Stewart Now Account Provisioning Process

1. Customer navigates to Stewart Now to request an account via the Sign Up link in the top right navigation.

2. Customer picks the type of account they want to create (Real Estate Agents and Lenders should select Professional Account).
3. Customer creates a **Username** and **Password** then clicks **Sign Up**.

4. Customer completes the Registration Process by entering their contact information and selecting their **Account Manager** *(Required Field)*, also known as **Stewart Sales Representative**. The customer can find their **Account Manager** by clicking **Search**, then entering their **Account Manager's** information.
5. After the Customer selects the **Account Manager**, they can then complete their **Profile Setup** by clicking **Create Profile**.

6. Customer will then receive an email prompting them to **Confirm Email Address**. This is critical to the process, as they will not be able to create an account without doing so (Required action).
7. After the customer confirms their email address, the following email template will be sent to the Account Manager’s email, asking them to approve the customer’s account.

New Stewart Now - Real Estate Sales Professional User

Hello Sarah Waters,

The following user has registered on StewartNow.com and has successfully confirmed their email address. This new user must be approved by you before they can access the system. Please go to the Stewart Now – Contacts page to approve their use of the account.

Email Confirmed: 1/20/2018 at 4:46 AM UTC
User ID: 2325408
User GUID: 8E91952-E064-4400-8DF6-B16D-0262063576483
Username: becky.godwin
Full Name: Becky Godwin
Company Name: HMS Realty
Address: 600 E. Main St
Bantow, CA 92311
Direct: (760) 957-7802
Mobile: (760) 887-4187
Email Address: cdnyapplrs61@emn.com

8. When the Account Manager navigates to Stewart Now – Contacts (by clicking link in email above), they will be prompted to take one of the following Options.

Please Note: Mobile Only does NOT limit your customer’s access to Mobile-Only, we just haven’t updated the language here to accurately reflect their status (Mobile + Portal).
9. After the Stewart Account Manager approves the customer, a system generated email is sent to them with the following information. The Account Manager's contact information will be included for reference.

**Stewart Now Account is Active**

**Account Username**

Welcome to Stewart Now! Your Stewart Title representative, [Jill Peterson Mobile Demo](mailto:jill.petersen@stewart.com), has arranged for you to use the power of StewartNow.com.

Please Login using your mobile application.

Your User ID is: [t.franc](mailto:t.franc@stewart.com)

* Your password is the one you entered during the initial sign-up process.

Please contact [Jill Peterson Mobile Demo](mailto:jill.petersen@stewart.com) at 562-519-8327 or [marty.swanson@stewart.com](mailto:marty.swanson@stewart.com) or StewartNow Support at 1-877-800-3132 or [StewartNowSupport@Stewart.com](mailto:StewartNowSupport@Stewart.com) with any questions regarding the use of StewartNow.com.