

## 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

	Dashboard	Orders	Property Profile	Smart Farms	Stewart Rate Calculator	More Tools	Locations	
Therefore, 1 Weighted States					Orde	r Options		
Your service order numbers are:	ived your or	der.			View Start	This Order a New Order		
General Scrow / Title: 1382584					New I	Property Search		

• 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**".

	Dashboard Orders Prop	erty Profile Smart Farm	s Stewart Ra	ite Calculator	More Tools	Locations	
Search Orders	ORDERS - ALL			Page Options			
Order Number	Showing 1 - 28 of 28 orders   Sort -		Show Pages	Open C	) Order		
Reset Search Narrow your results Order Status	Rw Ocfp (order source) opened an order. About 5 minutes ago 27 Bull Run, Irvine, CA 92620, Orange Cour	nty		Orders Opened 1 100% This Month	Monthly -		
All     In-Process     Closed     Cancelled	▲ Owner: Moore Ornin Lee Tr O L Moo Type: Finance EscrowTitle: 1382554 Opened: 01/26/2022 9:42 AM Closed: In Process Cancel	APN:         529-191-39           Opened by:         Rw Ocfp           Order Source:         Rw Ocfp           Order Ref:         27 Bull Run           Est. Close:         02/25/2022		Open an order Recently Viewed (	Drders		
Cancel Requested	Snapshot   Details Escrow/Title Status	Comments	•	For your convenience your most recently vie	, here is a list of wed orders.		

2. Navigate to "OrderTrac" on left side of screen.

		Dashboard	Orders	Property F	Profile	Smart I	Farms	Stewart R	ate Calculator	More Tools	Locations
This Order	27 Bull Run,	Irvine, CA 926	20				Back To A	Il Orders	Page Options		
Snapshot Detail	ORDERTRA	C PROGRESS	BY SERVIC	E			ORDE	RTRAC	Cancel	Print CRefresh	
OrderTrac	Escrow Title										
Contacts Property Information			Title Ord	der 13825	84				Upload Open an order Manage order no	tifications	
Comments	Order Placed	Preliminary Report	Commitment	Recording	Closing	Policy	Order Com	olete	Recently View For your convenie your most recently	ed Orders ence, here is a list of y viewed orders.	
	1/26/2022 9:42 AM				2/25/2022 (Est)		3/1/202 (Est)	2	26 Bull Run Last viewed on 1/	, (19/2022 at 10:12 AN	

3. Click the "Upload" button in the upper right corner.

19200 Palm Vis, Yorba Linda, CA 92886	Back To All Orders	Page Option	s ID	_	
ORDERTRAC PROGRESS BY SERVICE	ORDERTRAC	Cancel	Print	Refresh	
Escrow Title					
Title Order 1541759		Upload Open an order			



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4. Select the Document Type under "Event Type".

UPLOAD DOCUMENT OF	REVENT
To add a new event or document to	o 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 docume	ent.
Event Type:	►vent Date/Time:
- select -	1/26/2022  9:53 AM
	Cancel

5. Click "Email Documents to EO/TO".

UPLOAD DOCUMENT OR EVEN	т
To add a new event or document to this order, date/time the event took place. If a document- upload the associated PDF document.	, please select the event type and enter the based event is selected, you must also select and
Event Type: 1003 Application	Event Date/Time: 1/26/2022  9:53 AM
1003 Application 423.0kB Uploaded succes	ssfully. Please click 'Add Event' to finish.

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

UPLOAD DOCUMENT OR EVENT	ewe
The status event has been added successfully!	ng A ibou hwa n 1/ na C- n 1/
LTUIL JULUA	12563 Standing E

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