

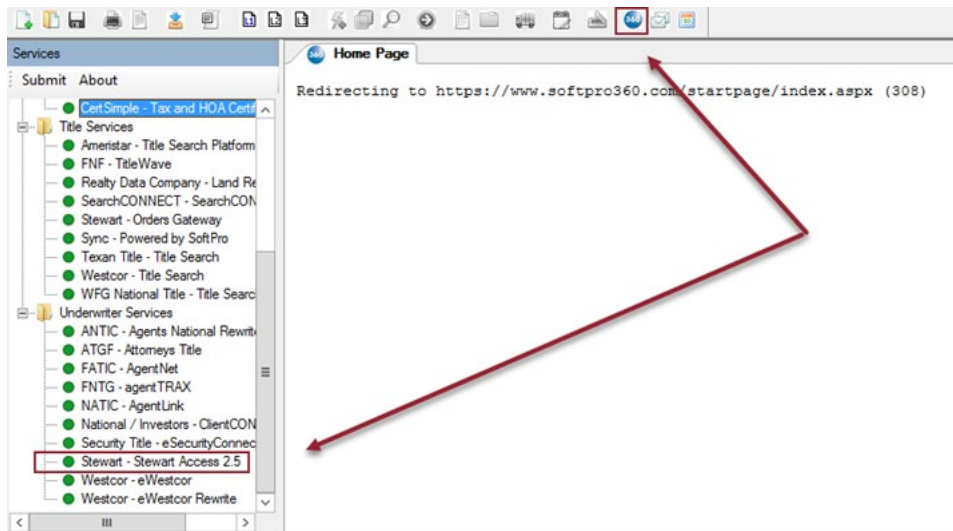
Stewart Access 2.5 and SoftPro - Jacket

Follow the steps below to access utilize the Stewart Access 2.5 integration with SoftPro.

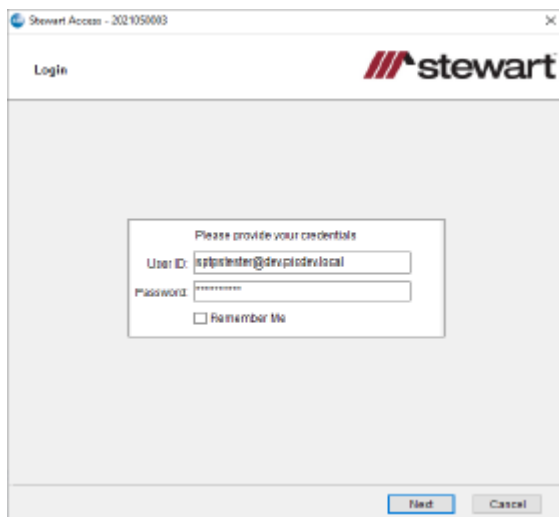
Note: This Quick Reference Card assumes a file has been entered and you are ready to issue a Jacket.

Steps

1. From the 360 Services menu, double-click **Stewart-Stewart Access 2.5** located under the Underwriter Services folder.

