



## Adding Users to Stewart Now

Quick Reference Card — August 2019

### Overview

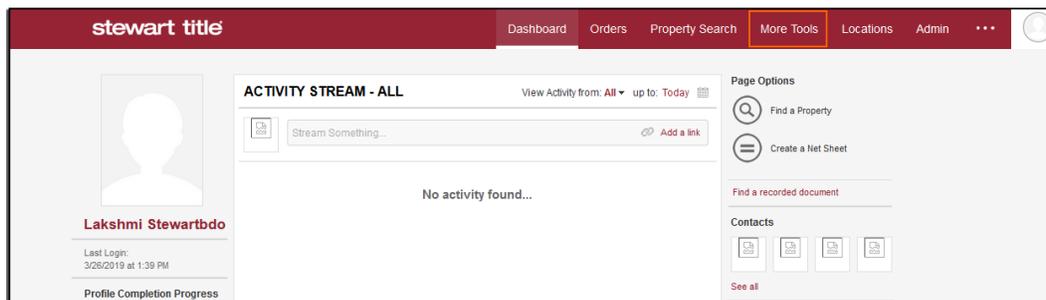
This document walks you through how to add new users to Stewart Now; eliminating the need to go back and forth between customers requesting access and you having to approve their requests. This way, you can simply create new accounts on their behalf.

### Audience

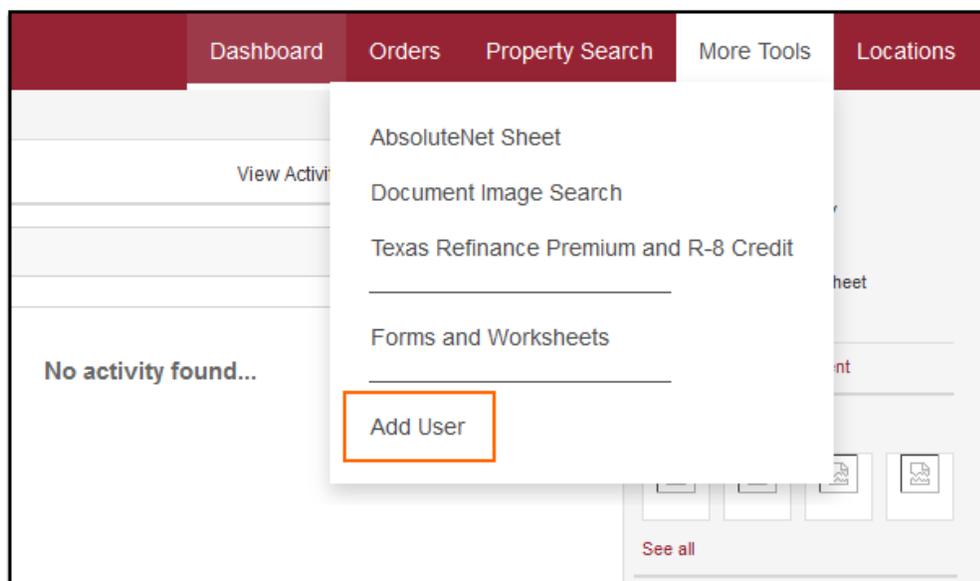
BDO's (Business Development Officers)

### Steps

1. Login to [Stewart Now](#).
2. From your **Dashboard**, click **More Tools**.



3. Select **Add User**.





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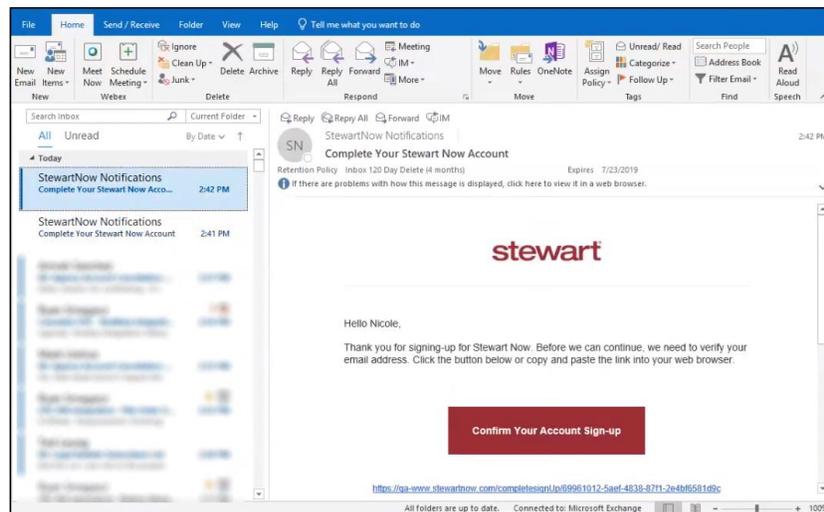
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4. Complete the **Users – Add** form and click **Submit**.

**Note:** Fields denoted with an asterisk \* are required fields.

The screenshot shows the 'USERS - ADD' form in the Stewart Now application. The form is organized into several sections: 'NAME' with fields for 'First Name' and 'Last Name'; 'COMPANY & ADDRESS' with fields for 'Company Name', 'Address', 'Suite#', 'City', 'State' (a dropdown menu), and 'Zip'; 'EMAIL ADDRESS & PHONE NUMBERS' with fields for 'Email Address', 'Confirm Email Address', 'Direct', 'Mobile', and 'Fax'; 'ROLE(S)' with radio buttons for 'Finance Professional' and 'Real Estate Professional'; and 'USER LICENSE INFORMATION' with fields for 'License Number' and 'NMLS Number'. A 'Submit' button is located at the bottom right of the form.

5. The user will be sent a **Confirmation Email** with instructions to verify their email and *Stewart Now* account.





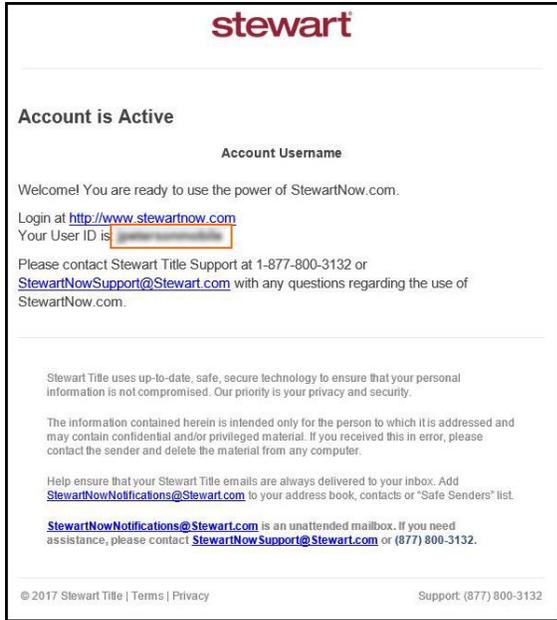
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- 6. Once the *Stewart Now* account is verified, the user will receive **two additional emails** from *Stewart Now Support*. The **first** email will contain the user's *Stewart Now* account **username**.



And the **second** email will contain the user's *Stewart Now* account **password**.

