Stewart Title Guaranty Company

*Landtech* provides built-in integration with Stewart Title Guaranty Company’s web based underwriter service. This enables you to access their web based service from within *Landtech* to request and receive Closing Protection Letters (CPL) and title insurance policy jackets.

**Initializing Stewart Title’s Underwriter Service**

To activate the Stewart Title Guaranty Company’s underwriter service in *Landtech*, you must enter your logon ID and password. These are provided by Stewart Title. To do so, you will need to access the *Company* database.

- Click on *Data Entry* on the menu bar or press ALT + D. The *Data Entry* drop-down menu will be displayed.

![Data Entry Menu](image)

- Click on *Database* or press B. The *Databases* dialog box will be displayed with the *Company* database presented first.
There is a button located on the lower right of the **Company** database dialog box labeled **Services**. Clicking this button will display a dialog box enabling you to enter your logon ID and password for Stewart Title Guaranty Company’s underwriter service.

- To enter your logon ID and password, click **Services**. The **Services** dialog box will be displayed.
- Click on the **Stewart** button to display the Stewart Title Guaranty Company’s initialization screen.
Stewart Title Guaranty Company’s underwriter service may require a unique logon ID and password for each user. If this is the case, all you have to do is click on the *Use Individual ID* check box to activate the Stewart Title Guaranty Company’s underwriter service. Each user will then be prompted for their logon ID and password each time they access the *Stewart Product Request* facility.

However, fields for a logon ID and password are provided in the event there should only be one set of logon credentials for your office for the Stewart Title Guaranty Company’s underwriter service. If this is the case, you can enter your logon ID and password here and this ID and password will always be used to access the Stewart Title Guaranty Company’s underwriter service. You will not be prompted to enter your ID and password each time you access the *Stewart Product Request* facility.

- If you are entering your logon ID and password here, click on the *ID* text box and enter your logon ID.
- Click on the *Password* text box and enter your password.
- Click or press *ALT + O* to save the initialization and close the *Services* dialog box.

**Note:** If you currently request Closing Protection Letters (CPL) and title insurance policy jackets from Stewart Title Guaranty Company’s web service through their web portal, the logon ID and password you use should work seamlessly here. Therefore, use the same logon ID and password when initializing or accessing Stewart Title Guaranty Company’s web service through Landtech.

This initializes Stewart Title Guaranty Company’s underwriter service for the selected company only. If you have additional companies in your database also using Stewart Title Guaranty Company’s underwriter service, select the company or companies in the *Company* database and repeat the initialization process explained above for each company. This only needs to be done one time for each company.

If you are in a closing file, there are a couple of additional ways you can access the *Services* dialog box.

- Click on *Services* on the menu bar or press *ALT + V*. The *Services* drop-down menu will be displayed.
• Click on **Initialize Services**. The **Services** dialog box will be displayed.

• You can also click on the **Initialize Services** toolbar button 🌐 to access the **Services** dialog box.

• And finally, there is a button labeled **Services** on the **Settlement** screen of the **HUD Page 1 General Information** dialog box in Landtech XML and the **Settlement** screen of the **CD 1 General Information** dialog box in Landtech cfpb that will enable you to gain access to the **Services** dialog box.
Once initialized, the **Product Display** and **Stewart Product Request** items become available and ready for use on the **Underwriter** menu under the **Services** menu bar item in **Landtech**.
Stewart Product Request

*Stewart Product Request* enables you to request and receive Closing Protection Letters (CPL) and title insurance policy jackets from Stewart Title Guaranty Company’s web based service.

To request a title product from the Stewart Title Guaranty Company’s web service:

- Click on **Services** on the menu bar or press **ALT + V**. The **Services** drop-down menu is displayed.

- Position the mouse pointer on **Underwriter** or press **U**.

- Click on **Stewart Product Request**.

If you only use a single set of logon credentials for your office, the Stewart Title Guaranty Company’s product request screen will be displayed immediately.

If each user must have unique logon credentials, you will be prompted to enter your logon credentials in order to access the product request facility.
• Enter your logon ID in the **ID** text box.

