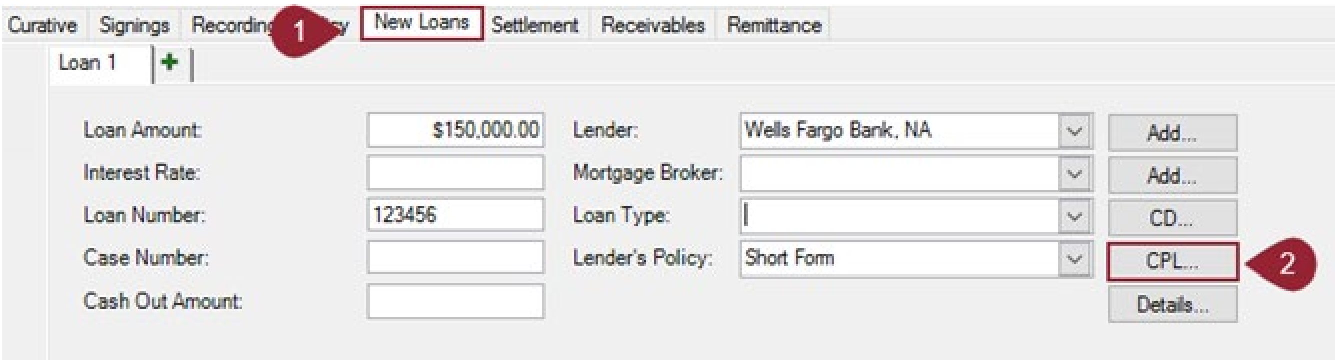
Creating and Voiding a Stewart CPL

Creating a Stewart CPL

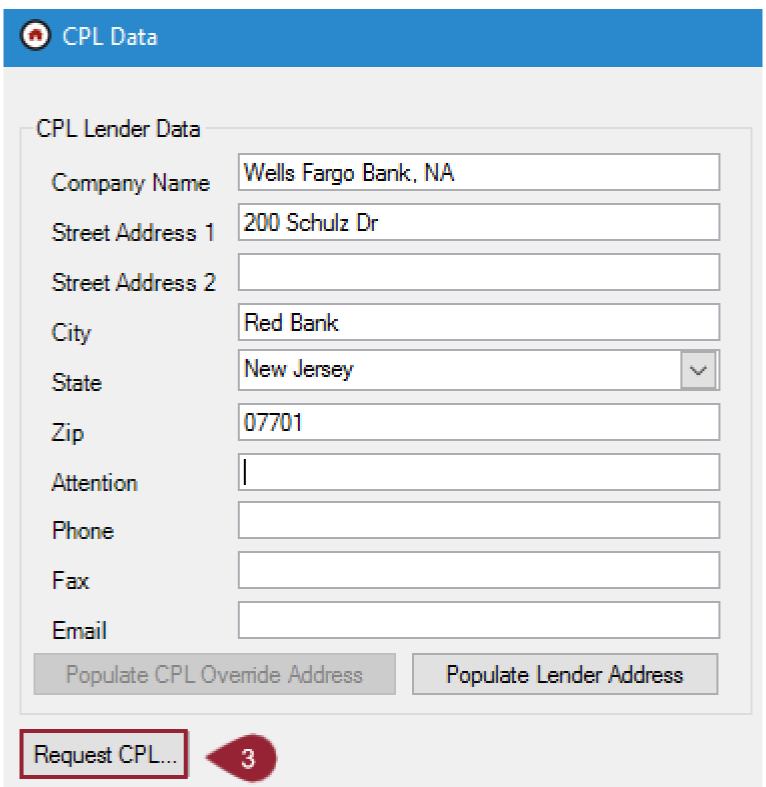
Note: The integration features and directions shown here are only available with ResWare versions 9.10.x and up.

