LendingQB User Setup Form for Lenders

Complete this form to add a Lender Organization and Points of Contact who require access to the *LendingQB* interface. See Section 4 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

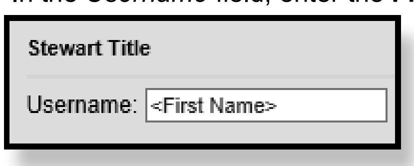
In the table below, enter the **Lender Name** and **NMLS ID** from *LendingQB*.

Lender Name/Organization Name	
NMLS ID	

Section 2: Obtain Stewart Unique ID for Access

To acquire your **Stewart Unique ID** and **Stewart Title** integration access, please follow these steps:

1. Complete this PDF form, **save** your changes on the PDF and email it to lenderregistration@stewart.com.
2. Stewart Title will send you the **Stewart Unique ID**.
3. Once you have received your **Stewart Unique ID**, send an email request to integrations@lendingqb.com. Request access to the Stewart Title integration and include your **Stewart Unique ID** with your request.
4. **LendingQB** will add the **Stewart Title** integration option to your LendingQB account.
5. Once the **Stewart Title** integration option is available for your company, a **Corporate Admin** should add the **First Name** of each user so they can access the **Stewart Title** integration.
6. To add the First Name for each user, follow these steps:
    1. Go to *Corporate Admin.*
    2. Then *Employees.*
    3. Select a **User** and press **Edit.**
    4. Go to the *Credentials Tab.*
    5. Select **Stewart Title**.
    6. In the *Username* field, enter the **First Name** of the user.



LendingQB User Setup Form for Lenders

Section 3: 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 4: 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									
4									
5									