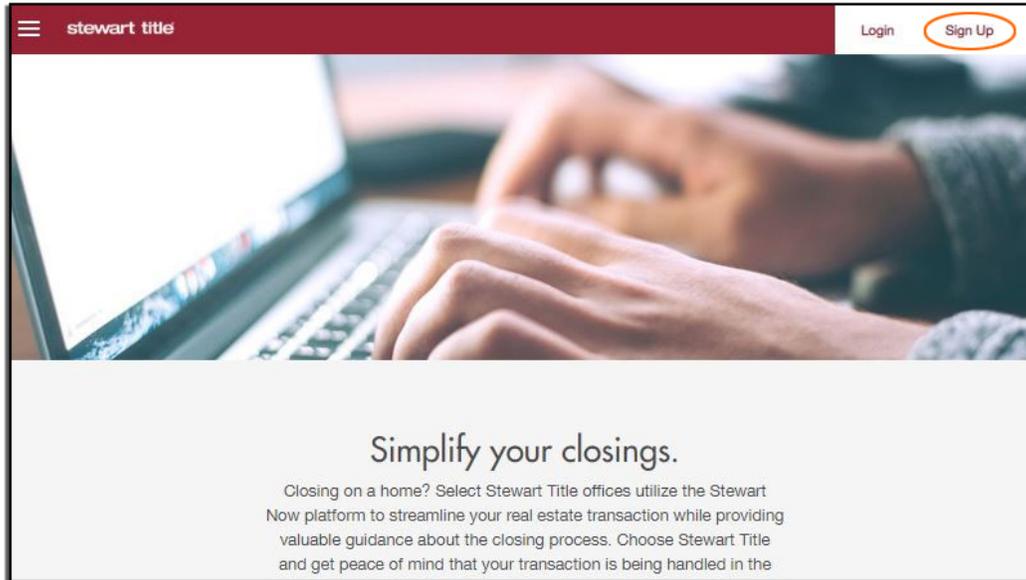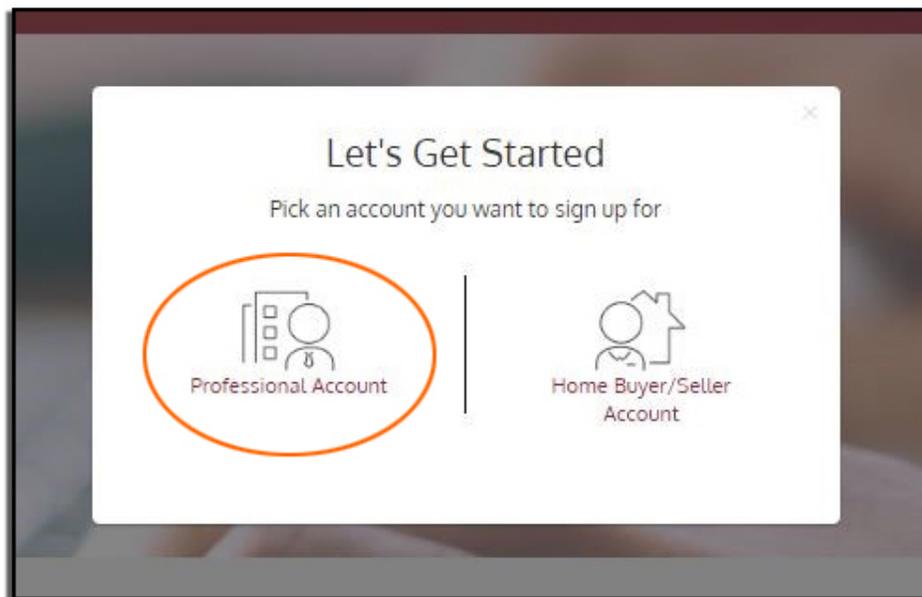# stewart®

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Stewart Now Account Provisioning Process   **Quick Reference Guide**

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**).

