents
Coverage Protection Letter Buyer/Borrower 09/17/2015 10:11 AM Size .04 MB
Coverage Protection Letter Lender 09/17/2015 10:11 AM Size .04 MB

DELETING A DRAFT CLOSING PROTECTION LETTER (CPL)

Step 1 – When draft CPLs have been saved in Stewart Access you will see a link labeled “Delete Draft CPL”. If you click on the link the “Please Wait” box will open asking you to please wait.

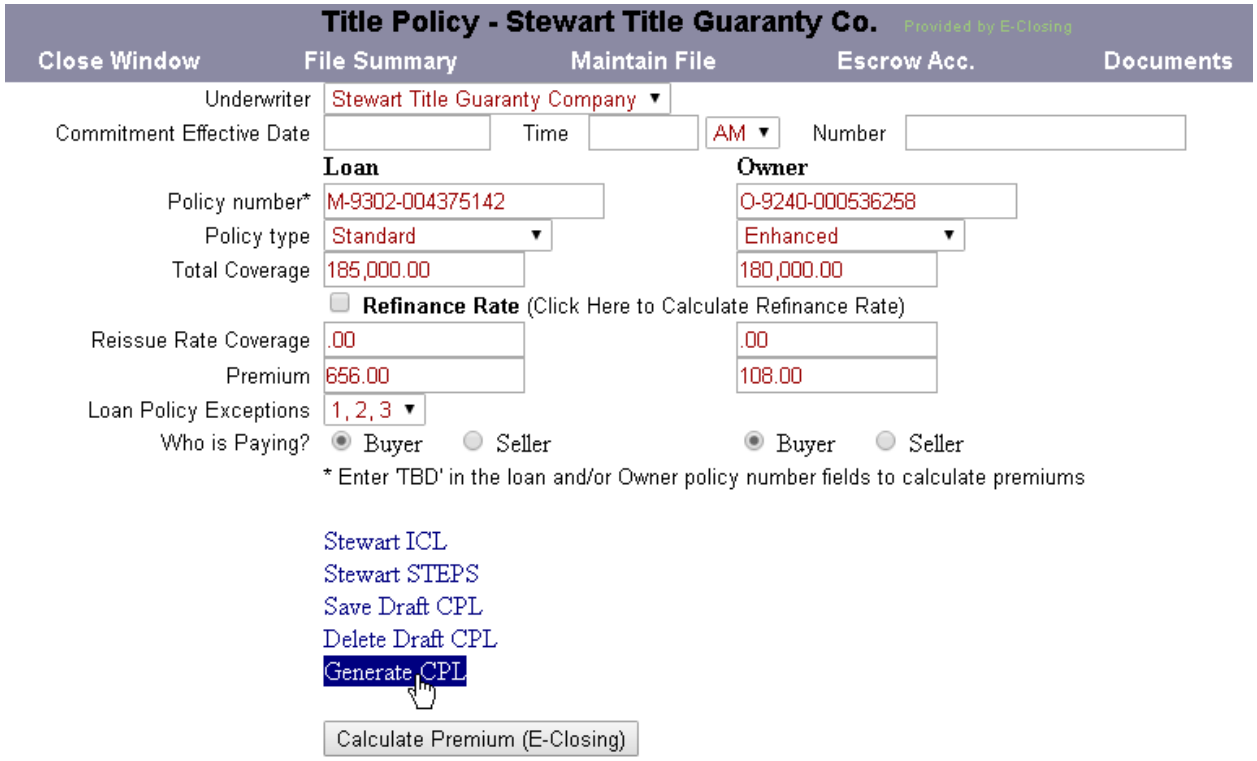


DELETING A DRAFT CLOSING PROTECTION LETTER (CPL)

