Logging Into Orders Gateway

Logging in for the First Time?

For your first-time logging into Orders Gateway, you will receive 2 email notifications as the ones below:

    a.   First one with the username

OrdersGateway New Account

S stagingorders@propertyinfo.com
To Kimberly Valverde

New User Account

Your new account has just been created. Your user name and password will be sent in 2 separate emails.

User Name: Kimberly.valverde@demotitle
Password: **********

For your security this email message purposely doesn't contain site specific information. To login please visit the site where you just registered.

    b.   Second one with the password:

OrdersGateway New Account

S stagingorders@propertyinfo.com
To Kimberly Valverde

New User Account

Your new account has just been created. Your user name and password will be sent in 2 separate emails.

User Name: **********
Password: y

For your security this email message purposely doesn't contain site specific information. To login please visit the site where you just registered.

2.   After that you will go to https://ordersgateway.com/ to log in. You will copy your username and the password into the respective fields and then click **Login**:

Logging Into Orders Gateway

3. After you have clicked the login button, you will be directed to a new screen to change your password. Complete the fields as follows:

Password: Included on the email you received. (If there is something already in that field overwrite and replace it with the password).

New password: A new personal password.

Confirm New Password: same password as above.

Then click **Change Password**.

Logging Into Orders Gateway

4. If successful, you will arrive at the dashboard screen which means you should now be able to navigate within Orders Gateway.

Resetting your own account

If you have multiple accounts in Orders Gateway and need to reset your password for one of them, follow the steps below:

1. Go to Orders Gateway and click the "**Forgot Password**" link:

Logging Into Orders Gateway

2. You will be presented with a Reset Password screen where you will need to input the **Email Address** associated to your OG account and the **User Name** used for your Login Name to access Orders Gateway, here is an example:

User Login

Phone: (866) 464-8179
Fax: (410) 335-6399
Website: ordersgateway.com
Email: titlesearch@propertyinfo.com

Reset Password

Please enter both Email Address and User Name to reset your password.
If you have any issues or concerns, contact Stewart Support at (844) 835-1200.

Email Address: Email address associate to your OG account

Email address e.g. sylvester@acmeco.com

User Name: Your login name used to access OG

Please enter User Name here

Reset Password

- Already Registered? Sign In

3. Once you click the reset password button, you will receive an email with your username and a link to reset the password as the one below:

OrdersGateway Password Reset

S stagingorders@propertyinfo.com

Password Reset

In order to reset your password, please click on the link below:

User Name: kimberly.valverde@customer

Click the link below to reset your password – or copy the address into your Internet browser –:

https://staging.OrdersGateway.com/?cmd=tFEzEL63DY5p3fDMPKLoLI6tK8WxuDgM0sggfQazZIWSfTIUm521H53FoEiOi5n0n19NgG1ADNcG6z%2fP6JG%2btgLWgC%2fCyc9X8SJOadx5r6yYdKIe07a7Uw%3d%3d

To order services or check a status on your orders please visit the link – https://orders.propertyinfo.com

4. You will need to click the link in the email so the system can send you a new temporary password. Once you click the link you will be taken to the Orders Gateway screen and then you will see this message:

Logging Into Orders Gateway

5. You will get 2 emails, one with the username and the second with the password. Those can take a few minutes to came in.
6. You will need to copy and paste the password into the login screen to access Orders Gateway https://ordersgateway.com .
7. If successful, you will arrive at the dashboard screen and should click on **Profile** on the left side of screen to reset password from temporary password.

Logging Into Orders Gateway

8. Then click the **Change Password** link at the bottom of their Profile screen.

9. You will need to input the temporary password into the **Password** field, then input a new password and confirm new password. Then click **Change Password** button.

10. You will get the confirmation that your password has been updated:

You can then click **Continue** and logout to confirm the new password is working as expected.