



## Stewart Access: Running Register Reports Using Portal

## Quick Reference Card

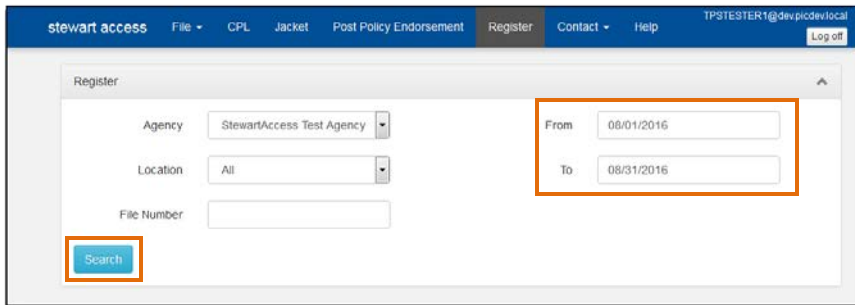
For users of external **Title Production Systems** (*RamQuest, Resware, etc.*), use the following steps to run **Register** reports in *Stewart Access Portal*.

### Steps to Complete:

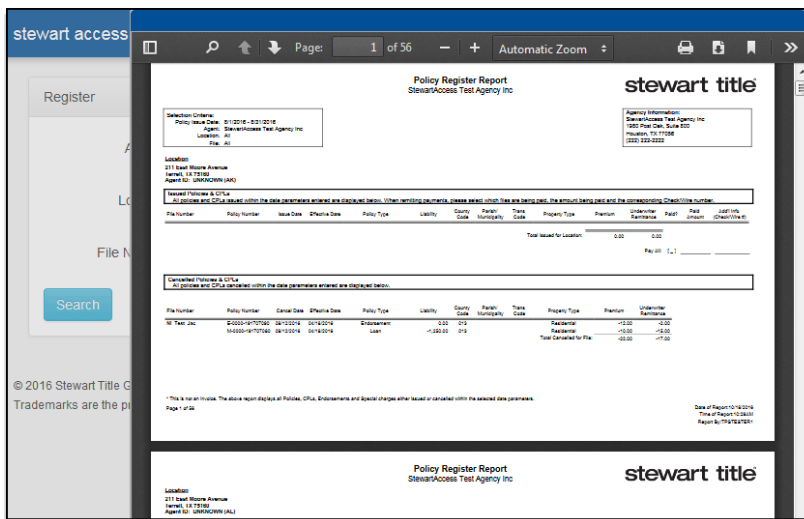
1. Login to **Stewart Access** as an Agency user and navigate to the **Register** tab.



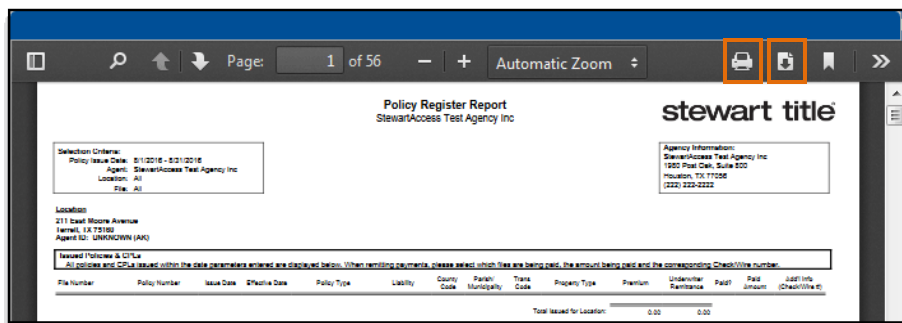
2. Enter the date parameters for the **Register** report in the **From** and **To** fields and click **Search**.



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.