



Stewart Now
Consumer Invitation
Process
September 12, 2019

stewart[®]

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Introduction

This document walks you through the process of how a *Consumer (Buyer/Seller)* would set up their account in Stewart Now after an **Order** is opened. Examples of email invitations and notifications sent from Stewart Now to the *Consumer* and *Business Sources* are included to give an idea of what the user will receive.

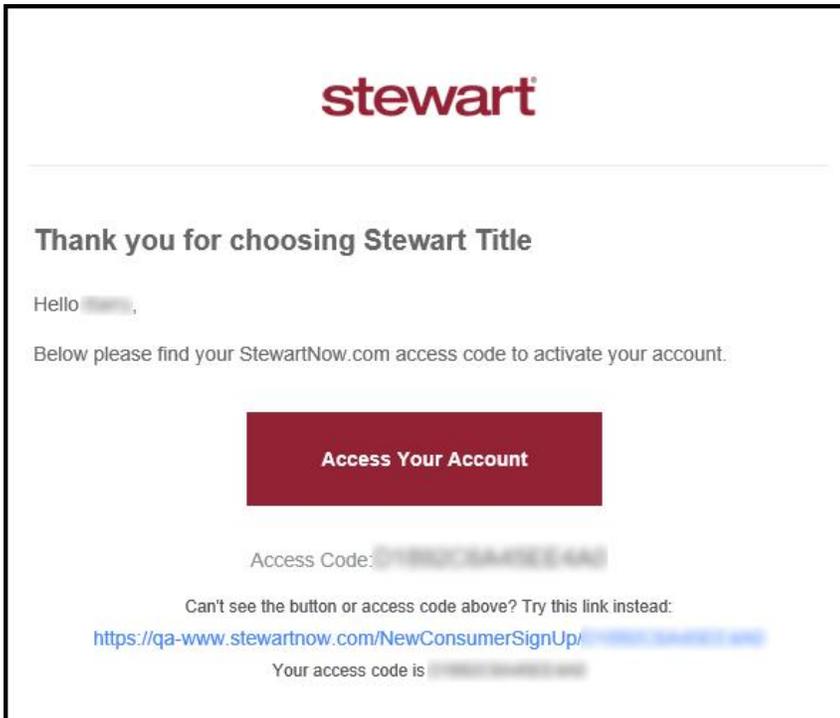
Please note, this feature is defaulted to **Off** for all Business Units at Stewart. If your Business Unit would like to start utilizing Stewart Now with Buyers and Sellers on your transactions, please have your Division President email StewartNowSupport@stewart.com to request access.

Consumer Invitation Process

Order Creation Email Examples

When an **Order** is created, each party will receive an automated email to activate their account within Stewart Now.

For the *Buyer/Borrower* and *Seller*, they will receive an email containing their **Access Code** which will be used to create their account.



For the **Business Source** for each *Consumer*, they will receive an email notifying them about the emails sent to the *Buyer* and *Seller*, as well as when both *Consumers* have logged into Stewart Now for the first time.



Setting Up a Consumer (Buyer/Seller) Account

The *Consumer* will need to follow these steps to create their account within Stewart Now:

Steps

1. Click on the **Access Your Account** button within the invitation email.
2. Type in the **Access Code** in the field or click **Continue**, if the Access Code automatically defaults in the field.

< Select Account

Sign Up as a Home Buyer/Seller

Enter your access code

Enter your personal access code that was supplied in the welcome email or letter from Stewart Title.

By signing up with Stewart Title you are agreeing with our [terms](#) and [privacy policy](#).

Continue

3. Select your *Order's Property Address* by selecting it from the drop-down menu. Also select the *checkbox* to certify that you are the rightful recipient of the **Access Code** received. When finished, click **Continue**. The *Create your Login* screen displays.

< Select Account

Verify your Address

Please select the address of the primary property associated with this order:

For your security we need to verify that you are the rightful recipient of this access code.

I certify that I am the rightful recipient of this access code.

By signing up with Stewart Title you are agreeing with our [terms](#) and [privacy policy](#).

Continue

4. Enter Use this screen to create your unique login.
- At *Email Address*, type your email address.
 - At *Confirm Email Address*, retype to confirm your email address.
 - At *Password*, type your password.
 - At *Confirm Password*, retype your password to confirm it is correct.
 - Read the **Terms** and **Private Policy** and when finished, click **Get Access**.

