Accessing StewartWorkPlace (SWP) Remotely

Use the steps below to access StewartWorkPlace (SWP) if you are not on the Stewart network.
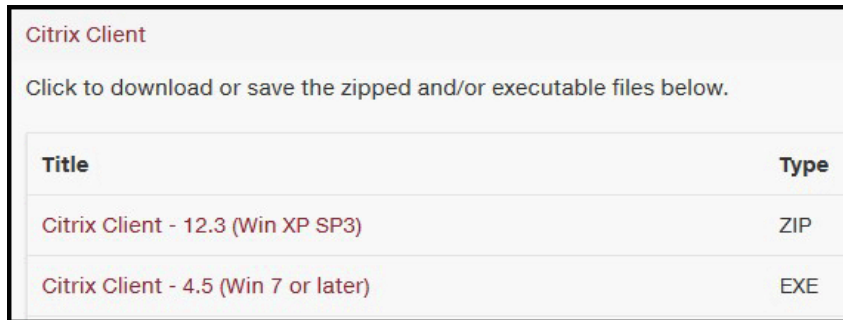
To begin, you will need to install the Citrix Client as a one-time activity.

Note: The following instructions are for Windows XP or later machines only.
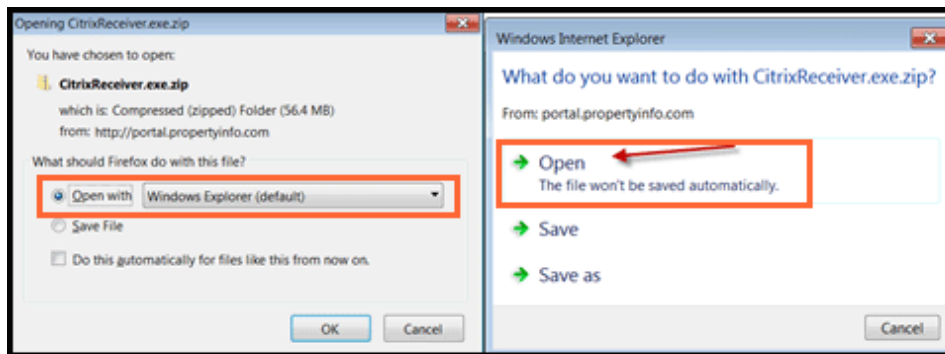
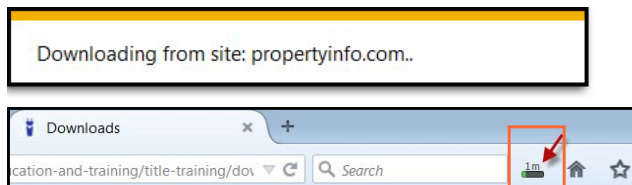## Download/Install Citrix Client

Steps

1. From your home computer, open an internet browser, such as Chrome, Firefox or Internet Explorer.
2. Click (or copy and paste into your browser window) the following URL:
   http://www.stewart.com/en/education-and-training/downloads.html

3. Click the appropriate link (12.3 for Win XP or 4.5 for Win 7 or later). If you do not know the version of Windows you are using, click the Windows key + Pause/Break button, or search for system properties.

4. The *Citrix Receiver.exe* pop-up displays a message similar to these images below. Click **Open**.

5. A download pop-up displays similar to the images below, stating the download is in progress.
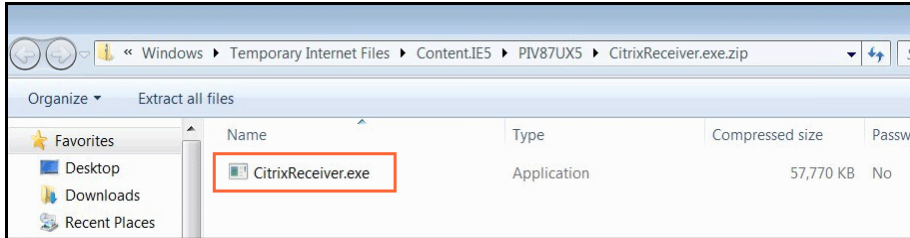

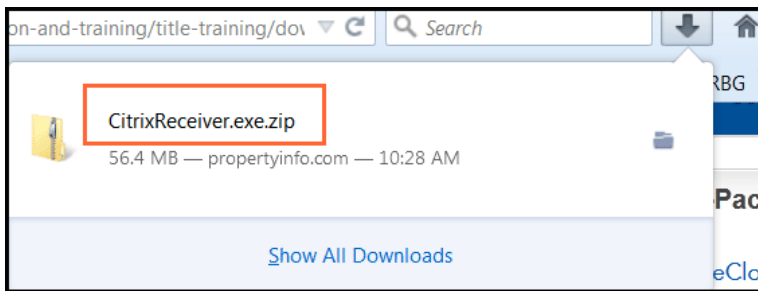**Note:** Citrix may take several moments to download.

