



[www.kemptitleagency.com](http://www.kemptitleagency.com)



Stewart Online™

Website: [www.stewart.com/online](http://www.stewart.com/online)

User Name (Login): \_\_\_\_\_

Temporary Password: \_\_\_\_\_

Permanent Password: \_\_\_\_\_

### FEATURES:

- Sureclose provides a permanent storage solution for all of your closing documents (Signed Loan Documents, HUD-1 Settlement Statement, Deed, Owners Title Policy, Appraisal)
- Sureclose allows you to manage, email, and download archived closing documents

### BENEFITS:

- Promote paperless processes and greatly reduce paper consumption
- Easy, 24/7 access to closing documents and information

### SECURITY:

- Data hosted by Stewart Title, a national provider of title services and technology platforms
- Security settings to ensure Buyers, Sellers or Realtors see only their documents
- Reliable and secure long-term storage for all of your closing documents

### WHERE DO I GO FROM HERE?

- **Email:** You will receive an email labeled "Kemp Title Agency, LLC would like to introduce you to Stewart Online" that will contain your Login ID (Example ID: *JohnSmith78*)
- **Website:** Go to [www.stewart.com/online](http://www.stewart.com/online) and click "Request Password". Another email will be sent, and after obtaining the temporary password, look in the upper right corner of the website under "[View My Transactions](#)" and enter your Login ID and Temporary Password.
- **Password:** Upon your first login, you will be asked to change the temporary password provided by email. Please note your new password (Permanent Password) in the space provided above.
- **Documents:** Once you have successfully logged into the system, click on the "[Documents](#)" Tab at the bottom of the page and select any named document to view, save, or print.

### KENTUCKY OFFICE

806 Stone Creek Parkway, Suite 5, Louisville, Kentucky 40223, (502) 491-6417 (P), (502) 491-6418 (F)

### INDIANA OFFICE

4206 Charlestown Road, Suite 100, New Albany, Indiana 47150, (812) 941-8980 (P), (812) 941-8063 (F)