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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.

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Lakshmi Stewartbdo					Contacts				
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Profile Completion Progress					See all				

3. Select Add User.

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

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	ROLE(S) SELECT THE Finance Profe	ROLE OF THIS U	JSER: state Profes	sional					
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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.

