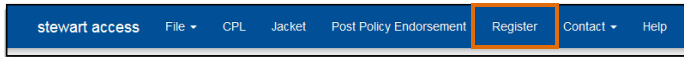




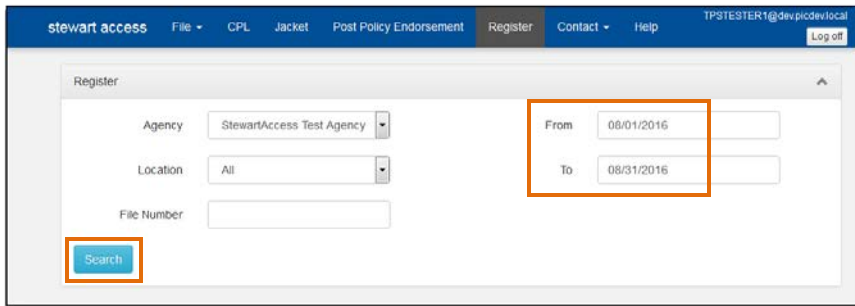
### Generate Portal Register Report

#### Steps to Complete:

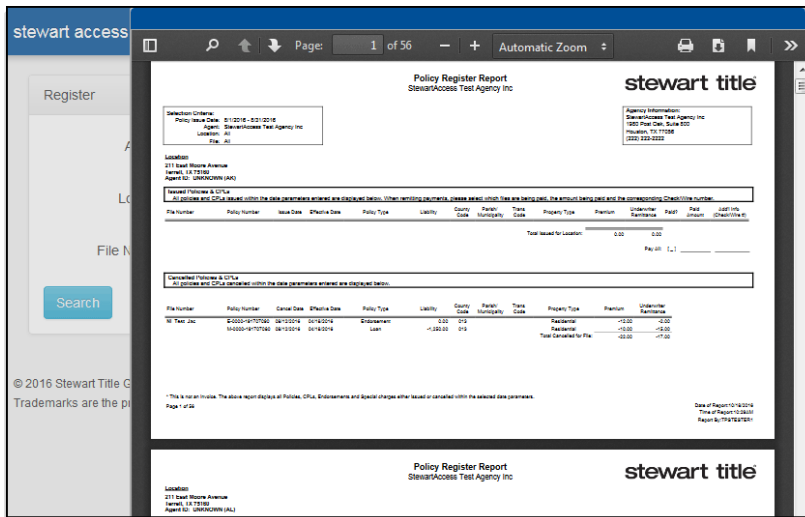
1. Login to **Stewart Access** as an Agency user and navigate to the **Register** tab.



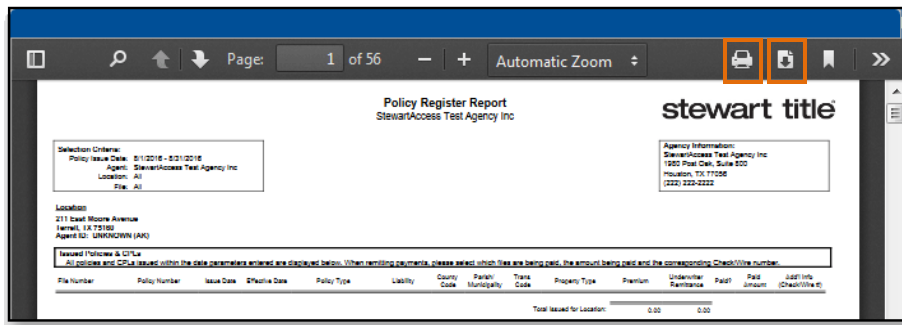
2. Enter the date parameters for the **Register** report in the **From** and **To** fields and click **Search**.



3. The Register report will open.



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



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.



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## Stewart Access: Applying Checks at File Level

## Quick Reference Card

### Remitting Payment for a File or Files

**Please Note:** If you are currently sending images, please continue to do so. If you are not currently sending images, it is not necessary to start at this time. The process below outlines the steps to take for remitting payments for Files.

#### Steps to Complete:

1. Run the **Portal Register** report and print a copy to include with your payment. (Click to see an [example of the report](#).)
2. If the payment is not for the entire total on the Register, circle the file number(s) the payment is covering.
3. If a single check is being split among multiple Files, write the amount to be applied to each file in the **Paid Amount** column and make note of the check number or wire number in the **Add'l Info** column.

corresponding Check/Wire number.

| Underwriter Remittance | Paid? | Paid Amount | Add'l Info (Check/Wire #) |
|------------------------|-------|-------------|---------------------------|
| 0.00                   |       |             |                           |
| 0.00                   |       |             |                           |
| 20,280.00              |       |             |                           |
| 20,280.00              | [ ]   |             |                           |
| 5.00                   |       |             |                           |
| 25.00                  |       |             |                           |
| 10.00                  |       |             |                           |
| 10.00                  |       |             |                           |
| 50.00                  | [ ]   |             |                           |
| 25.00                  |       |             |                           |
| 50.00                  |       |             |                           |
| 20,280.00              |       |             |                           |
| 20,355.00              | [ ]   |             |                           |
| 175.00                 |       |             |                           |
| 75.00                  |       |             |                           |
| 250.00                 | [ ]   |             |                           |
| 25.00                  |       |             |                           |
| 50.00                  |       |             |                           |

4. If you are remitting payment for any **Additional Charges**, write the total amount of the additional charges you are paying on the **Additional Charges or Information** line—the last line on the **Register** report. **Additional Charges** may include but are not limited to the following:
  - Municipal Charge (KY)
  - Search Fees (CT and RI)
  - Surcharge (FL)
  - State Fee (IL)
  - TIEF Fee (IN)
  - Additional Chain of Title (LA)

5. Send the **Register** report with your check to **Policy Services**:

#### By USPS mail:

Stewart Title Guaranty Company  
 P.O. Box 30105  
 College Station, TX 77842

#### For overnight or expedited deliveries:

Stewart Title Guaranty Company  
 211 Quality Circle  
 College Station, TX 77845  
 (800) 729-1905

#### For New York mail:

Stewart Title insurance Company  
 Policy Services  
 300 East 42<sup>nd</sup> St  
 New York, NY 10017

#### For Georgia mail:

Stewart Title Guaranty Company  
 200 Mansell Court East, Suite 400  
 Roswell, GA 30076

**Please Note:** For questions about this process or any payment related issues, please contact your **Stewart Agency Service** representative or **Stewart Policy Services Customer Care Center** at [psccc@stewart.com](mailto:psccc@stewart.com).