

Real partners. Real possibilities.™



Stewart Access Portal CPL

Acces	S File - Express	CPL Jacket	Post Policy E	Indorsement	Register C	contact -	Help		ASMTESTUS	ER4@dev.pic
	1			2					Adding New CPL	
* Agency StewartAcces	s Test Agency	▼ * File Number	TRCPLORC		* State TN	× ٦	Location	StewartAccess T	est Agency Inc - 1980 P	_
+ CPL			<u> </u>							
* Issue	e Date * Covered Party	y/Branch	* Form	3		Status		* CPL Fee/ Act Remit	Calc Fee/ Calc Remit	
	Lender	•						Act Remit		
• 🛛 🗙 01/24/20	None	▼	ngle Transaction CPL	. •	New					
+ Jacket										~
+ Post Policy Endors	ement									Reset 🗸 🗸
Property Type Residen	ial - General	 Physical 	sical 🛛 🔾 Legal	4					Please selec	ct a county 🔨
* ZIP 37174		* City Spi	ring Hill	•	Cou	inty Mau	ry	•		
* Address 1 (240 Karis D		Address 2			* Cour	USA USA		•	*State	TN V
Buyer/Borrower				5						^
Primary Indiv	vidual 🔘 Business	First Bob		Middle		ast Buye	,		Address Same	as Property
Verified Addre	240 Karis Dr			Address 2			ntry (USA			
Seller										^
+ Primary										
Lender				6					Make Favorite 📃 🚺	Reset 🔨
* Legal Name A Ba	nk For You						Phone		Fax	
* Mailing Address 123							Phone		Fax	
	Vain St		* City Adams	5	* State	TN V	* Zip	(37010	▼	
Loan Number 1234	56		Attn. To	5	* State			37010		
		gns As Their Interest M	Attn. To	5	* State	TN V	* Zip	37010		
Loan Number 1234 Successor Language	56 (Its Successors And Assig		Attn. To	s 7	* State		* Zip	(37010	•	Reset ^
Loan Number 1234 Successor Language Additional Party Approved Attorney	56		Attn. To				* Zip	(37010	•	Reset ^
Loan Number 1234 Successor Language Additional Party Approved Attorney Approved Attorney	56 (Its Successors And Assig		Attn. To		Individual Attorne		* Zip	(37010	•	Reset
Loan Number 1234 Successor Language Additional Party Approved Attorney	56 (Its Successors And Assig		Attn. To			• • • • • • • • • • • • • • • • • • •	* Zip	Country	Make Favorite	Reset ^

Steps

- 1. Select the Express tab
- 2. Enter a File Number, State, and Location. *Note: Items marked with an asterick are mandatory.*
- 3. Select CPL [+]. Enter Issue Date, Covered Party, Branch, Form. CPL Fee will populate when a jacket is issued.
- 4. Enter Property Address. System performs auto-complete as zip code and address fields are entered.
- 5. Enter Buyer/Borrower information
- 6. Enter Lender information. System performs autocomplete as data is entered into name field. Choose a saved Lender or enter manually. Frequently-used Lenders appear at the top of the picklist by choosing Make Favorite.
- 7. Enter Approved Attorney or Secondary Agency. System performs search as fields are entered.
- 8. Select Preview to view a Draft version of the CPL or select Skip Preview and Issue, if desired.

For Additional Information, visit: <u>https://www.stewart.com/content/stewart/stewartcom/en/education-and-training/stewartaccess.html</u>