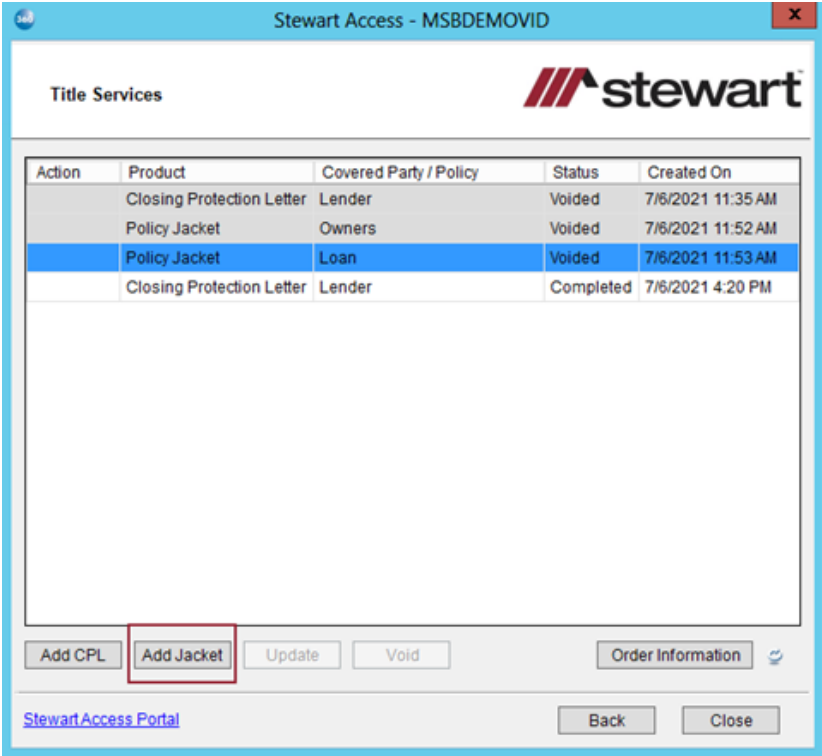


2. Enter your Stewart Access credentials. These may be saved by clicking **Remember Me**. Click **Login**.

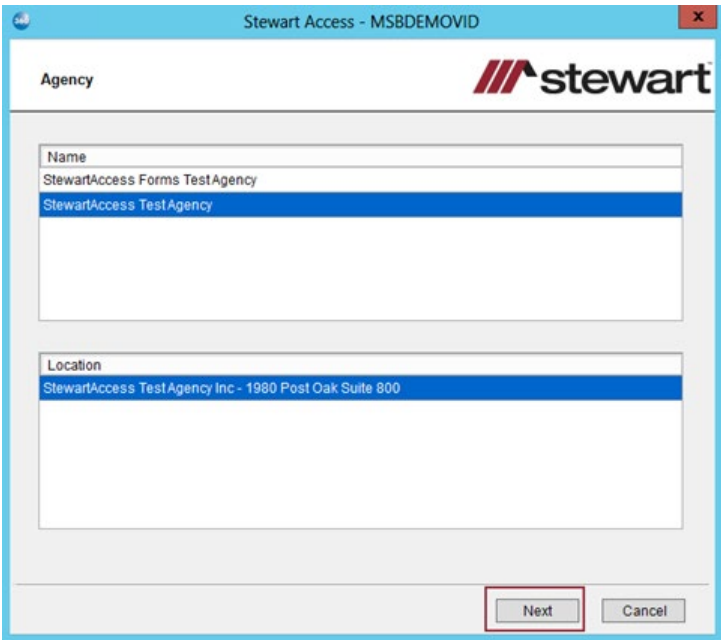


Stewart Access 2.5 and SoftPro - Jacket

3. Click **Add Jacket**



4. Enter **Agency Name and Location**



Stewart Access 2.5 and SoftPro - Jacket

- 5. Select the **Jacket Type**. You may select **Simultaneous** to prepare both an Owners and Loan policy together. Click **Next**.

Stewart Access - MSBDEMOVID

Jacket Type

Simultaneous

Lender

Loan 1 - Wells Far

Owners

Other

Back Next Cancel

- 6. Enter an **Effective Date**. The policy liability will pull from the file if entered there. **Transaction Codes** are mapped except in TX, NM, and CT. Enter any **Special Charges** and **Additional Charges**, if applicable. Click **Next**.

Stewart Access - MSBDEMOVID

Loan Jacket

Form: ALTA Loan Policy 6-17-2006

Effective Date: 07/09/2021

Liability: \$150,000.00

Simultaneous Reissue / Refinance

Trans Code

Special Charge

| | Trans Code | Premium | Remittance |
|---|------------|---------|------------|
| * | | \$0.00 | \$0.00 |

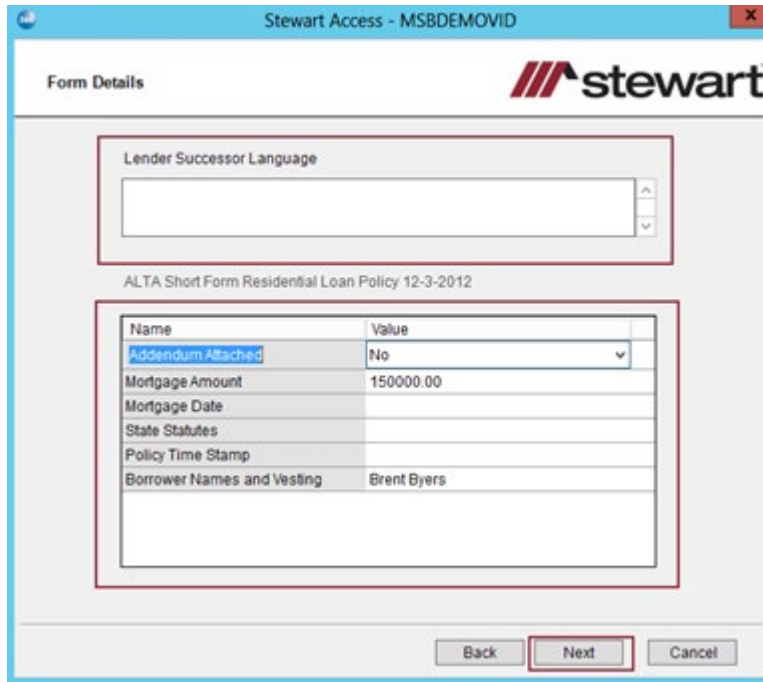
Additional Charge

| Type | Fee |
|------|-----|
| | |

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Stewart Access 2.5 and SoftPro - Jacket

7. Enter **Lender Successor Language**, if needed. For Short Form Jackets, complete the **Form Details** grid. Click **Next**.



