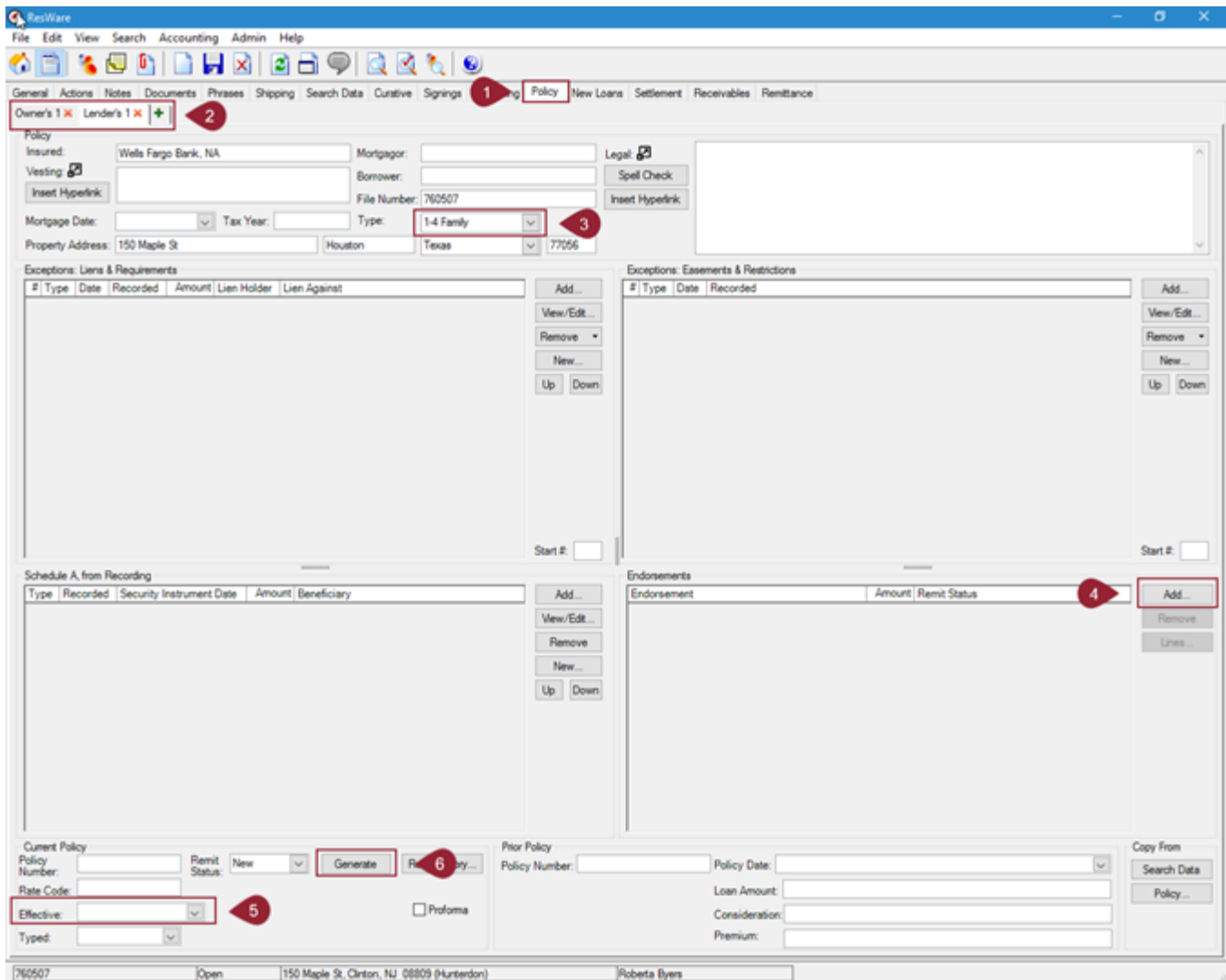# Creating and Voiding a Stewart Policy Jacket

Creating a Policy Jacket

> Note: The integration features and directions shown here are only available with ResWare versions 9.10.x and up.
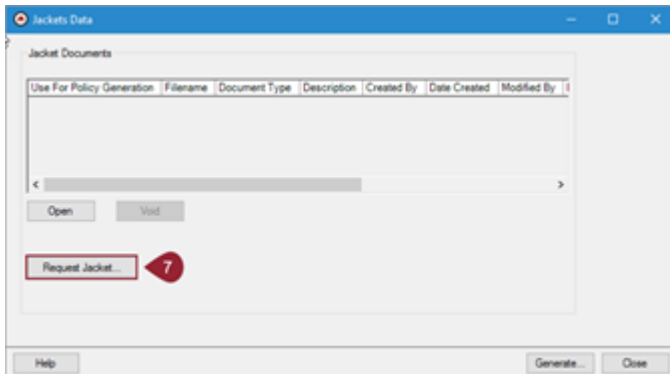
Steps