Steps

1. Click the **New Loans** tab, then choose a Lender. Enter the **Loan Number** if required.
2. Click **CPL**.



3. Make any changes to the Lender information needed, then click **Request CPL.**



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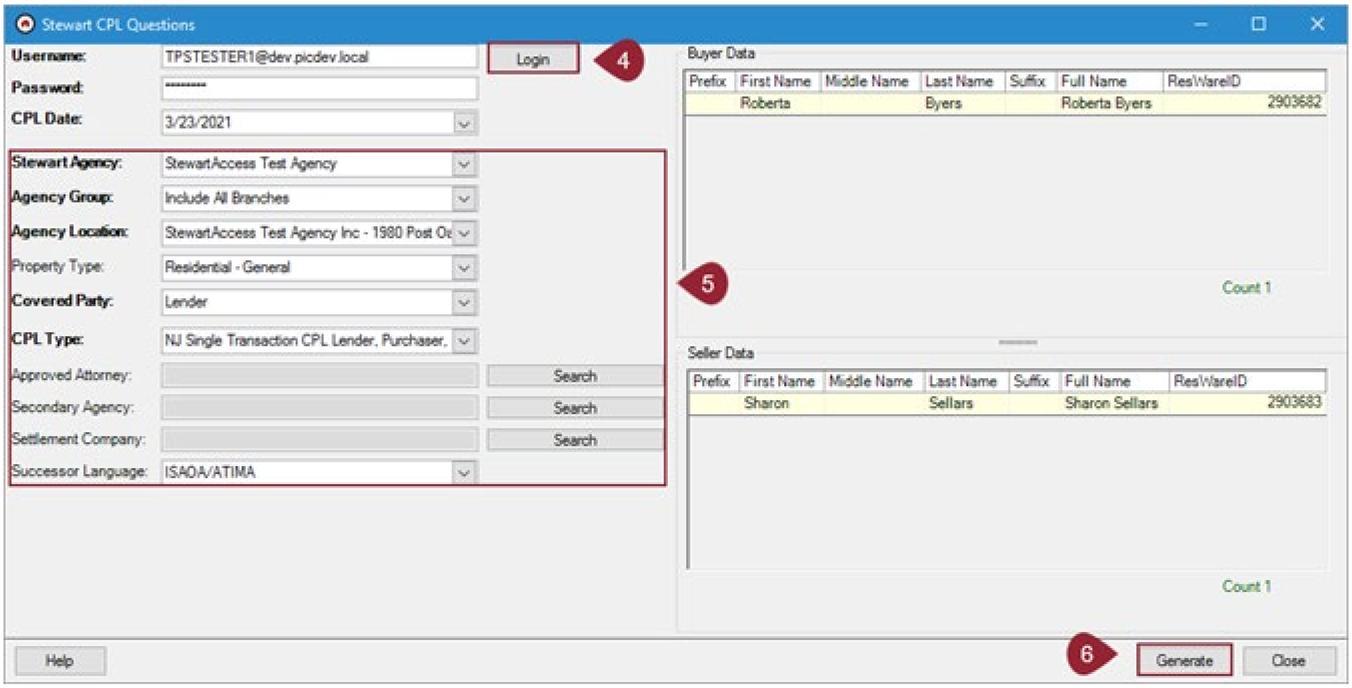
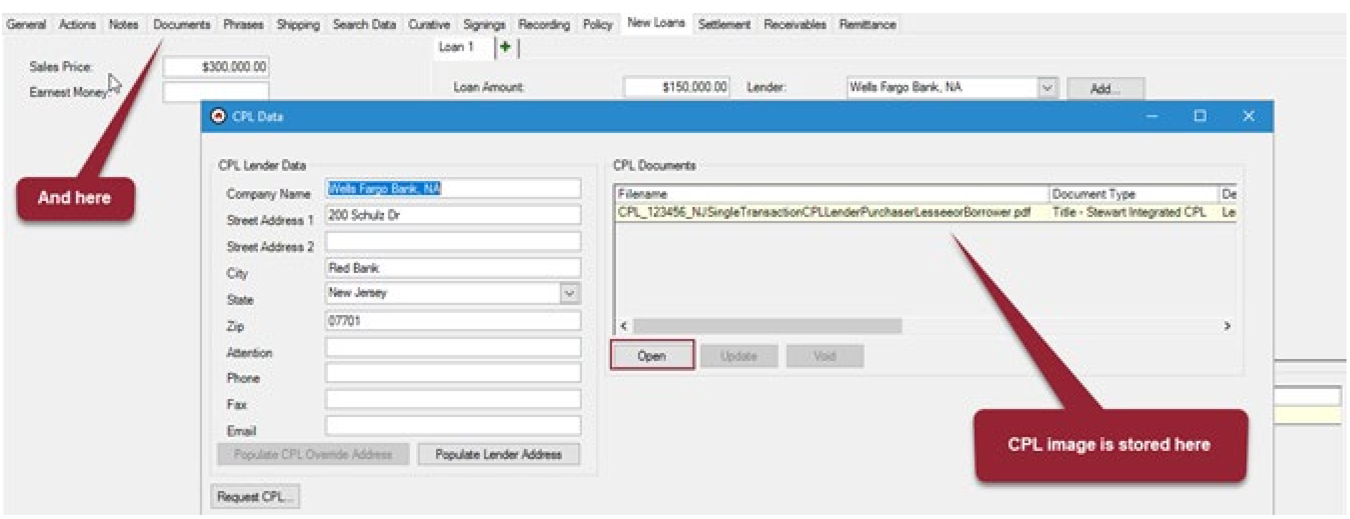
4. Enter **Stewart Access Username** and **Password** and click **Login**.
5. Enter the **CPL Date**, then continue through the next fields making selections as needed. The **Stewart Agency** will default unless the user has access to more than one. Select **Property Type** (optional) and **Covered Party**. Use the Search buttons to select an **Approved Attorney**, a **Secondary Agent,** or a **Settlement Company**. Select **Successor Language**, if required.
6. Click **Generate**.