Accessing StewartWorkPlace (SWP) Remotely

6. When the download is complete, a confirmation message displays, showing the contents of the file. This message could look different depending on the internet browser you are using.

7. Double-click on **CitrixReceiver.exe** or **CitrixReceiver.exe.zip** to install Citrix.
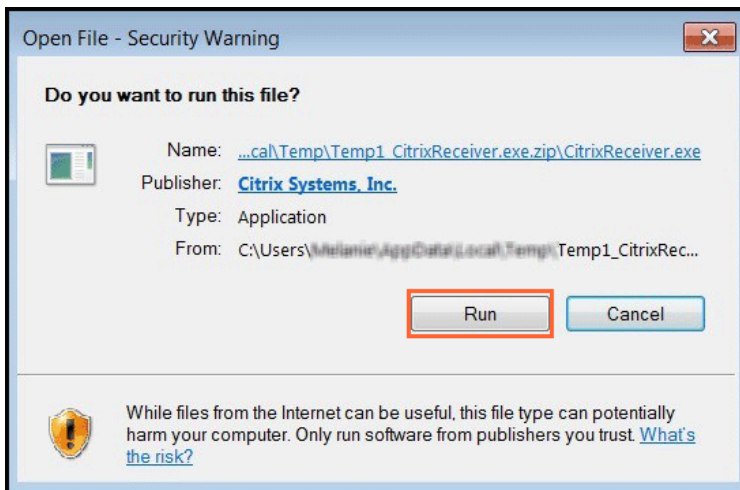
For Internet Explorer users:

For Firefox users:

8. The *Open File – Security Warning* pop-up displays. Click **Run**. The *Welcome to Citrix Receiver Setup* wizard displays.
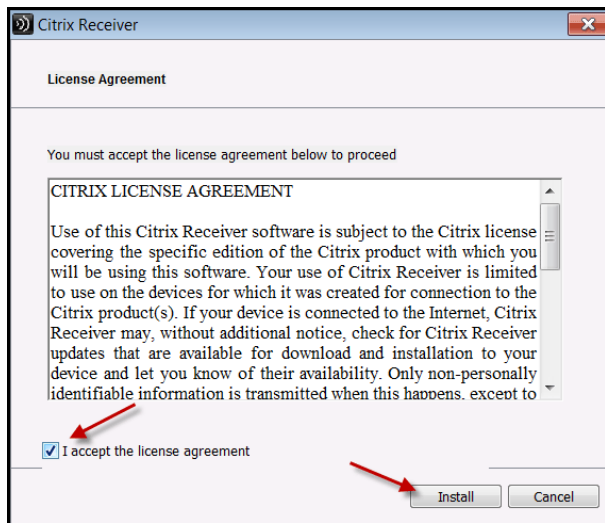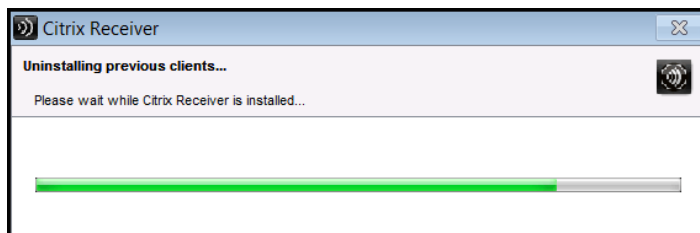

---

9. From the *Welcome to Citrix Receiver* wizard, click **Next**.

10. Select the checkbox to accept the Citrix License Agreement and click **Install**.

Note: If a previous version of Citrix is found on your computer, the older version of Citrix is removed while the newest version installs.
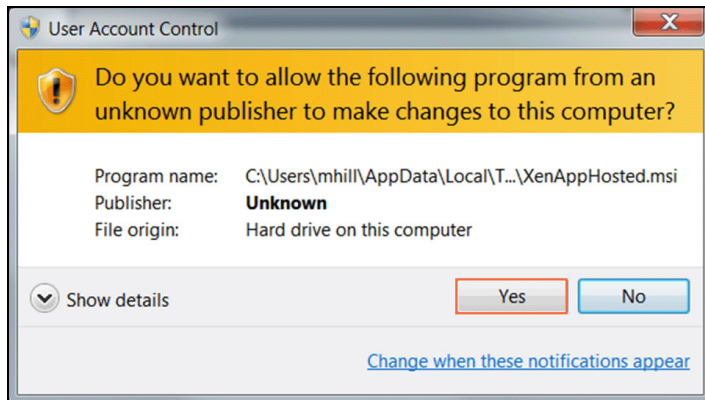

