Stewart Access Portal Revise a Jacket

Steps

1. Click the Express tab.

2. Enter a File Number. File information is populated. *Note: Items marked with an asterick are mandatory.*

3. Click **Select Jacket** . The **Select Jacket** button will change to a **Revise Jacket** button .

   Click (**Revise Jacket**). The **Revise Jacket** button will turn from blue to green and a message in the top-right corner of the screen will display **Revising Issued Jacket**, indicating that **Jacket** revisions can be entered.

4. Enter the **Jacket** revisions*. Note: Only the Liability, Transcode, Actual Premium and Actual Remittance fields may be revised.*

5. Click the **Revise** button in the lower left of the screen.

6. The revised **Jacket** is displayed.

Please Note: A **Loan** or **Owners Jacket** can be Revised. **Binder**, **Commitment** and/or **Guarantee** Policy Jackets cannot be Revised at this time.

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