The CPL is stored as shown. Double-click to view the CPL.



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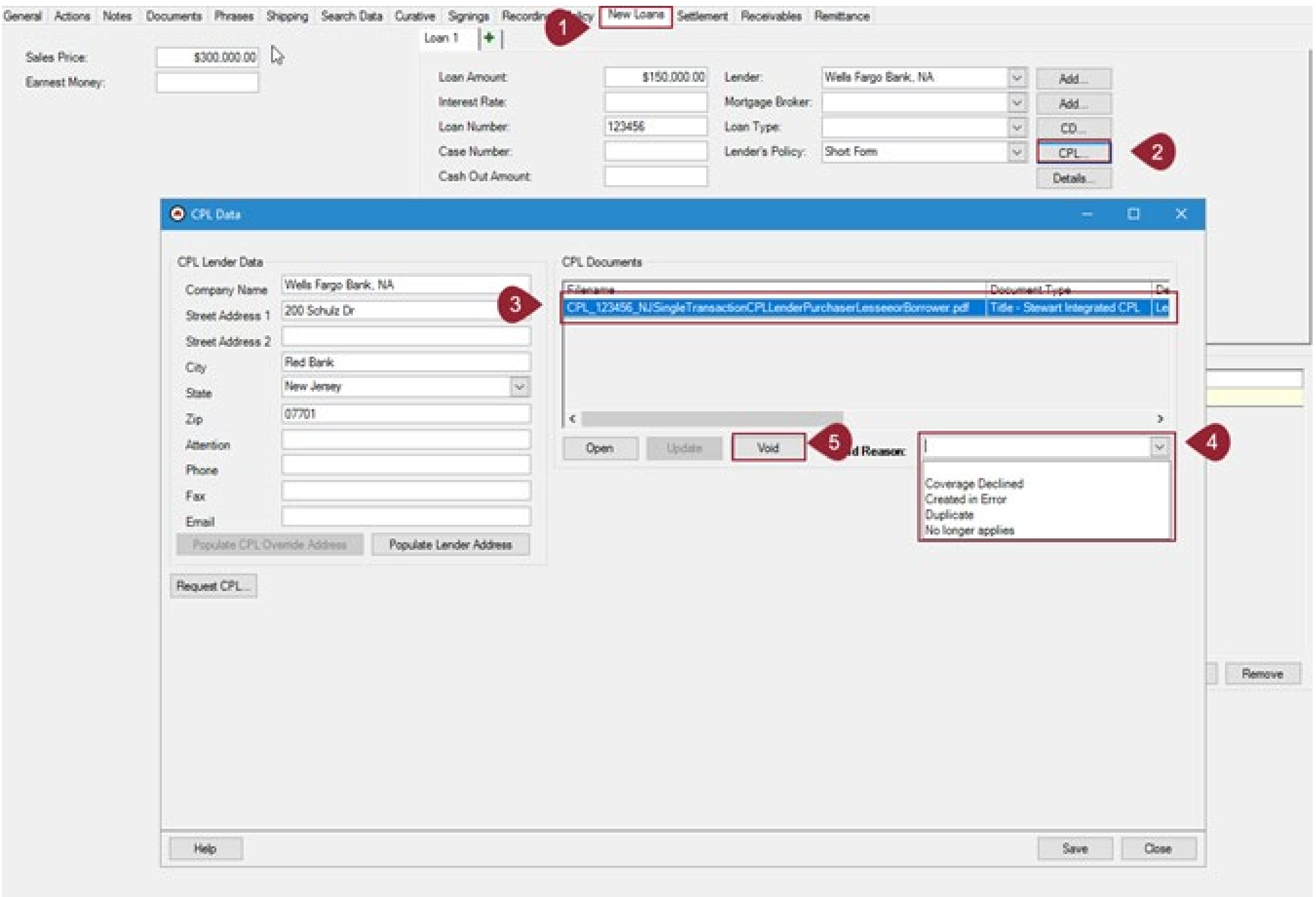
Voiding an Issued CPL

1. Click the **New Loan** tab.
2. Click the **CPL** button.
3. Click the CPL to void in the **CPL Documents** list.
4. Select a **Void Reason** from the dropdown.
5. Click **Void**.



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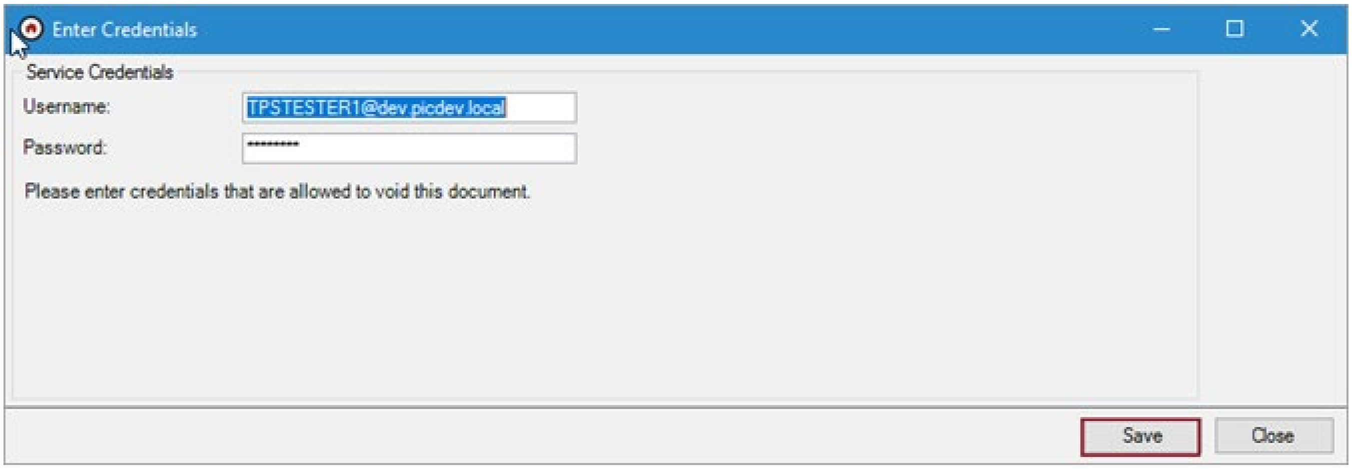
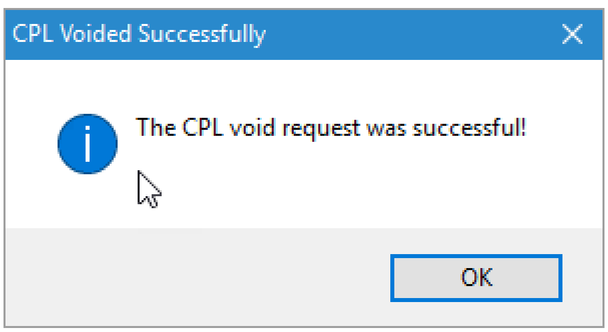
6. Enter Stewart Access credentials if not defaulted. Click Save.



The following message displays. Click OK.



The Voided CPL appears in the CPL Docments list.