stewart

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Stewart Access: Agency Statements **Quick Reference Card**

What Happens After a Policy Jacket is Issued

1. Policy data is transmitted from *Stewart Access* to *STNET1*, then to *Lawson*
2. **Premium Payments** are transmitted to *Lawson*
3. **File Data** and **Premium Payments** are matched in *Lawson*
4. **Agent Monthly Statements** are distributed to Agents by the first of the month following closing:
   - **For DMs and ASMs:** Statements are on the **Policy Services** worksite in StewartPoint
   - **For Agents:** Statements are sent via email

Note: For associates needing access to the **Policy Services** worksite on *StewartPoint*, please contact Policy Services to request access to the **Agency Monthly Statements** folder.

When Policy Data is Transmitted

Policy data is automatically transmitted three calendar days after the **Policy Effective Date**.

- **For Portal Users:** There no additional steps for the agent
- **For AIM+:** The agent transmits the policy image and the Stewart Prior Files data. Policy data is automatically transmitted.

Policy Services Cutoff Dates

October

Policies received 10/24

Statement date range 09/22 to 10/24

November

Policies received 11/21

Statement date range 10/24 to 11/21

December

Policies received 12/14

Statement date range 11/21 to 12/14

Premium Payment Best Practices

1. Provide the Stewart Agent ID number
2. Give a breakdown by file number for each check
   - **For Portal Users:** Follow steps in Applying Checks at File Level QRC and send the Policy Register Report to **Policy Services**
   - **For AIM+:** Follow steps in Applying Checks at File Level QRC and send the Register Report to **Policy Services**

For Wiring instructions, please email Policy Services.

When remitting payment, please make checks payable to **Stewart Title Guaranty** and use the appropriate mailing method:

USPS mail:

P O Box 30105

College Station, TX 77842

Overnight mail:

211 Quality Circle

College Station, TX 77845

