

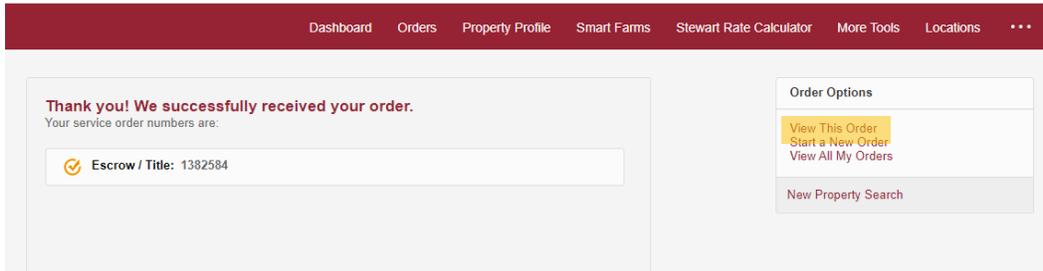
How To Upload Documents in Stewart Now for External Users

For security reasons, documents can now be uploaded to **Stewart Now** after the file is created.

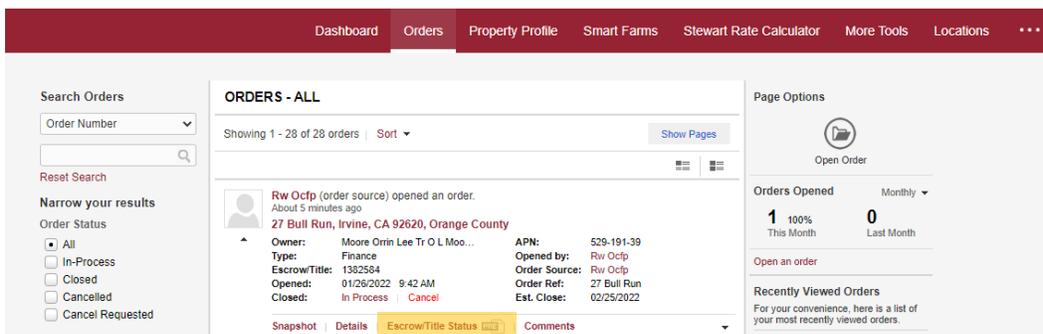
Steps:

Once the file is opened in **Stewart Now**:

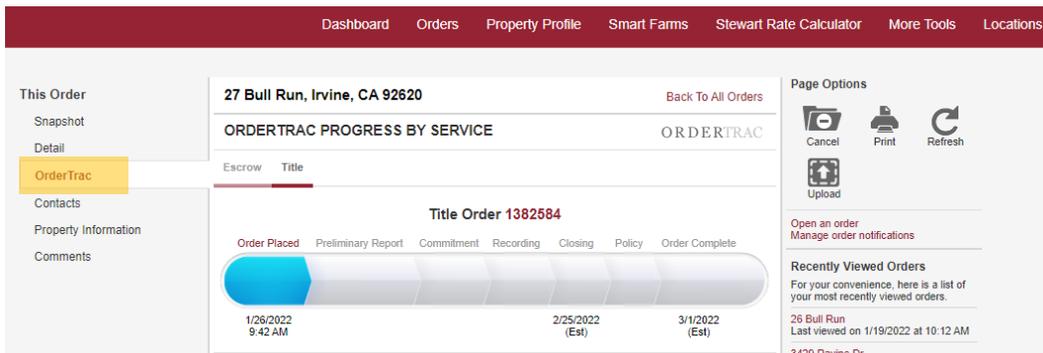
1. After opening order click on **“View This Order”** in upper right corner



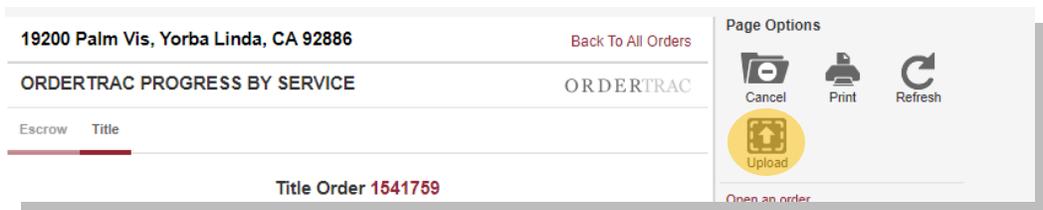
- If file was previously opened: from the **Orders** tab find the order you are wanting to upload a document to and click on the **“Escrow/Title Status”**.



