

## Logging Into Orders Gateway

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### 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



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](mailto: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



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**:

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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



Orders Gateway

### Change Password

Change Password form with fields for Password, New Password, Confirm New Password, and a Change Password button.

Order Services with the click of a button.



Benefits

Features

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:



Orders Gateway

Login form with fields for Username and Password, Login and Forgot Password buttons, and a disclaimer.

Order Services with the click of a button.



## Logging Into Orders Gateway

- 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](http://ordersgateway.com)  
Email: [titlsearch@propertyinfo.com](mailto:titlsearch@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 e.g. sylvester@acmec.com

User Name:   
Please enter User Name here

[Already Registered? Sign In](#)

- 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



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%2fCyc9X8SJOadx5r6yYdKle07a7Uw%3d%3d>

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

- 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

Your password has been reset and an email sent to kimberly.valverde@stewart.com.

Username:

Password:

**Login**   [Forgot Password](#)

By logging into this website, you acknowledge that you have read, understand, and agree to be bound by the [Search Agreement](#), [Terms of Use](#) and [Privacy Statement](#). If you do not accept the Terms of Use and Privacy Statement, do not use this website.

Order Services with the click of a button.

5. You will get 2 emails, one with the username and the second with the password. Those can take a few minutes to come 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.

File Number  Search...

- Home
- Orders
- Users

## Home

[Create a new order](#)

- Home
- Profile**
- [Company Info](#)

[Search Standards](#)

Phone: 35209

Fax:

Website: [ordersgateway.com](https://ordersgateway.com)

Email: [jan.richard@stewart.com](mailto:jan.richard@stewart.com)

### Open Orders



#### Open Orders

- [Incomplete \(0\)](#)

## Logging Into Orders Gateway

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

**Home**

**Profile**

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[Home](#)  
» [Profile](#)  
[Company Info](#)  
[Search Standards](#)

Phone: 35209  
Fax:  
Website: [ordersgateway.com](#)  
Email: [ian.richard@stewart.com](mailto:ian.richard@stewart.com)

E-mail: [kimberly.valverde@stewart.com](mailto:kimberly.valverde@stewart.com)  
Full Name: Kimberly Valverde  
Is Active: Yes  
AIM+ User ID:  
Phone:  
 User administrator?

[Change Password](#) [Edit](#)

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.

**Home**

**Profile**

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[Home](#)  
» [Profile](#)  
[Company Info](#)  
[Search Standards](#)

Phone: 35209  
Fax:  
Website: [ordersgateway.com](#)  
Email: [ian.richard@stewart.com](mailto:ian.richard@stewart.com)

Password:   
New Password:   
Confirm New Password:

**Password Rules**  
Minimum 8 characters in length  
1 uppercase  
1 lowercase  
1 digit  
1 allowed special character:  
\*\$-+?\_&=|%{}@  
Password should not match the last 8 previous passwords

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

**Profile**

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Change Password Complete  
Your password has been changed!

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