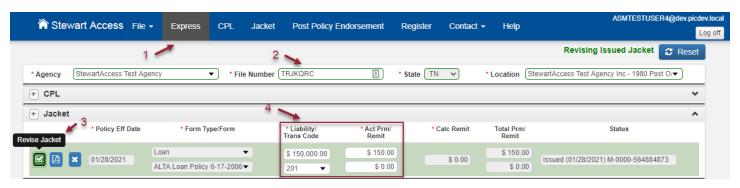


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Stewart Access Portal Revise a Jacket



Steps

- 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 topright 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