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## Stewart Now Notifications

## Quick Reference Guide

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

The screenshot shows the Stewart Now Portal dashboard for a user named Juliane Realtor. The dashboard includes a navigation bar with links to Dashboard, Orders, Property Search, Calculate Fees, More Tools, and Locations. The user's profile is displayed on the left, showing a 20% completion progress bar. The main area features an 'ACTIVITY STREAM - ALL' section with a list of recent activities, including order openings and messages. A 'Settings' dropdown menu is open on the right, highlighting the 'Settings' option.

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

The screenshot shows the 'Order Notifications' settings page in the Stewart Now Portal. The page is divided into three main sections: 'SEND TO', 'ORDER NOTIFICATIONS', and 'Profile Completion Progress'. The 'SEND TO' section shows the user's email address (joe.smo@email.com) as the primary contact. The 'ORDER NOTIFICATIONS' section contains a table with columns for 'Email' and 'Attachment', listing various notification types and their status (ON/OFF). The 'Profile Completion Progress' section shows a 20% completion bar and various completion tips.

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
Estimated HUD-1	OFF	OFF
Final Settlement Statement	OFF	OFF
Final HUD-1	OFF	OFF
Notary Confirmation	OFF	OFF



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

stewart title

DashboardOrdersProperty SearchCalculate FeesMore ToolsLocations

Settings

Personal Information

Contact Information

Privacy Controls

User ID & Password

Ribbon Level

Activity Stream

Special Instructions / Notes

Communications

Order Notifications

Order Comments

Inbox Messages

Stewart Title Communications

COMMUNICATIONS - ORDER NOTIFICATIONS

SEND TO

Order notifications will be sent to your primary email address as well as any of your other email addresses you wish to include.

EmailText Message

joe.smo@gmail.com

(Business)

Primary

ORDER NOTIFICATIONS

Non Order Specific Notifications

This set of notifications is not specific to an order type.

Notification

EmailAttachment

Escrow Order OpenedONN/A

Escrow Order ClosedONN/A

Escrow Order CancelledONN/A

Title Order OpenedONN/A

Title Order ClosedOFFN/A

Title Order CancelledONN/A

Title Order CompletedOFFN/A

Changes to a Good Faith Estimate of Title and Escrow FeesONON

Order Specific Notifications

Select Order Type:Finance/PurchaseSelect Service:Title

EmailAttachment

Closing Protection LetterONON

Plotted EasementsONON

Copies of ItemsOFFOFF

CC&R'sOFFOFF

SurveysONON

Legal and VestingOFFOFF

Preliminary Report processing steps (e.g. Search & Examination, Final Prep, etc.)OFFOFF

Preliminary/Commitment ReportONON

Preliminary Report w/HyperlinksOFFOFF

Other title processing documents (e.g. Supplemental Reports, Transmittal Letter, etc.)OFFOFF

Recording InformationOFFOFF

Disbursement SummaryONON

Invoice (Pre-figures)ONON

Invoice(Final)ONON

Incoming WireOFFOFF

Title Insurance PolicyONON

Back to Previous Page

Order Specific Notifications

Select Order Type:Finance/PurchaseSelect Service:Escrow

EmailAttachment

Statement of InformationONON

Purchase ContractONON

Addendums to Purchase ContractONON

Counter Offers to Purchase ContractONON

Earnest DepositONON

Opening LetterONON

Escrow InstructionsOFFOFF

Other Opening Documents (e.g. HOA Request, Commission Instructions, etc.)OFFOFF

1003 ApplicationOFFOFF

Borrower's AuthorizationONON

Estimated Settlement StatementONON

Estimated HUD-1ONON

Other Processing Documents (e.g. Trust Certification, Wire Instructions, etc.)OFFOFF

Final Settlement StatementONON

Final HUD-1ONON

Notary ConfirmationOFFOFF

Closing LetterOFFOFF

Other Closing Documents (e.g. Trust Certification, Wire Instructions, etc.)OFFOFF

Profile Completion Progress

20 % Complete

Completion Tips

Tell Others About Yourself

Add Work Experience

Add Awards

All-Time Stats

Member since: January 25, 2018

Profile Hits: 10

Orders Open: 2

Orders Closed: 0

Contacts: 10

Promote Yourself!

Add a link to your website or blog that goes directly to your profile on Stewart Title.

View My Stewart Profile

View Source Code



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

The screenshot shows the 'COMMUNICATIONS - ORDER NOTIFICATIONS' page. The 'SEND TO' section has 'Text Message' selected. Under 'ORDER NOTIFICATIONS', the 'Non-Order Specific Notifications' are all set to 'OFF'. In the 'Order Specific Notifications' section, 'Select Order Type' is 'Finance/Purchase' and 'Select Service' is 'Title'. Other notifications like 'Preliminary/Commitment Report', 'Recording Information', and 'Title Insurance Policy' are also set to 'OFF'. The right sidebar shows a 'Profile Completion Progress' of 20% and 'All-Time Stats'.

The screenshot shows the same 'COMMUNICATIONS - ORDER NOTIFICATIONS' page, but with 'Select Service' set to 'Escrow'. The 'Non-Order Specific Notifications' remain 'OFF'. Under 'Order Specific Notifications', 'Escrow Instructions', 'Estimated Settlement Statement', 'Estimated HUD-1', 'Final Settlement Statement', 'Final HUD-1', and 'Notary Confirmation' are all set to 'OFF'. The right sidebar remains the same.