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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.
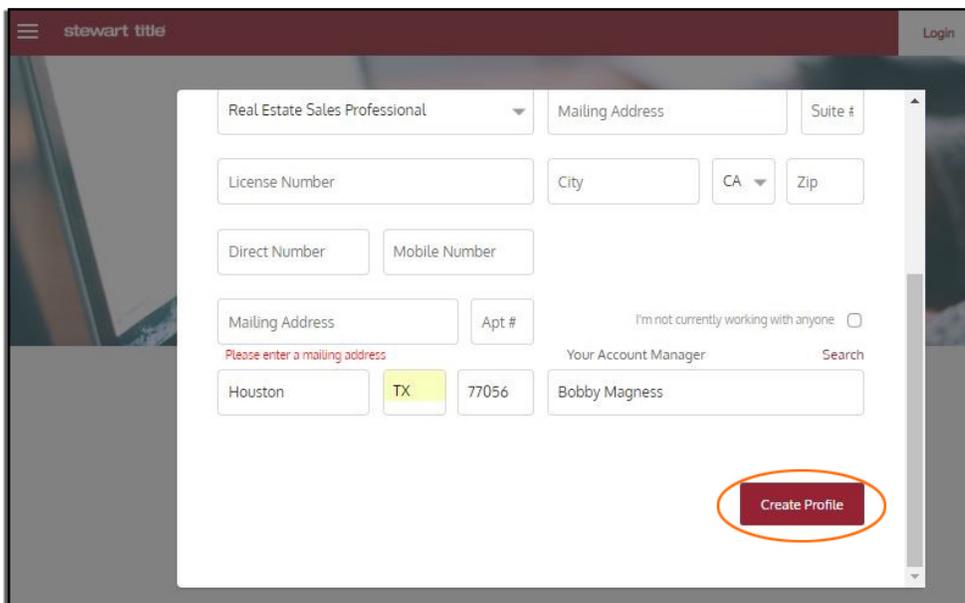
Please Note: For best results, search by **First Name**, **Last Name**, **City** and **State**.
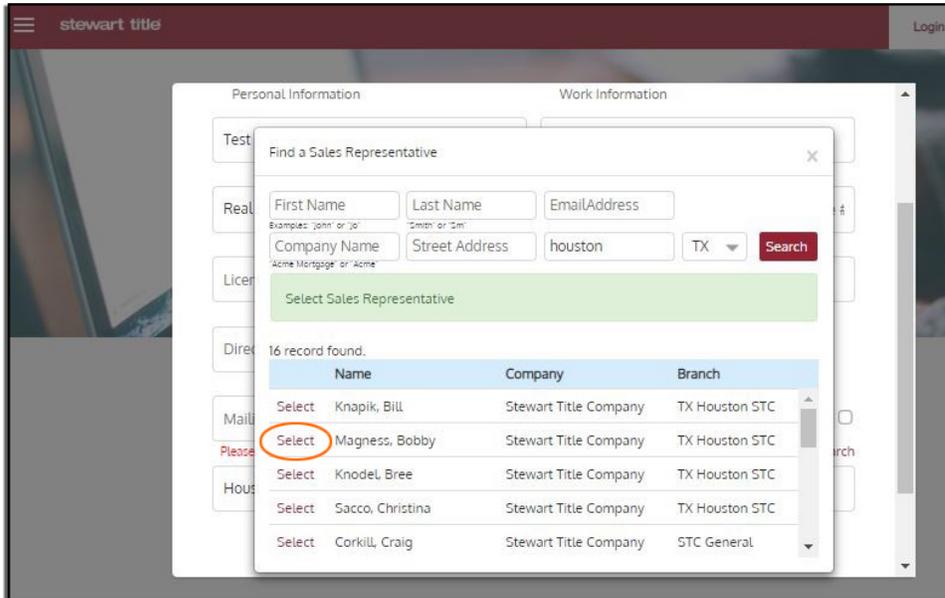
5. After the Customer selects the **Account Manager**, they can then complete their **Profile Setup** by clicking **Create Profile**.

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.

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).

![stewart logo]

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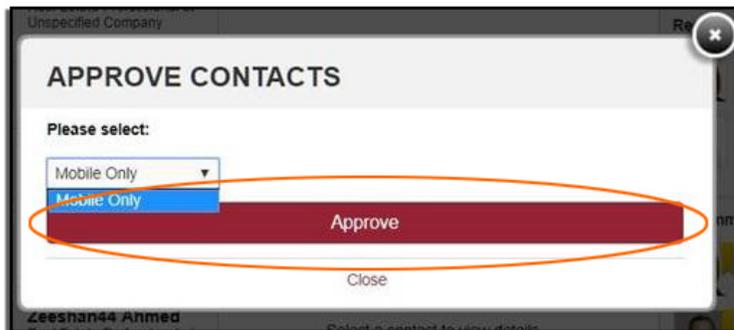
9. After the Stewart Account Manager approves the customer, a system generated email is sent to them with the following information. The Account Manager's contact information will be included for reference.

Stewart Now Account is Active
Account Username

Welcome to Stewart Now! Your Stewart Title representative, Jill Peterson Mobile Demo, has arranged for you to use the power of StewartNow.com.

Please Login using your mobile application.
Your User ID is: **t.franco**

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

Please contact Jill Peterson Mobile Demo at 5626198327 or marty.swanson@stewart.com or Stewart Now Support at 1-877-800-3132 or StewartNowSupport@Stewart.com with any questions regarding the use of StewartNow.com.