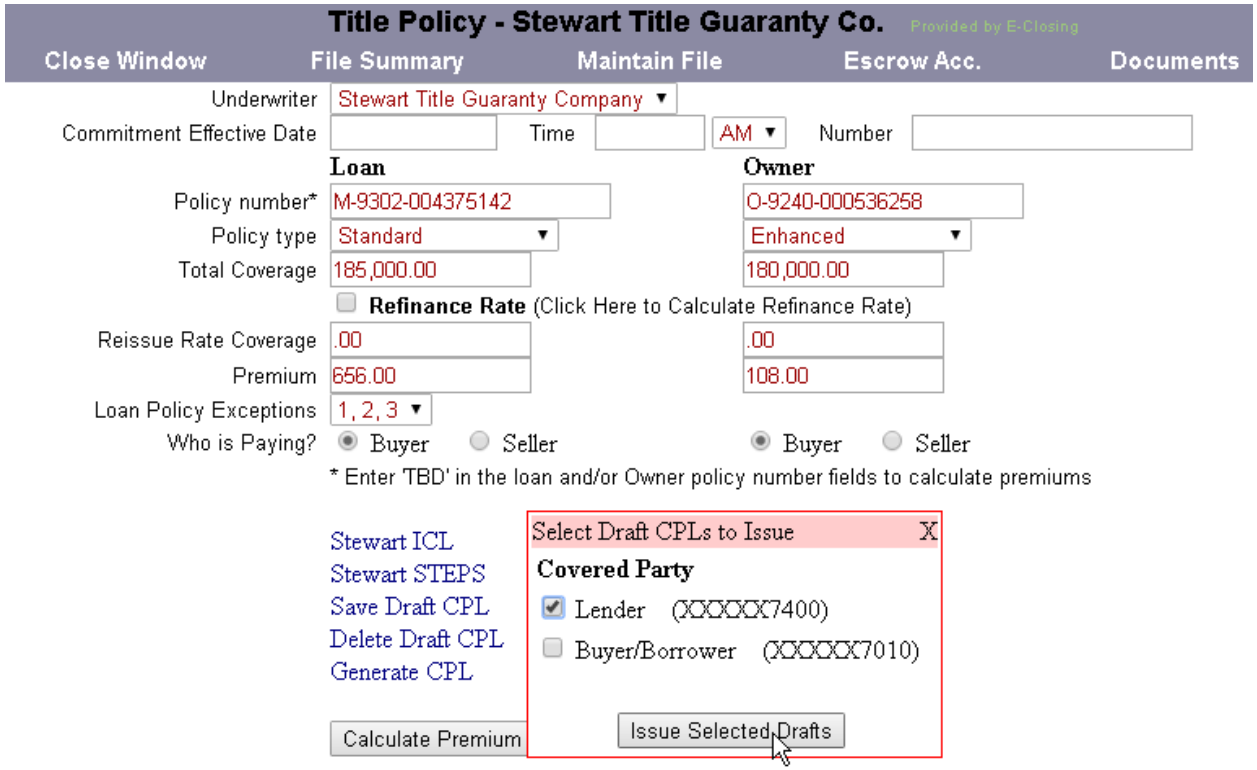
Step 2 – The "Select Draft CPLs to Delete" box will open. Click the checkboxes to select which covered party letter you would like to delete, then click the "Delete Selected Drafts" button.

ISSUE A DRAFT CLOSING PROTECTION LETTER (CPL)

Step 1 – When draft CPLs have been saved in Stewart Access you will see a link labeled “Generate CPL”. If you click on the link the “Please Wait” box will open asking you to please wait.