• Enter your password in the **Password** text box.

• If you would like the program to remember your logon ID so that you do not have to enter it every time, click on the **Remember Me** check box. From this point forward, each time you access the product request facility, your logon ID will be loaded automatically. However, you will still have to enter your password.

• If you would like the program to remember your logon ID and password, click on the **Remember Me & Password** check box. From this point forward, each time you access the product request facility, your logon ID and password will be loaded automatically.

If you have used more than one set of logon credentials to access the product request facility, you can then use the drop-down list to select the desired logon ID.

• Click on the down arrow next to the **ID** text box.
• Click on the desired logon ID.

• If you want to delete a logon ID, select it from the drop-down list and click on the button or press **ALT + D**.

• Once you have entered or selected your logon credentials, click **Ok** or press **ALT + O** to continue. The Stewart Title Guaranty Company’s product request screen will be displayed.
This screen populates automatically with the information from the closing file necessary to request Closing Protection Letters (CPL) and title insurance policy jackets.

Please note that all references to the property state in which you’re working is the “Property” description shown above and also as contained in Section G of the HUD Statement or the Property field on page 1 of the cfpb Closing Disclosure Settlement Statement. The state shown is the reference for the Landtech-Stewart Title integration.

Also, different agents/states/jurisdictions may have additional or different categories of items to select from. Whatever is appropriate for your company will be presented.

The File section in the upper left area of the dialog box shows the Landtech closing filename or number and your Stewart Title user login ID.

The Property section has two tabs. The Address tab shows the address of the property being sold along with the property type. This information is pulled from the closing file.
There is a drop-down list for the county to enable you to select a county in the event you did not enter the county in the closing file or the county field did not populate because the county entered in the closing file did not match any of the counties in Stewart Title’s system for the state entered in the closing file.

- If the county field is blank, click on the down-arrow next to the **County** field and select a county.

The **Legal Description** tab shows the property’s legal description. Once again this information is pulled from the closing file.

The **Lender** section displays the lender information that was entered in the closing file. This is the lender information that will be used when requesting CPLs unless a different lender is selected under the CPL options.

The **Loan** section contains information about the loan along with the sales price. This information is pulled from the closing file.
The **Borrower** and **Seller** sections list all of the buyers and sellers involved in the transaction. This information is pulled from the closing file.

![Loan Details]

The **Agent Information** section displays your company information. This is the company that was selected for the closing in **Landtech**.

![Agent Information]

There are two links in the upper right area of the screen provided for convenience. The first one is a direct link to the Stewart Title Guaranty Company’s web portal. Therefore, you can click on the **Stewart Access Portal** link and go directly to their web portal from within **Landtech**.

The second link is a summary form of the title insurance and endorsement premiums that were entered in the closing file in **Landtech**. Clicking on the **Landtech Title Insurance and Endorsements** link will display the form shown below.
This can be used as a reference as you request CPLs and title insurance policy jackets. The form is separate so with multiple monitors you may move it to another monitor so it remains open while you request title products.

**Note:** The product request and title insurance and endorsements screens are in Windows Presentation Foundation (WPF) format and are scalable. You can adjust the size of the screen to your liking and the size will be remembered on subsequent openings.

### Requesting a Closing Protection Letter (CPL)

The **CPL** tab contains the information and options available for the CPL request.
• The *Agency* field contains your company. If you have more than one company registered with Stewart Title and the one showing is not the correct company, click on the down-arrow next to the *Agency* field and select the correct company.

• The *Agency Location* field contains your company’s address. If the address is not the correct address for the company selected in the *Agency* field, click on the down-arrow next to the *Agency Location* field and select the correct address.

• The *Date* field defaults to the current system date. If you need a different date, click on the *Date* field and enter the desired date. You can also click on the calendar icon and select the date from the pop-up calendar. You cannot back date a CPL and you can only use a date seven days into the future. Therefore, if you attempt to enter a date outside of that range, it will revert back to the current system date. Notice also that if you use the calendar, only eligible dates are available for selection. All other dates have an X through them and cannot be selected.

