Encompass User Setup Form for Lenders

Complete this form to add a Lender Organization and Points of Contact for access to the Stewart Title Company Plugin to *Encompass*. See Section 3 to add Points of Contact.

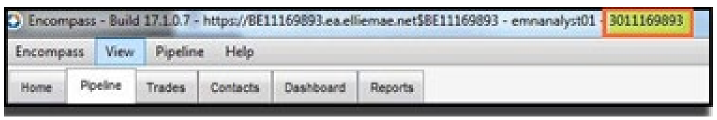
Select the checkbox to indicate whether you are using this form to add or delete Lender users. If you are both adding and removing users, please select both checkboxes:

Section 1: Adding a New Lender/Bank

In the table below, enter the **Lender Name** and **NMLS ID** from *Encompass*.

Lender Name/Organization Name	
Lender Client ID	
NMLS ID	

Note: The Lender/Client ID can be found at the top right of the *Encompass* screen (see image below). For more information on New Lender Setup, see Page 1 under *Prerequisites* in the **Stewart Title Company Plugin User Guide**.



Section 2: Email Completed Form

To receive confirmation of Lender User Setup, please provide the name and email address of your Stewart Representative.

Stewart Representative Name: **Stewart Representative Email**:

Once all fields are complete, email this form to your Stewart Representative at lenderregistration@stewart.com to complete registration or request additional assistance.

Section 3: Adding a Point of Contact

In the table below, enter a Point of Contact(s).

Note: At least one **Point of Contact (Admin)** is required for new **Lenders**. **Email Address** and **Address** are required for each **Point of Contact (Admin)**.

#	First Name	Last Name	Title	Email Address	Phone Number	Address	City	State	Zip
1	*First*	*Last*	*Loan Officer*	*aaa@aaa.com*	*(###) ###-####*	*### Street*	*City*	*ST*	*#####*
2									
3									