

Stewart Access – Exporting Policy Register to Excel

Follow the steps below to export Policy Register information to Microsoft Excel.

Note: For best results, use Google Chrome to access Stewart Access.

Steps

- 1. Once you have logged in to Stewart Access, click **Register**. Enter Search criteria. Then,
- 2. Click the **Excel** button.
- 3. Click **Search**. Stewart Access will download the information to a file.

The screenshot shows the Stewart Access interface. The top navigation bar includes 'Stewart Access', 'File', 'Express', 'CPL', 'Jacket', 'Post Policy Endorsement', 'Register', and 'Help'. The 'Register' menu item is highlighted with a red circle and the number '1'. Below the navigation bar is the 'Register' form. The form contains several fields: 'Agency' (StewartAccess Test Agency), 'State' (UT), 'Location' (All), 'Date Selection' (Issue Date), 'From' (12/1/2020), 'To' (12/31/2020), and 'File Number'. The 'Format' section has radio buttons for 'PDF' and 'Excel', with 'Excel' selected and highlighted by a red circle and the number '2'. A blue 'Search' button is located at the bottom left of the form, highlighted by a red circle and the number '3'. At the bottom of the page, a download notification for 'PolicyRegisterRep....xlsx' is shown, with a red arrow pointing to it from the 'Search' button area.