< Verify

Create your Login

Email Address

Confirm Email address

Password

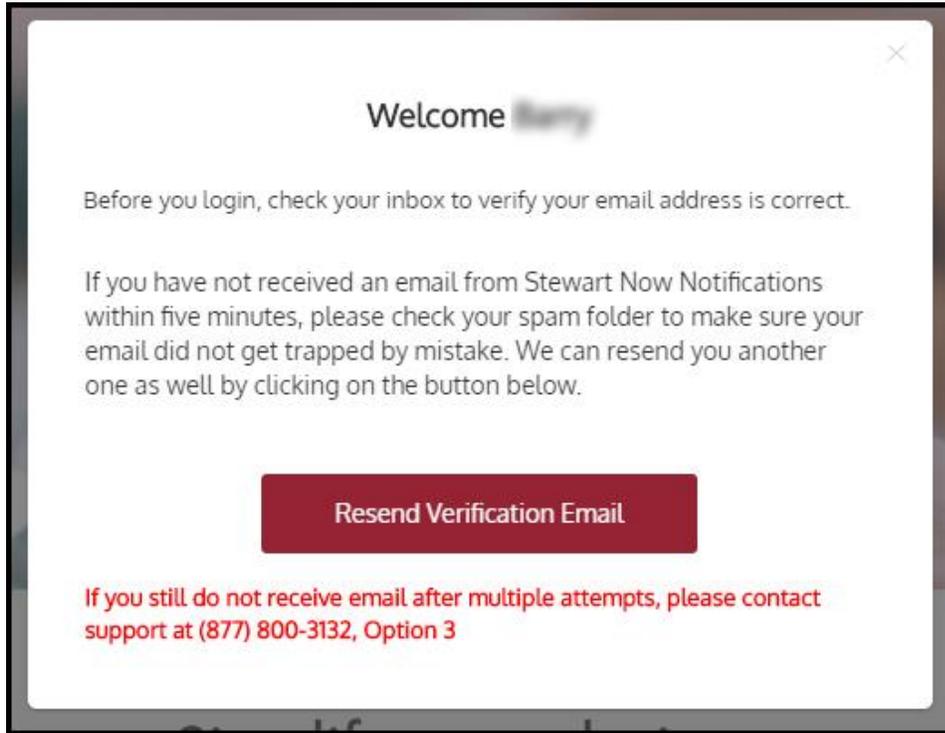
Confirm Password

NOTE: Your Stewart Title username will be the email address entered above.

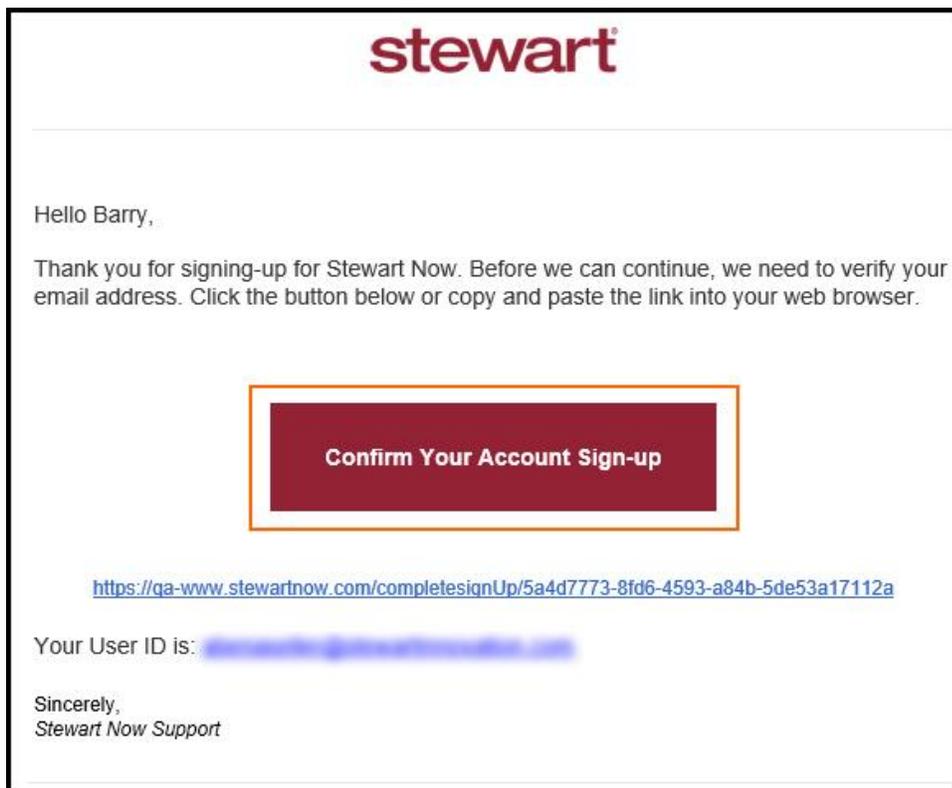
By signing up with Stewart Title you are agreeing with our **terms** and **privacy policy**.

