

Use the steps below to access TitleWorkPlace (TWP). To begin, you will need to install the Citrix Client as a one-time activity.

Note: The following instructions are for Windows XP or later machines only.

Download/Install Citrix Client

Steps

- 1. From your home computer, open an internet browser, such as Chrome, Firefox or Internet Explorer.
- 2. Click (or copy and paste into your browser window) the following URL: http://www.stewart.com/en/education-and-training/downloads.html
- 3. Click the appropriate link (12.3 for Win XP or 4.5 for Win 7 or later). If you do not know the version of Windows you are using, click the Windows key + Pause/Break button, or search for system properties.

Citrix Client	
Click to download or save the zipped and/or execut	able files below.
Title	Туре
Citrix Client - 12.3 (Win XP SP3)	ZIP
Citrix Client - 4.5 (Win 7 or later)	EXE

4. The Citrix Receiver.exe pop-up displays a message similar to these images below. Click Open.

Opening CitrixReceiver.exe.zip	Windows Internet Evolution	
You have chosen to open: CitrisReceiver.exe.zip which is: Compressed (zipped) Folder (56.4 MB) from: http://portal.propertyinfo.com What should Firefox do with this file? Qpen with Windows Explorer (default)	Windows Internet Explorer What do you want to do with CitrixReceiver.exe.zip? From: portal.propertyinfo.com Open The file won't be saved automatically.	
 Save File Do this gutomatically for files like this from now on. 	 Save Save as 	
OK Cancel	Cancel	

5. A download pop-up displays similar to the images below, stating the download is in progress.



Note: Citrix may take several minutes to download.



- 6. When the download is complete, a confirmation message displays, showing the contents of the file. This message could look different depending on the internet browser you are using.
- 7. Double-click on CitrixReceiver.exe or CitrixReceiver.exe.zip to install Citrix.

For Internet Explorer users:

🕤 🖓 🧏 « Windows	Temporary Internet Files Co	ntent.IE5 PIV87UX5 CitrixF	Receiver.exe.zip 👻	≁ • S
Organize • Extract all	files			
🚖 Favorites 🔶	Name	Туре	Compressed size	Passwo
Desktop Downloads Recent Places	CitrixReceiver.exe	Application	57,770 KB	No

For Firefox users:

on-and-t	raining/title-training/dov 🔻 😋 🔍 Search	^
	CitrixReceiver.exe.zip 56.4 MB — propertyinfo.com — 10:28 AM	RBG
		Pace
	Show All Downloads	eClos

8. The Open File – Security Warning pop-up displays. Click **Run**. The Welcome to Citrix Receiver Setup wizard displays.





9. From the Welcome to Citrix Receiver wizard, click Next.



10. Select the checkbox to accept the Citrix License Agreement and click Install.

1 Citrix Receiver	×
License Agreement	
You must accept the license agreement below to proceed	
CITRIX LICENSE AGREEMENT	4
Use of this Citrix Receiver software is subject to the Citrix license covering the specific edition of the Citrix product with which you will be using this software. Your use of Citrix Receiver is limited to use on the devices for which it was created for connection to the Citrix product(s). If your device is connected to the Internet, Citrix Receiver may, without additional notice, check for Citrix Receiver updates that are available for download and installation to your device and let you know of their availability. Only non-personally identifiable information is transmitted when this happens. except to I accept the license agreement	
Install	ncel

Note: If a previous version of Citrix is found on your computer, the older version of Citrix is removed while the newest version installs.





11. Once the installation is complete, click **Finish**.

Oitrix Rece	iver	×
	Citrix Receiver™	
~	Installed successfully! If you received instructions to set up Receiver with your email or a server address, click Add Account.	
	Add Account Finish	

12. If you use Windows 7, you may receive the following pop-up. Click Yes to continue.



13. If the following Security pop-up displays, select the checkbox **Do not show me the warning for this program again**, and click **Allow**.



- 14. Now that Citrix has been installed, you can proceed to accessing TitleWorkPlace by clicking the link or copying and pasting this URL to access your Apps: <u>AgencySecure.stewart.com</u> or <u>login.titleworkplace.biz</u>.
- 15. The Login screen displays. Enter your username and password.



16. Click Log On.



17. Once logged into the Desktop, if the following message displays, click **Permit all access**, and select the checkbox **Do not ask me again for this site**.



Accessing TitleWorkPlace Using Your iPad

Steps

- 1. From your iPad, open your App Store and search for **Citrix Workspace**, or click this link to find the app: <u>https://apps.apple.com/us/app/citrix-workspace/id363501921</u>.
- 2. Launch TWP as usual from <u>AgencySecure.stewart.com</u> or <u>login.titleworkplace.biz</u>.

Further Assistance

Should you have any questions, contact the **Agency Support Center** by phone at (844) 835-1200 or by email at <u>customercare@stewart.com</u>.