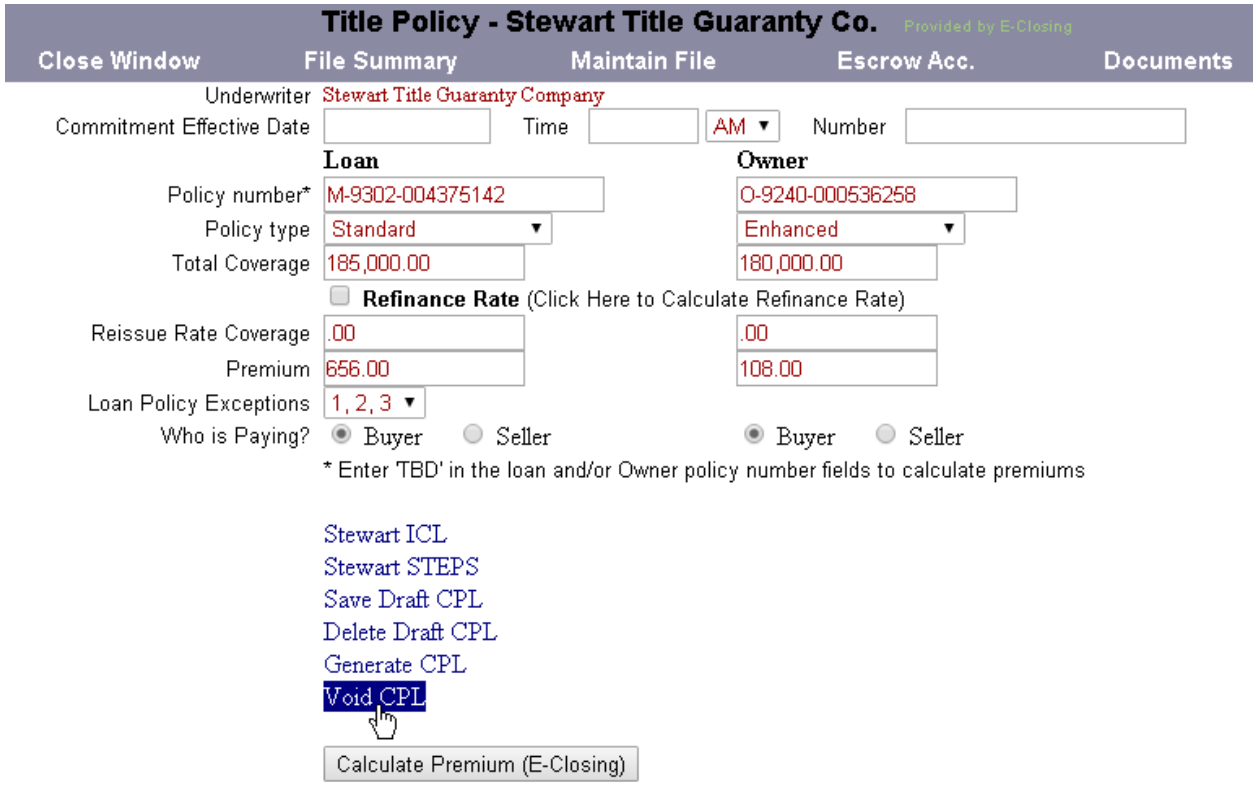


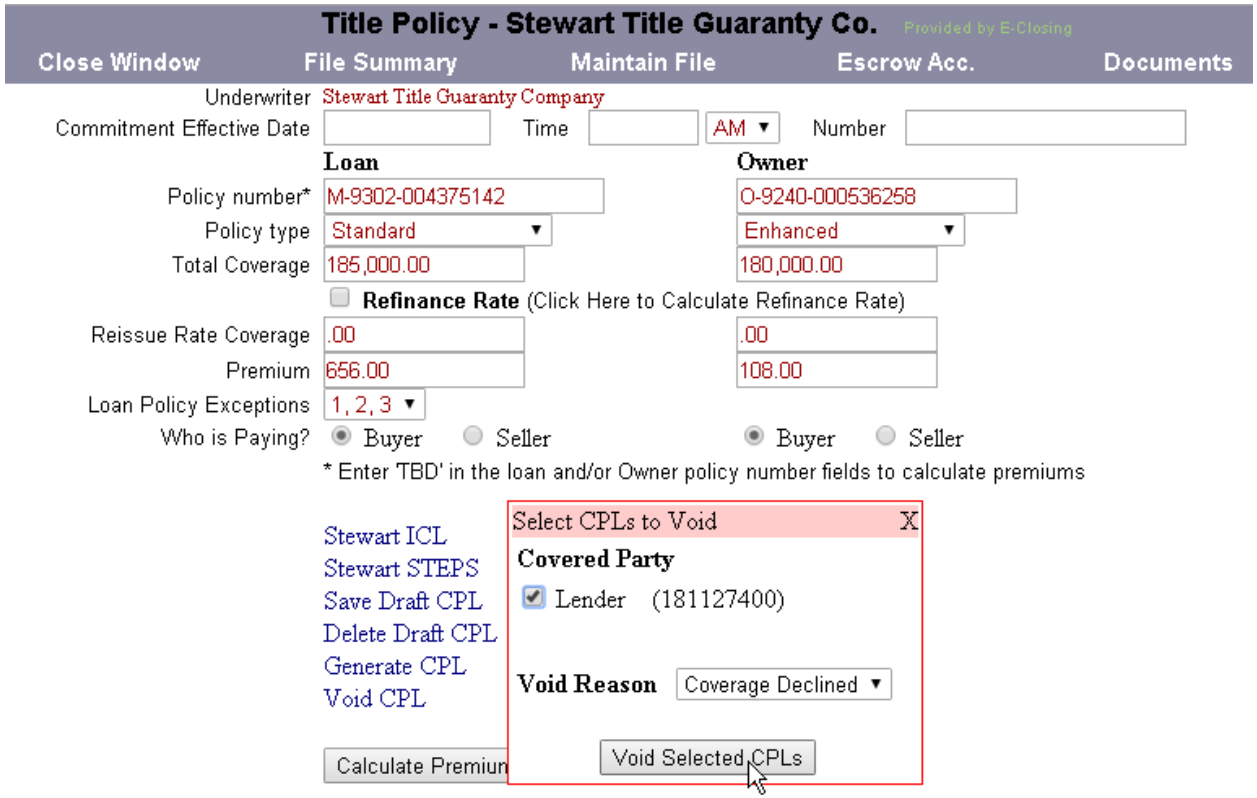
ISSUE A DRAFT CLOSING PROTECTION LETTER (CPL)

Step 2 – The "Select Draft CPLs to Issue" box will open. Click the checkboxes to select which covered party letter you would like to issue, then click the "Issue Selected Drafts" button. It could take a few seconds before the issued CPLs are retrieved and displayed on the screen.	
Sample Issued CPL	 Adobe Acrobat Document

VOID AN ISSUED CLOSING PROTECTION LETTER (CPL)

Step 1 – When issued CPLs have been saved in Stewart Access you will see a link labeled “Void CPL”. If you click on the link the “Please Wait” box will open asking you to please wait.



VOID AN ISSUED CLOSING PROTECTION LETTER (CPL)

Step 2 – The "Select CPLs to Void" box will open. Click the checkboxes to select which covered party letter you would like to void, select a Void Reason, then click the "Void Selected CPLs" button.