1. Click the **Policy** tab.
2. Click **Owner's or Lender's** tab. Click "**+**" to add additional policy jackets.
3. Select **Type** from the dropdown.
4. Click **Add** button to include endorsements with the jacket (optional).
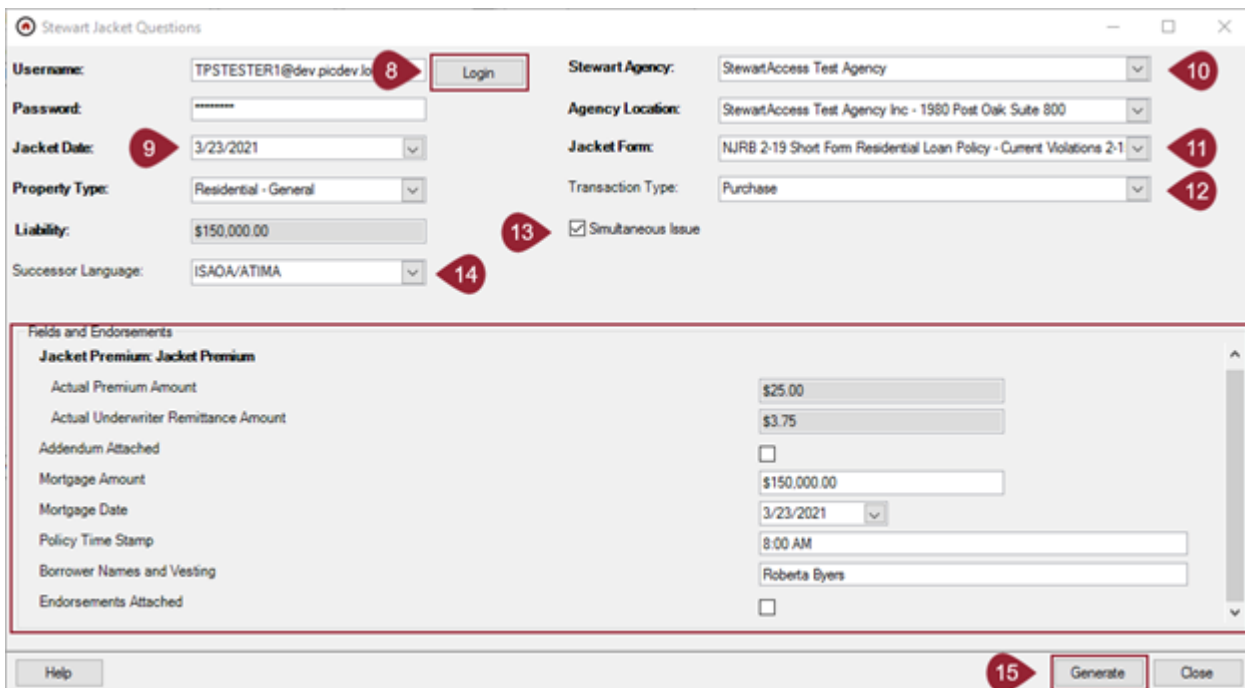5. Enter a Policy **Effective Date**.
6. Click **Generate.**

Creating and Voiding a Stewart Policy Jacket

7. Click **Request Jacket**

8. Click **Login**. This action connects to the Stewart Access integration.
9. Enter a **Jacket Date** if not entered in the Policy tab.
10. Select the **Stewart Agency**.
11. Select the **Jacket Form**.
12. Select a **Transaction Type** (optional)
13. Select **Simultaneous Issue**, if applicable.
14. Select **Successor Language**, if needed.
15. Click **Generate**.

This example displays additional fields for a Short Form Residential Loan Policy.

Creating and Voiding a Stewart Policy Jacket

Answer any additional Stewart Access provided questions, if any, and click **OK**.