• Select the covered party for the CPL. The default is *Buyer/Borrower*. If you need to select a different party, click on the down-arrow next to the *Covered Party* field and select the appropriate party.
• The **Form** field will show the CPL form commonly used in your jurisdiction. If there is another CPL form that you can use, and it is listed in the drop-down list, you can select it by clicking on the down-arrow next to the **Form** field and selecting it from the drop-down list.

• The **Property Type** field is used to designate the property type for the CPL. Click on the down-arrow next to the **Property Type** field and select the appropriate property type.
• If your company has more than one location and you need the CPL to include another or all locations, click on the down-arrow \( \downarrow \) next to the \textit{Branch} field and make the appropriate selection from the drop-down list.

• If you need a successor clause for the lender, you can select one from the \textit{Lender Successor} field. Click on the down-arrow \( \downarrow \) next to the \textit{Lender Successor} field and select the desired successor clause from the drop-down list.
The CPL tab also contains a section for a lender. If you need to specify a different lender than the one that has been entered in the closing file, you can select a different lender here. If you do select a different lender here, this is the lender that will be used in generating the CPL instead of the lender entered in the closing file.

- To select a lender, you must do a search to find the lender’s office in your area. The Name, City, State, Zip and Country fields are for specifying search criteria. The Country field defaults to USA and the others are blank. Enter as much information as you can to help narrow the search. Then click on the Search button.
The search will return all lenders that match the criteria specified. If more than one lender was found, you can select the desired lender by clicking on the down-arrow next to the **Lender** field and selecting the desired lender from the drop-down list.

- If you selected a lender and later determine that you did not need to select an alternate lender, you can clear the selection by clicking on the **Clear Lender** button.

- If you are required to have an approved attorney appear on the CPL, you can select an approved attorney in the **Attorney** section. As with the lender above, you need to perform a search to find the desired attorney’s office in your area. The **Name**, **City**, **State**, **Zip** and **Country** fields are for specifying search criteria. The **Country** field defaults to USA and the others are blank. Enter as much information as you can to help narrow the search. Then click on the **Search** button.
• The search will return all approved attorneys that match the criteria specified. If more than one approved attorney was found, you can select the desired approved attorney by clicking on the down-arrow \( \downarrow \) next to the **Approved Attorney** field to display a list of approved attorneys. The selected approved attorney is the attorney’s office. An attorney from that office will automatically populate in the **Individual Attorney** field. As with the approved attorney, if there is more than one individual attorney and the one showing is not the correct attorney, you can click on the down-arrow \( \downarrow \) next to the **Individual Attorney** field and select the desired attorney.

• If you selected an approved attorney and an individual attorney and the selection is no longer needed, you can clear one or both of those selections by clicking on the **Clear Attorney** button for the appropriate selection.

The **Second Agency Location** section enables you to select a different agency or company that needs to be included on the CPL.

• Once again you must perform a search to select the second agency location. The **Name**, **City**, **State**, **Zip** and **Country** fields are for specifying search criteria. The **Country** field defaults to USA and the others are blank. Enter as much information as you can to help narrow the search. Then click on the **Search** button.

![](image)

The search will return all locations that match the search criteria. If more than one location is found, you can select the desired agency location by clicking on the down-arrow \( \downarrow \) next to the **2nd Agency Location** field and selecting the desired agency location from the drop-down list.

• If you selected a second agency location but it is no longer needed, you can clear the selection by clicking on the **Clear Location** button.

**Note:** If you selected an approved attorney, you cannot select a second agency location.

Once you have all of the required information entered or selected, you can request the CPL.

• To request the CPL, click the **Get CPL** button. The Closing Protection Letter will be displayed on your screen as well as downloaded in PDF format to the location on your system specified in the **Digital Files Folder** section of the **Digital Files Access** setting under **Settings**.
• You can view the CPL by clicking on the View CPL button. The CPLs dialog box will be displayed showing a list of CPLs that have been requested and received for this transaction.

• You can view the CPL on the screen by clicking the View button. This will open the CPL in a PDF reader for your review.

If you want to void a CPL, you must first select a reason as to why you are voiding the CPL.