2. Navigate to **“OrderTrac”** on left side of screen.

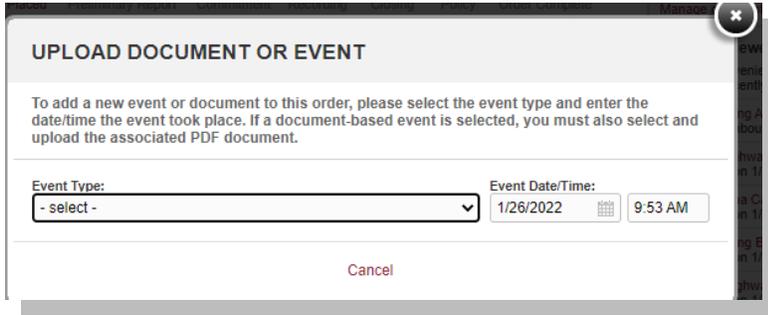


3. Click the **“Upload”** button in the upper right corner.



How To Upload Documents in Stewart Now for External Users

4. Select the **Document Type** under “Event Type”.



UPLOAD DOCUMENT OR EVENT

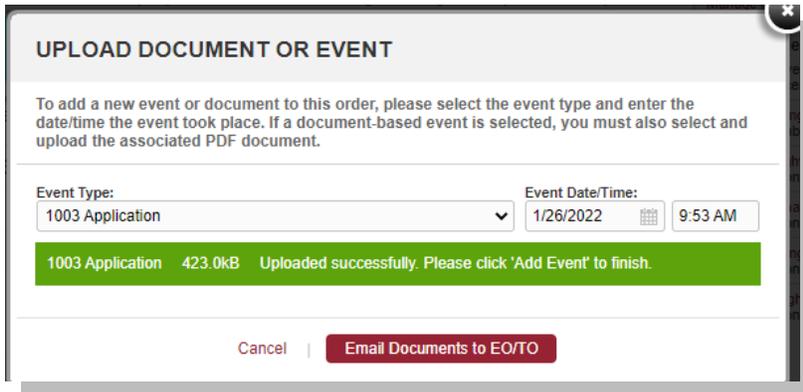
To add a new event or document to this order, please select the event type and enter the date/time the event took place. If a document-based event is selected, you must also select and upload the associated PDF document.

Event Type:

Event Date/Time: 1/26/2022 9:53 AM

Cancel

5. Click “Email Documents to EO/TO”.



UPLOAD DOCUMENT OR EVENT

To add a new event or document to this order, please select the event type and enter the date/time the event took place. If a document-based event is selected, you must also select and upload the associated PDF document.

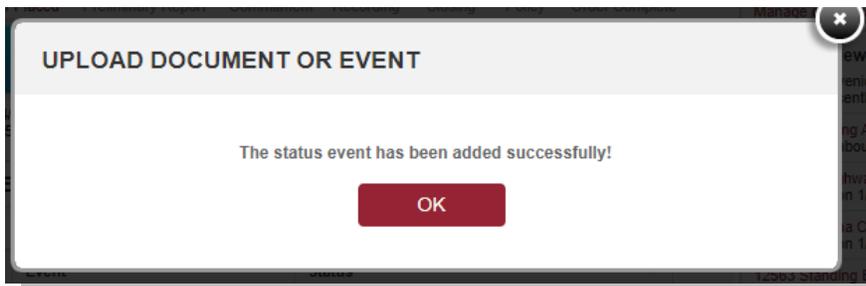
Event Type: 1003 Application

Event Date/Time: 1/26/2022 9:53 AM

1003 Application 423.0kB Uploaded successfully. Please click 'Add Event' to finish.

Cancel | Email Documents to EO/TO

6. Uploaded **Documents** will be emailed to the **EO/TO** on the file for review.



UPLOAD DOCUMENT OR EVENT

The status event has been added successfully!

OK

7. The **EO/TO** can then can publish the document to the file which will be **Viewable (Public)** or **Internal (Not viewable online)**.