Get Access

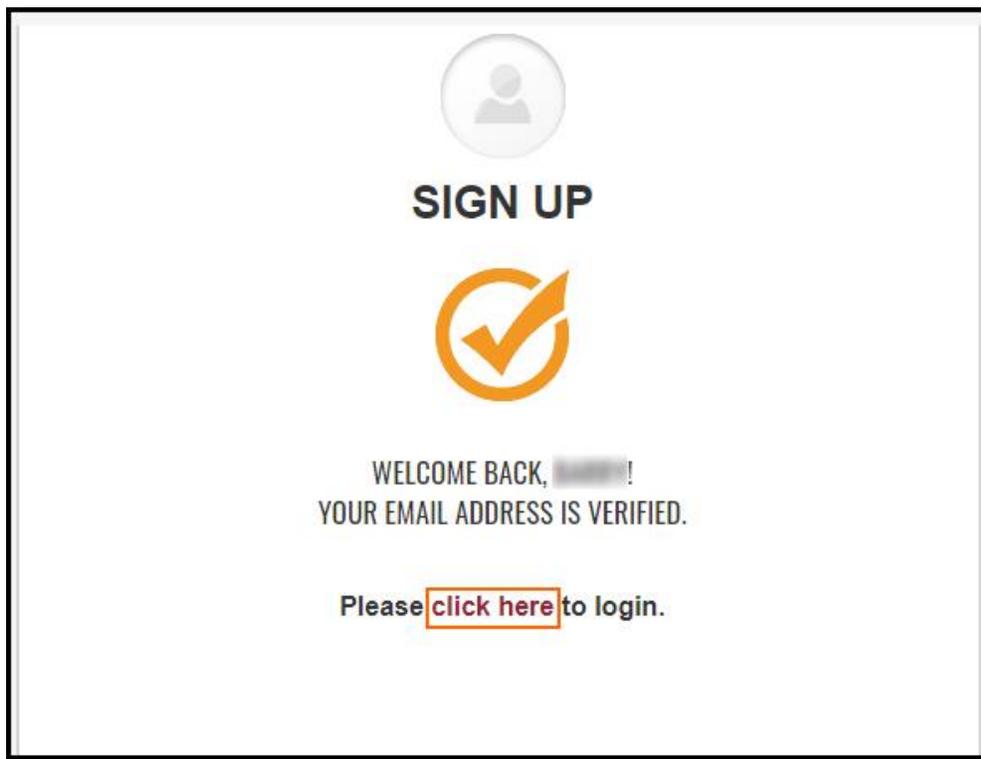
5. You will receive a **Verification Email** on the email address you provided in the previous section. If you do not receive the **Verification Email**, click on **Resend Verification Email**.



6. Open the **Verification Email** and click on **Confirm Your Account Sign-Up**.



7. A new browser will open, indicating that your registration was successful and your email was verified. When you're ready to log in, click **Click Here**.



8. The **Business Source** for the *Consumer* will receive a notification email that the *Consumer* logged into Stewart Now for the first time.



Additional Information

Training

For additional information, training and documentation about Stewart Now, please see the [Stewart Now BDO Training Center](#) or the customer-facing [Stewart Now Training Center](#).

Technical Support

For technical support, contact the Stewart Customer Care Center at 1.877.800.3132 or StewartNowSupport@stewart.com.