• Click on the down-arrow in the Void Reason field and select a reason from the drop-down list.

• Click on the Void button. You will be prompted to confirm the void.
- Click Yes or press Y to confirm and proceed with voiding the CPL.

- Click No or press N if you do not want to void the CPL.

- If you did not select a void reason prior to clicking the Void button, you will see the message below.

- Select a void reason and click on the Void button again to complete the void.

**Requesting a Title Insurance Policy Jacket**

The Jacket tab contains the information and options available to request a title insurance policy jacket.

- Click on the Jacket tab to display the policy jacket request screen.
- The **Date** field defaults to the current system date. If you need a different date, click on the **Date** field and enter the desired date. You can also click on the calendar icon and select the date from the pop-up calendar.

- The **Agency** field contains your company. If you have more than one company registered with Stewart Title and the one showing is not the correct company, click on the down-arrow next to the **Agency** field and select the correct company.

- The **Agency Location** field contains your company’s address. If the address is not the correct address for the company selected in the **Agency** field, click on the down-arrow next to the **Agency Location** field and select the correct address.
Select the type of policy jacket that you want to request by clicking on the down-arrow next to the **Form Type** field and select the desired type. This selection will cause the **Liability** field to fill with either the sales price or the mortgage amount, depending on the selection.

The **Form** field will populate with a default policy form based on the selection you made for **Form Type**. However, you can select a different policy form if necessary. To do so, click on the down-arrow next to the **Form** field and select the desired policy form.
Click on the down-arrow next to the **Transaction Type** field and select the appropriate transaction type for the policy.
• If you need a successor clause for the lender, you can select one from the **Lender Successor** field. Click on the down-arrow next to the **Lender Successor** field and select the desired successor clause from the drop-down list.

The **Jacket** tab also contains a section for a lender. If you need to specify a different lender than the one that has been entered in the closing file, you can select a different lender here. If you do select a different lender here, this is the lender that will be used in generating the policy jacket instead of the lender entered in the closing file.

• To select a lender, you must do a search to find the lender’s office in your area.

• Click on the **Search** button. The **Search Jacket Lender** dialog box will be displayed.
- The **Name**, **City**, **State**, **Zip** and **Country** fields are for specifying search criteria. The **Country** field defaults to USA and the others are blank. Enter as much information as you can to help narrow the search. Then click on the **Search** button.

- The search will return all lenders that match the criteria specified. If more than one lender was found, you can select the desired lender by clicking on the down-arrow **▼** next to the **Lender** field and selecting the desired lender from the drop-down list.
• Click the **Close** button to return to the **Jacket** screen.

• If you selected a lender and later determine that you did not need to select an alternate lender, you can clear the selection by clicking on the **Clear** button.

The **Original Jacket** section is used to submit information on a prior policy that had been issued for this property. This would be necessary if you are issuing a reissue credit.

The integration is designed to search for the prior policy in the Stewart Title system by entering either the **Landtech** filename or number or the original policy number.

• If you know the **Landtech** filename or number that the prior policy was issued under, enter it in the **File Number** field.

• If you don’t know the **Landtech** filename or number or if the prior policy was never associated with a **Landtech** file but you know the policy number of the prior policy, enter it in the **OPN** field.

• With either of those items entered, click on the **Search** button. The prior policy that had been issued on this property will be returned and listed in the **Original Jacket** field. All information related to the prior policy will fill into the fields in the **Original Jacket** section.
• If there is more than one prior policy, you can select the desired prior policy by clicking on the down-arrow \( \downarrow \) next to the *Original Jacket* field and selecting it.

• If there is no prior policy, nothing needs to be entered in this section.

At the bottom of the screen, there are several tabs. This section enables you to enter the policy transaction codes, endorsements, and any additional or special charges. Only the tabs that pertain to the jacket type selected will be active. Therefore, the tabs that you have access to are determined by the type of policy jacket that you are requesting.

The *Jacket Pricing* tab will always be active since this information is required to request a policy jacket.

• Click on the down arrow \( \downarrow \) next to the policy transaction codes field and select a transaction code.