The created jacket is displayed in the *Jackets Data* panel and on the *File/Documents* panel as shown below.
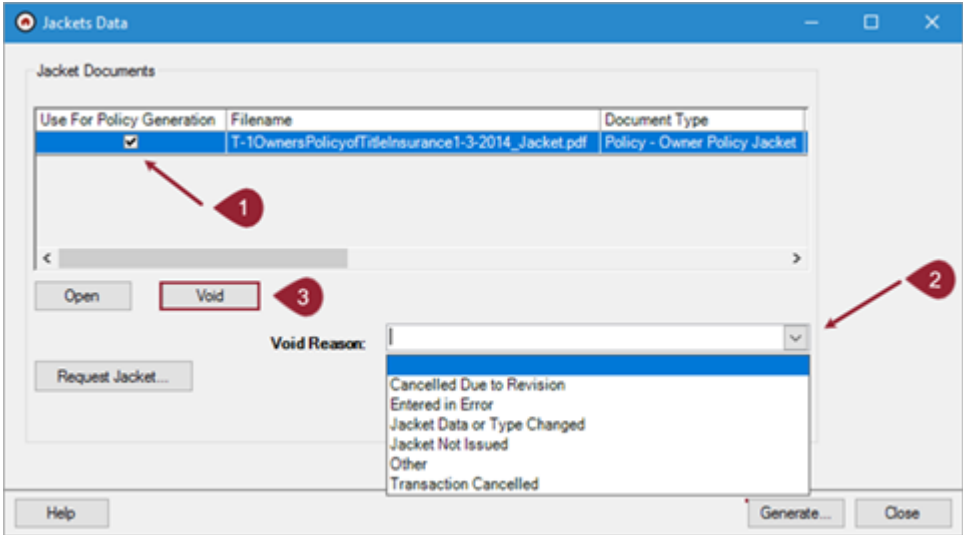

Double-click the policy to view, print or download.

Creating and Voiding a Stewart Policy Jacket

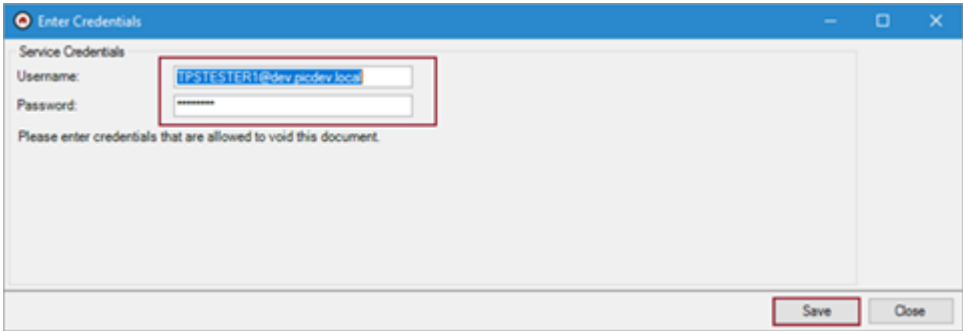## Voiding a Policy Jacket
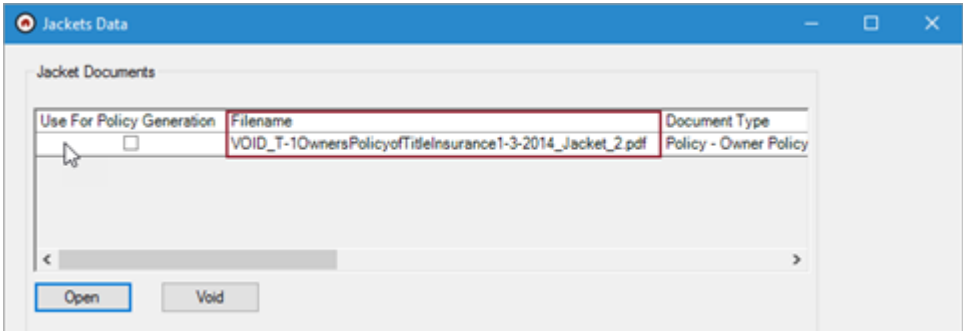
If the Policy Jacket has NOT been issued, follow these steps

1. Click the checkbox preceding the Policy to be voided.
2. Select a **Void Reason** from the dropdown.
3. Click **Void**.

Enter Stewart Access username and password if not populated. Click **Save**.

The voided Policy Jacket filename is updated to VOID:

Voiding a Policy Jacket, continued

If the Policy Jacket has been issued, follow these steps

1. Select **Void** from the **Remit Status** dropdown and answer the displayed prompts.

2. Enter Stewart Access credentials unless already populated.
3. Select a **Void Reason** from the dropdown.
4. Click **Save** and answer the prompts.

The Policy Jacket is voided. The voided jacket filename will be updated to contain **VOID** as shown below: