

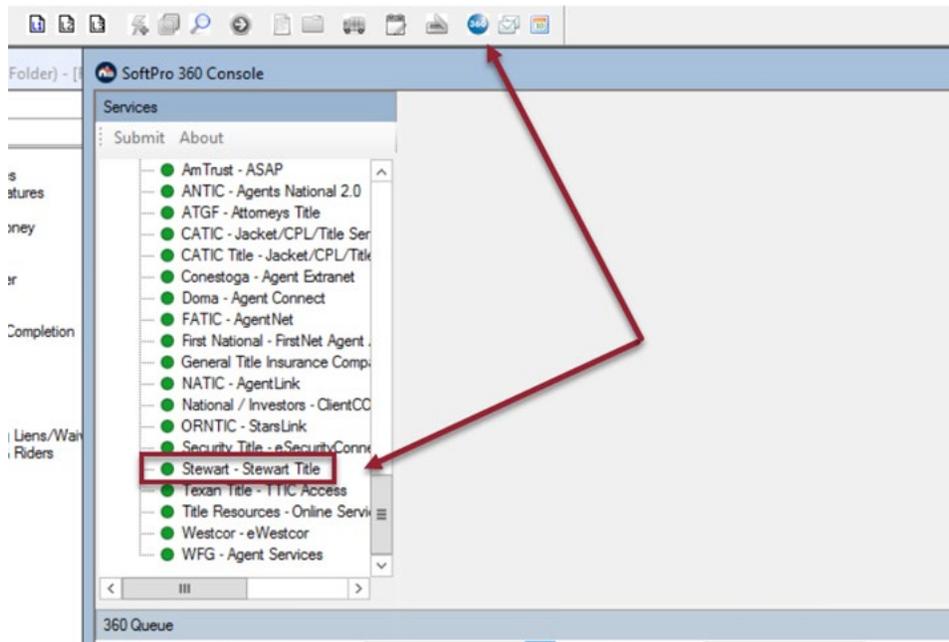
## Stewart and SoftPro Integration- CPL

Follow the steps below to utilize the Stewart integration with SoftPro to create a CPL.

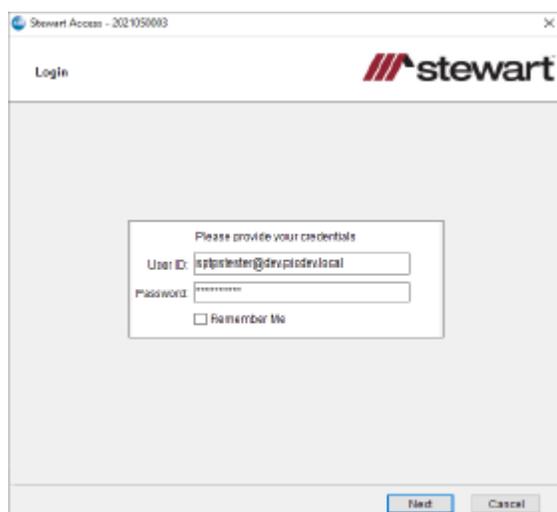
**Note: This Quick Reference Card assumes a file has been entered and you are ready to issue a CPL.**

### Steps

1. From the 360 Services menu, double-click **Stewart-Stewart Title** located under the Underwriter Services folder.

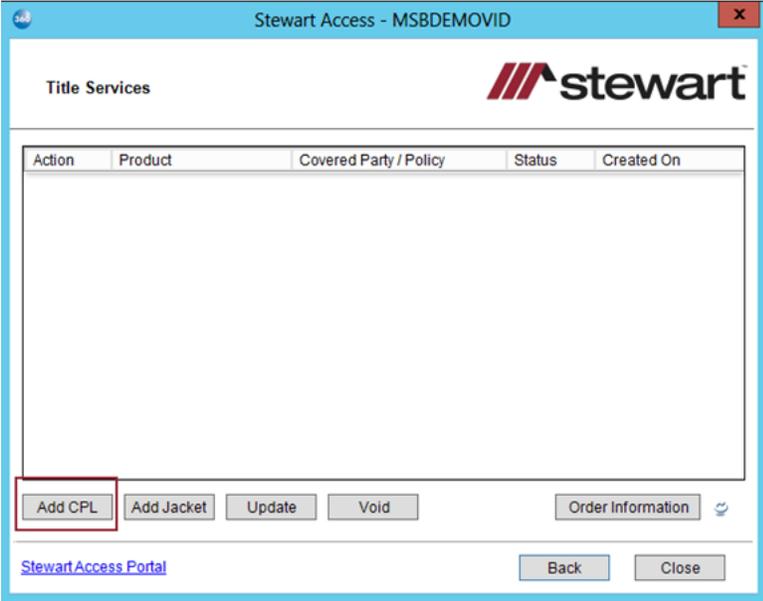


2. Enter your Stewart credentials. These may be saved by clicking **Remember Me**. Click **Login**.

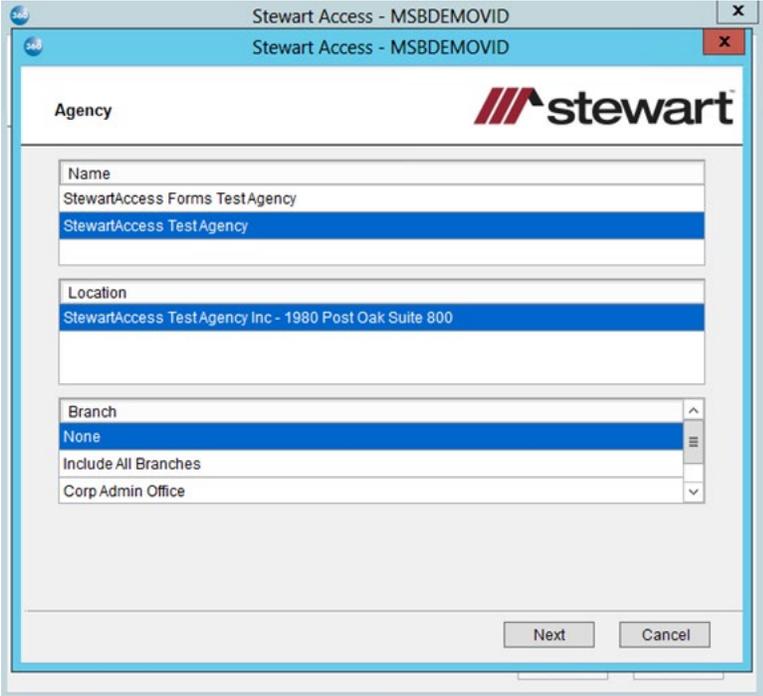


# Stewart and SoftPro Integration- CPL

3. Click **Add CPL**.

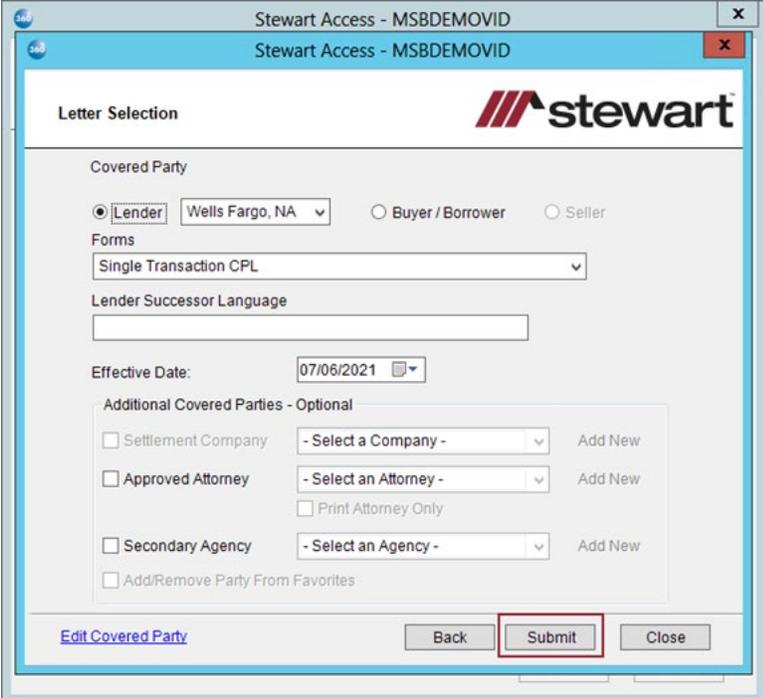


4. Select the **Agency Name, Location and Branch** information.



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5. Select **Covered Party** information, the **Form** required, and enter any **Successor Language**. Enter an **Effective Date**. If **Additional Covered Parties** are needed, check the appropriate box, and select the entity needed from the dropdown. Click **Submit**.

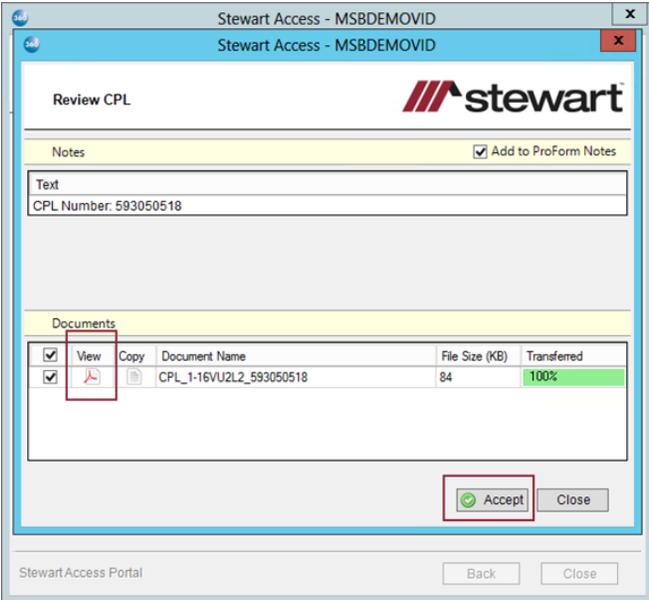


The screenshot shows a web application window titled "Stewart Access - MSBDEMOVID". The main content area is titled "Letter Selection" and features the Stewart logo. The form includes the following fields and options:

- Covered Party:** Radio buttons for "Lender" (selected), "Buyer / Borrower", and "Seller". A dropdown menu next to "Lender" shows "Wells Fargo, NA".
- Forms:** A dropdown menu showing "Single Transaction CPL".
- Lender Successor Language:** An empty text input field.
- Effective Date:** A date picker showing "07/06/2021".
- Additional Covered Parties - Optional:** A section with checkboxes and dropdown menus for "Settlement Company", "Approved Attorney", and "Secondary Agency". Each dropdown menu shows "- Select a [Company/Attorney/Agency] -". There are "Add New" buttons next to each dropdown. A checkbox for "Print Attorney Only" is also present.
- Footer:** A link "Edit Covered Party" and three buttons: "Back", "Submit" (highlighted with a red box), and "Close".

6. The CPL is rendered and listed in the document list. It may be viewed by clicking the Adobe icon. Click **Accept** to transfer the document to the file's document list.

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7. The CPL is listed as completed. From this screen you may **Update** or **Void** the CPL.