• Enter the premium being charged in the *Actual Premium* field.
You can enter the underwriter fee or remittance in the *Actual Remittance* field if you know how much it will be. However, if you do not make an entry here, it will be calculated automatically and inserted in the *Actual Remittance* field when the policy request is made.

Click on the *Add Jacket Pricing* button. This will add the selection to the *Jacket Pricing* list.

If you did not enter the underwriter fee or remittance, the *Actual Remittance* and *Calculated Remittance* fields will be blank at this time. When the request for the policy jacket is submitted, these fields will be calculated by the system and automatically inserted. Both fields will contain the same amount. However, the *Actual Remittance* field can be changed manually if it is determined that it is not the same amount as the calculated remittance returned by the system.

Notice also that once the transaction code has been selected for the policy jacket, the *Save Draft* button becomes active.

If it becomes necessary to change the transaction code, you must first remove the original selection. Click the *Remove* button to remove the transaction code. Then select another transaction code.

The *CPL Pricing* tab displays the information and the fee for an issued Closing Protection Letter if the state that the property is located in charges for a CPL. Once a draft of the policy jacket has been requested and received and if a CPL has already been requested and received, the information and the fee associated with the CPL will be displayed here. Otherwise, there will be nothing listed.
The **Addl. Charge** tab enables you to enter any additional charges associated with the policy jacket that you are requesting. The additional charges that are available depend on the state the property is located in.

- Click on the down arrow \(\downarrow\) next to the list of additional charge types and select an additional charge description.

- Enter the amount of the charge in the **Additional Fee** field.

- Click on the **Add Charge** button. The additional charge will be added to the additional charge list.
• You can add multiple additional charges. This enables you to add all charges that are required.

• If you need to remove a charge for any reason, click on the **Remove** button. The charge will be removed.

The **Endorsements** tab enables you to select the endorsements necessary for the policy jacket request.

![Endorsement Table]

• First you must select an endorsement. Click on the down arrow next to the endorsement list and select the desired endorsement.

![Endorsement List]

• Enter the premium being charged for the endorsement in the **Premium** field.

• You can enter the underwriter fee or remittance for the endorsement in the **Remittance** field if you know how much it will be. However, if you do not make an entry here, it will be calculated automatically and entered in the **Remittance** field when the policy request is made.
• Now select a transaction code for the endorsement. Click on the down-arrow next to the transaction code field and select the desired transaction code.

• Enter the liability amount in the **Liability** field.

• Click on the **Add Endorsement** button to add the endorsement to the endorsement list.

If you did not enter the underwriter fee or remittance, the **Remittance** field and the **Calc. Remittance** fields will be blank at this time. These amounts will be calculated when the policy jacket request is submitted and automatically inserted into these fields. They will be the same
amount. However, the Remittance field can be changed manually if it is determined that it is not the same as the calculated remittance that was returned by the system.

- Enter as many endorsements as necessary using the same procedure.

- If you need to remove any endorsements that have been added, click on the Remove button next to that endorsement. You will be prompted to confirm removing the endorsement.

- Click Yes or press Y to confirm and proceed removing the endorsement.

- Click No or press N if you do not want to remove the endorsement.

The Special Charge tab enables you to enter any special charges that are associated with the policy jacket request. This tab will only be active if the property is located in a state that has special charges.

- Click on the down-arrow next to the Special Charge field to display a list of special charges. Select the desired special charge.

- Add the amount to be charged in the Actual Premium field.

- You can enter the underwriter fee or remittance for the special charge in the Actual Remittance field if you know how much it will be. However, if you do not make an entry
here, it will be calculated automatically and entered in the *Actual Remittance* field when the policy request is made.

- Click on the **Add Charge** button. The charge will be added to the special charge list.

If you did not enter the underwriter fee or remittance, the *Actual Remittance* field and the *Calculated Remittance* fields will be blank at this time. These amounts will be calculated when the policy jacket request is submitted and automatically inserted into these fields. They will be the same amount. However, the *Actual Remittance* field can be changed manually if it is determined that it is not the same as the calculated remittance that was returned by the system.

