



## Stewart Now Notifications

## Quick Reference Guide

1. In Stewart Now Portal, navigate to **Settings**.

The screenshot shows the Stewart Now Portal dashboard. The user profile dropdown menu is open, and the 'Settings' option is highlighted in yellow. The dashboard includes a navigation bar with 'Dashboard', 'Orders', 'Property Search', 'Calculate Fees', 'More Tools', and 'Locations'. The main content area shows an 'ACTIVITY STREAM - ALL' with various notifications, including order openings and messages. A sidebar on the left shows the user's profile, 'Juliane Realtor', and a 'Profile Completion Progress' bar at 20%.

2. Go to **Order Notifications**. The default tab is **Email**.

The screenshot shows the 'COMMUNICATIONS - ORDER NOTIFICATIONS' settings page. The 'Email' tab is selected, and the 'ORDER NOTIFICATIONS' section is expanded. The 'Email' column is checked for several notification types, and the 'Attachment' column is set to 'NIA'. The 'Profile Completion Progress' bar on the right is at 20%.

Notification	Email	Attachment
Escrow Order Opened	<input checked="" type="checkbox"/>	NIA
Escrow Order Closed	<input checked="" type="checkbox"/>	NIA
Escrow Order Cancelled	<input checked="" type="checkbox"/>	NIA
Title Order Opened	<input checked="" type="checkbox"/>	NIA
Title Order Closed	<input type="checkbox"/>	NIA
Title Order Cancelled	<input checked="" type="checkbox"/>	NIA
Title Order Completed	<input type="checkbox"/>	NIA
Changes to a Good Faith Estimate of Title and Escrow Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Estimated HUD-1	<input type="checkbox"/>	<input type="checkbox"/>
Final Settlement Statement	<input type="checkbox"/>	<input type="checkbox"/>
Final HUD-1	<input type="checkbox"/>	<input type="checkbox"/>
Notary Confirmation	<input type="checkbox"/>	<input type="checkbox"/>



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3. Confirm your **Default Email Settings** for either **Title** and **Escrow Orders**.

The screenshot shows the Stewart Title user interface. The top navigation bar includes Dashboard, Orders, Property Search, Calculate Fees, More Tools, and Locations. The left sidebar lists various settings categories like Personal Information, Contact Information, Privacy Controls, and Communications. The main content area is titled 'COMMUNICATIONS - ORDER NOTIFICATIONS' and is divided into several sections:

- SEND TO:** Shows the primary email address as 'Joe.sno@gmail.com (Business)'. A 'Profile Completion Progress' indicator shows 20% completion.
- ORDER NOTIFICATIONS:** A table of notification preferences for 'Non-Order Specific Notifications'. It has columns for 'Email' and 'Attachment'.

Notification	Email	Attachment
Escrow Order Opened	ON	N/A
Escrow Order Closed	ON	N/A
Escrow Order Cancelled	ON	N/A
Title Order Opened	ON	N/A
Title Order Closed	OFF	N/A
Title Order Cancelled	ON	N/A
Title Order Completed	OFF	N/A
Changes to a Good Faith Estimate of Title and Escrow Fees	ON	ON
- Order Specific Notifications:** A section for 'Finance/Purchase' with a 'Select Service' dropdown set to 'Title'. It contains a table of notification preferences.

Notification	Email	Attachment
Closing Protection Letter	ON	ON
Plotted Easements	ON	ON
Copies of Items	OFF	OFF
CC&R's	OFF	OFF
Surveys	ON	ON
Legal and Vesting	OFF	OFF
Preliminary Report processing steps (e.g. Search & Examination, Final Prep, etc.)	OFF	OFF
Preliminary/Commitment Report	ON	ON
Preliminary Report with hyperlinks	OFF	OFF
Other title processing documents (e.g. Supplemental Reports, Transmittal Letter, etc.)	OFF	OFF
Recording Information	OFF	OFF
Disbursement Summary	ON	ON
Invoice (Pre-figures)	ON	ON
Invoice(Final)	ON	ON
Incoming Wire	OFF	OFF
Title Insurance Policy	ON	ON
- Order Specific Notifications:** A section for 'Escrow' with a 'Select Service' dropdown set to 'Escrow'. It contains a table of notification preferences.

Notification	Email	Attachment
Statement of Information	ON	ON
Purchase Contract	ON	ON
Addendums to Purchase Contract	ON	ON
Counter Offers to Purchase Contract	ON	ON
Earnest Deposit	ON	ON
Opening Letter	ON	ON
Escrow Instructions	OFF	OFF
Other Opening Documents (e.g. HOA Request, Commission Instructions, etc.)	OFF	OFF
1003 Application	OFF	OFF
Borrower's Authorization	ON	ON
Estimated Settlement Statement	ON	ON
Estimated HUD-1	ON	ON
Other Processing Documents (e.g. Trust Certification, Wire Instructions, etc.)	OFF	OFF
Final Settlement Statement	ON	ON
Final HUD-1	ON	ON
Notary Confirmation	OFF	OFF
Closing Letter	OFF	OFF
Other Closing Documents (e.g. Trust Certification, Wire Instructions, etc.)	OFF	OFF



#### 4. Confirm your **Default Text Settings** for either **Title** and **Escrow Orders**.

The screenshot shows the 'COMMUNICATIONS - ORDER NOTIFICATIONS' settings page. The 'SEND TO' section has 'Text Message' selected. Under 'ORDER NOTIFICATIONS', the 'Non-Order Specific Notifications' section has 'Title Order Opened', 'Title Order Closed', and 'Title Order Completed' all set to 'OFF'. The 'Escrow Order Opened' and 'Escrow Order Closed' are also set to 'OFF'. In the 'Order Specific Notifications' section, 'Select Order Type' is 'Finance/Purchase' and 'Select Service' is 'Title'. Other options like 'Preliminary/Commitment Report', 'Recording Information', and 'Title Insurance Policy' are also set to 'OFF'. The 'Profile Completion Progress' on the right shows 20% completion.

The screenshot shows the 'COMMUNICATIONS - ORDER NOTIFICATIONS' settings page. The 'SEND TO' section has 'Text Message' selected. Under 'ORDER NOTIFICATIONS', the 'Non-Order Specific Notifications' section has 'Title Order Opened', 'Title Order Closed', and 'Title Order Completed' all set to 'OFF'. The 'Escrow Order Opened' and 'Escrow Order Closed' are also set to 'OFF'. In the 'Order Specific Notifications' section, 'Select Order Type' is 'Finance/Purchase' and 'Select Service' is 'Escrow'. Other options like 'Escrow Instructions', 'Estimated Settlement Statement', 'Estimated HUD-1', 'Final Settlement Statement', 'Final HUD-1', and 'Notary Confirmation' are also set to 'OFF'. The 'Profile Completion Progress' on the right shows 20% completion.