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Stewart Access: Running Register Reports Using Portal

Quick Reference Card

For users of external **Title Production Systems** (*RamQuest*, *Resware*, etc.), use the following steps to run **Register** reports in *Stewart* Access Portal.

Steps to Complete:

1. Login to Stewart Access as an Agency user and navigate to the Register tab.

stewart access File → CPL Jacket Post Policy Endorsement Register Contact → Help

2. Enter the date parameters for the **Register** report in the **From** and **To** fields and click **Search**.

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3. The Register report will open.

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4. Click Print or click Download to Save the Register report.

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5. Clicking Save will give you the option to save or open the report as a .pdf. Clicking Print will allow you to print the report.