- If you need to remove any of the charges, click on the **Remove** button next to that charge. The charge will be removed from the list.

The *Form Fields* tab will be active if there is additional information that needs to be included on the policy jacket. Otherwise, it will be inactive.

- If this tab is active, click on it and provide the necessary information.

- Each of these fields can be edited. If any of the information here needs changed or if additional information needs to be provided, click on the appropriate field and enter the information.

Once you have all charges and endorsements entered, you can now request the policy jacket. The first step in doing so is to retrieve a draft of the jacket. Click the **Save Draft** button. A draft copy of the policy jacket will open on your screen as a PDF. You can review the draft to make sure everything is how you want it.
If the draft is not correct, close the draft PDF file and then make the necessary changes to correct the policy jacket. Once the changes have been made, click on the **Save Draft** button again to retrieve another draft of the policy jacket.

When everything is correct on the draft copy of the policy jacket, click the **Issue Jacket** button. The policy jacket will be displayed on your screen as well as downloaded in PDF format to the location on your system specified in the **Digital Files Folder** section of the **Digital Files Access** setting under **Settings**.

Once the policy jacket has been received, the information at the top of the **Options** section is populated automatically. In addition, the policy number is automatically fed into the **Policy #** field on the **Title Insurance** dialog box in the current open closing file in **Landtech**.

- You can view the policy jacket by clicking on the **View Jacket** button. The **Jackets** dialog box will be displayed showing a list of policy jackets that have been requested and received for this transaction.
- You can view the policy jacket on the screen by clicking the View button. This will open the policy jacket in a PDF reader for your review.

If you want to void a policy jacket, you must first select a reason as to why you are voiding the jacket.

- Click on the down-arrow in the Void Reason field and select a reason from the drop-down list.
• Click on the **Void** button. You will be prompted to confirm the void.

![Confirmation dialog]

• Click **Yes** or press Y to confirm and proceed with voiding the jacket.

• Click **No** or press N if you do not want to void the jacket.

• If you did not select a void reason prior to clicking the **Void** button, you will see the message below.

![Message dialog]

• Select a void reason and click on the **Void** button again to complete the void.

• If you would like to see all of the detail of the policy jacket request, you can click on the **Select** button and the information for that policy jacket will be loaded into the *Jacket* screen where you can review it. This is helpful if you have more than one jacket and would like to view the information for a particular jacket.

• If you need to request another policy jacket, click on the **New** button. This will reset the charges entered in the tabs at the bottom of the *Jacket* screen. You can then select the options and enter the charges for another policy jacket request.

• When you have completed requesting title products, click the **Close** button to exit the Stewart Title Guaranty Company’s underwriter service.
Post Policy Endorsement

The *Post Policy Endorsement* tab enables you to add an endorsement to an issued policy jacket at a later time. For instance, if it has been requested that you add an endorsement to an existing policy jacket, you would use this feature to do that.

- Open the *Landtech* closing file that the policy jacket was issued on.
- Open the Stewart Title Guaranty Company’s underwriter service.
- Click on the *Post Policy Endorsement* tab. This will display the *Post Policy Endorsement* screen.

The *Original Jacket* section will automatically populate with the information that was submitted when the policy jacket was issued.

- If more than one policy jacket has been issued and the one that is showing is not the one that you want to add an endorsement to, click on the down-arrow next to the *Original Jacket* field and select the desired policy jacket.
If any endorsements had been previously added using the Post Policy Endorsement feature, they will be shown in the **Endorsement** section. If not, this section will be blank. Only endorsements that were added using this feature will be displayed here. Endorsements that were issued at the same time as the original policy jacket will not be displayed here.

- You must first click the [Save] button in order to add a new endorsement. This effectively selects the jacket to add the endorsement to and activates the [Save Draft] button to enable you to create and issue a new endorsement.

New endorsements are added using the **Create New Post Policy Endorsement** section.
• The **Date** field reflects the current system date. If a different date is needed, click in the **Date** field and enter the desired date. You can also click on the calendar icon and select the date from the pop-up calendar.

• The **Location** field shows your company’s street address. If you have more than one location and the one showing is not the correct location, click on the down-arrow next to the **Location** field and select the correct location from the drop-down list.

• Select the endorsement that you want to add by clicking on the down-arrow next to the **Endorsement** field and selecting the desired endorsement from the drop-down list.

• Enter the amount being charged for the endorsement in the **Actual Premium** field.

• You can enter the underwriter fee or remittance for the endorsement in the **Actual Remittance** field if you know how much it will be. However, if you do not make an entry here, it will be calculated automatically and inserted in the **Remittance** and the **Calc. Remit.** fields when the endorsement is issued.

• Select a transaction code by clicking on the down-arrow next to the **Trans Code** field and selecting the desired code from the drop-down list.
• Enter the liability amount in the **Liability** field.

• When you have selected and entered all of the information for the endorsement, click on the **Save Draft** button.

• The endorsement will be displayed in the **Endorsement** section. Use the scroll bar at the bottom of the section to see all of the columns.

• You will have the opportunity to delete the endorsement if necessary before it is issued permanently. If it is necessary to delete the endorsement, click on the **Delete** button. You will be asked to confirm the deletion.
• Click ☑️ Yes or press Y to confirm and proceed with deleting the endorsement.

• Click ☑️ No or press N if you do not want to delete the endorsement.

• When you are ready to issue the endorsement, click on the Issue button. The endorsement will be issued and displayed in the Endorsement section.

You have the option to void the endorsement if it becomes necessary to do so.

• Click on the Void button for the endorsement that you want to void. You will be prompted to confirm the void or cancelation.

• Click ☑️ Yes or press Y to confirm and proceed with voiding the endorsement.
• Click No or press N if you do not want to void the endorsement.

• Enter as many endorsements as necessary using the same procedure.

• When you have completed issuing post policy endorsements, click the Close button to exit the Stewart Title Guaranty Company’s underwriter service.

Lender Information

Normally the lender information is used to populate the Lender section of the product request screen. However, if you need a different entity in that section, such as a different office or location in the lender’s organization, you can use the Title Insurance fields in the Lender database to provide the name and address of that entity.

To do so:

• Click on Data Entry on the menu bar or press ALT + D. The Data Entry drop-down menu will be displayed.

![Data Entry Menu](image)

• Click on Database or press B. The Databases dialog box will be displayed.

• Click on the Lender button to display the Lender database. Scroll down to the fields labeled Title Ins. Name, Title Ins. Clause, Title Ins. Attn/Contact, Title Ins. Street, and Title Ins. City, State Zip, Title Ins. E-mail, Title Ins. Fax, and Title Ins. Phone.
Enter the information for the desired entity in the appropriate fields and click or press **ALT + U** to save the changes.

You will need to do this for each lender that needs an alternate entity for the product requests.

With these fields initialized, the **Lender** dialog box will display a check box labeled **Use Title Insurance Address for Product Request**. It will be checked by default. This will cause the **Lender** section of the product request screen to populate with the alternate entity and will serve as the lender information submitted for the product request.
If for some reason you do not want the alternate entity for the product request in a particular closing file, you can always uncheck this check box and the primary lender information will be used instead.

If you have entered a long name for the lender, the *Use Long Name for Product Request* check box will automatically be checked. This will cause the long name to be used in the product request. If you do not want to use the long name in the product request, uncheck the *Use Long Name for Product Request* check box.

**Product Display**

*Product Display* enables you to view Closing Protection Letters (CPL) and title insurance policy jackets downloaded through the Stewart Title Guaranty Company’s product request facility.

To view downloaded Stewart Title Guaranty Company’s products:

- Click on *Services* on the menu bar or press **ALT + V**. The *Services* drop-down menu is displayed.

- Position the mouse pointer on *Underwriter* or press **U**.
• Click on **Product Display**.

• A list of all title products downloaded for the current open closing file and any other PDF documents stored in the same location will be displayed.

Note: **Product Display** will not be active if you are not in a closing file or if you have not initialized Stewart Title Guaranty Company’s underwriter service in **Landtech**.