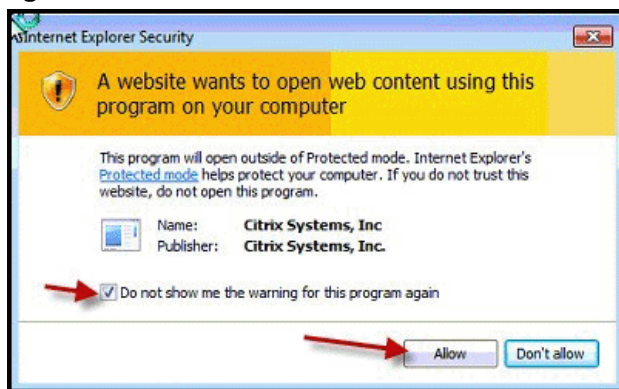11. Once the installation is complete, click **Finish**.

Accessing StewartWorkPlace (SWP) Remotely

12. If you use Windows 7, you may receive the following pop-up. Click **Yes** to continue.
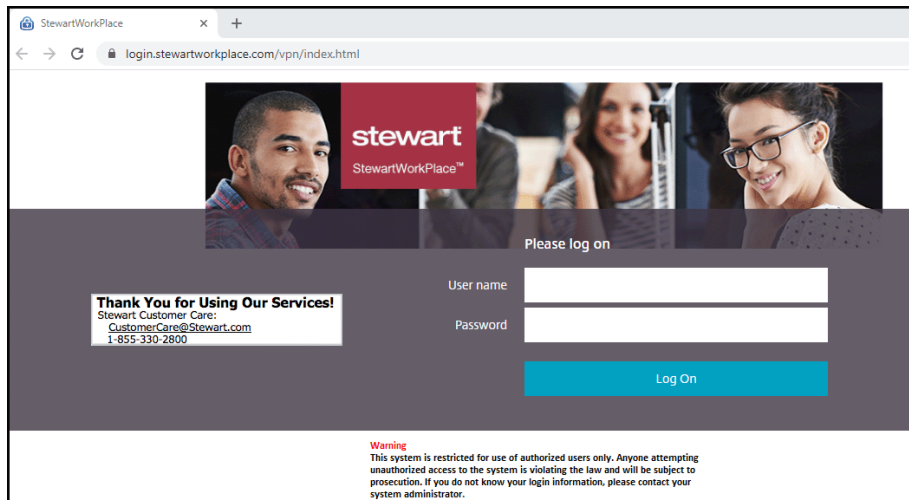

13. If the following Security pop-up displays, select the checkbox **Do not show me the warning for this program again**, and click **Allow**.
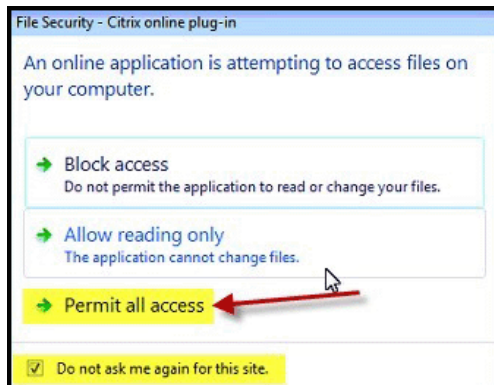

14. Now that Citrix has been installed, you can proceed to accessing StewartWorkPlace by clicking the link or copying and pasting this URL to access your Apps: login.stewartworkplace.com.
15. The StewartWorkPlace screen displays. Enter your SWP username and password.
16. Click **Log On**.

Accessing StewartWorkPlace (SWP) Remotely

17. Once logged into the Desktop, if the following message displays, click **Permit all access**, and select the checkbox **Do not ask me again for this site**.

Accessing StewartWorkPlace Using Your iPad

Steps

1. From your iPad, open your App Store and search for **Citrix Workspace**, or click this link to find the app: https://apps.apple.com/us/app/citrix-workspace/id363501921.
2. Launch SWP as usual from login.stewartworkplace.com.