Form Details

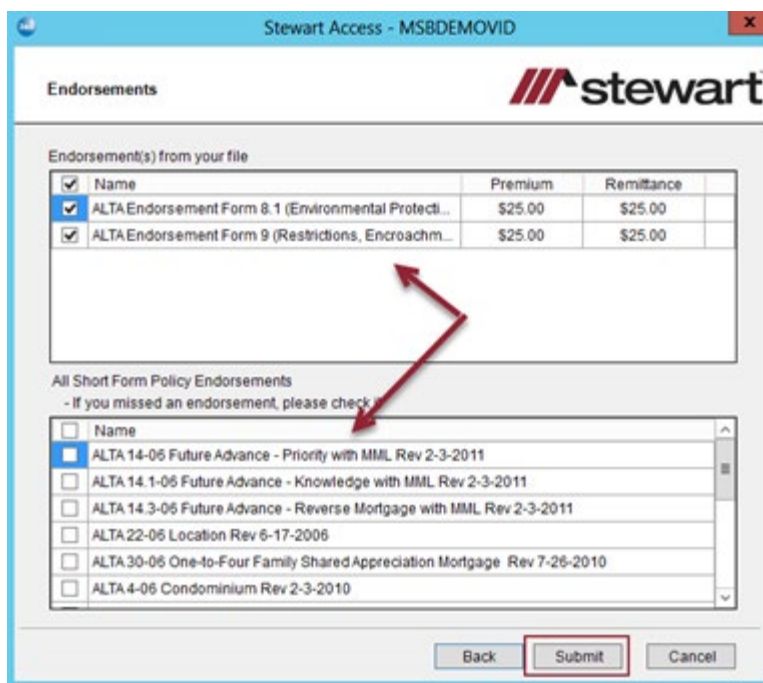
Lender Successor Language

ALTA Short Form Residential Loan Policy 12-3-2012

| Name | Value |
|----------------------------|-------------|
| Addendum Attached | No |
| Mortgage Amount | 150000.00 |
| Mortgage Date | |
| State Statutes | |
| Policy Time Stamp | |
| Borrower Names and Vesting | Brent Byers |

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8. Endorsements and Premiums entered in the file will populate the top grid. Select additional Endorsements from the bottom grid. Selecting here will check the boxes on the Short Form. Click **Submit**.



Endorsements

Endorsement(s) from your file

| <input checked="" type="checkbox"/> | Name | Premium | Remittance |
|-------------------------------------|--|---------|------------|
| <input checked="" type="checkbox"/> | ALTA Endorsement Form 8.1 (Environmental Protecti... | \$25.00 | \$25.00 |
| <input checked="" type="checkbox"/> | ALTA Endorsement Form 9 (Restrictions, Encroachm... | \$25.00 | \$25.00 |

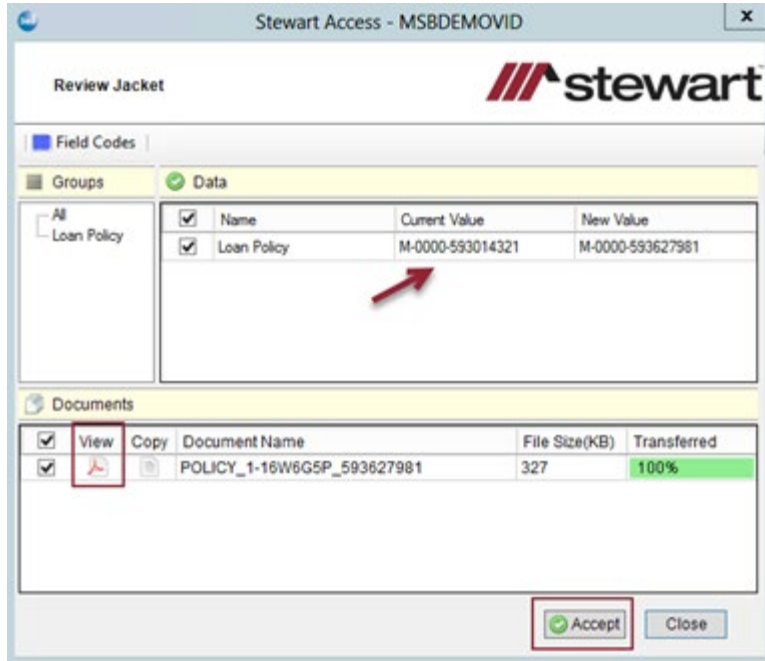
All Short Form Policy Endorsements
- If you missed an endorsement, please check

| <input type="checkbox"/> | Name |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | ALTA 14-06 Future Advance - Priority with MML Rev 2-3-2011 |
| <input type="checkbox"/> | ALTA 14.1-06 Future Advance - Knowledge with MML Rev 2-3-2011 |
| <input type="checkbox"/> | ALTA 14.3-06 Future Advance - Reverse Mortgage with MML Rev 2-3-2011 |
| <input type="checkbox"/> | ALTA 22-06 Location Rev 6-17-2006 |
| <input type="checkbox"/> | ALTA 30-06 One-to-Four Family Shared Appreciation Mortgage Rev 7-26-2010 |
| <input type="checkbox"/> | ALTA 4-06 Condominium Rev 2-3-2010 |

Back Submit Cancel

Stewart Access 2.5 and SoftPro - Jacket

9. The Jacket is rendered and listed in the **Review Jacket** top grid. Select the Adobe icon to view the Jacket. Click **Accept** to push the document into the file's document list.



10. The jacket is now listed in the Title Services grid. Select the Jacket and click Update or Void to perform those functions.

