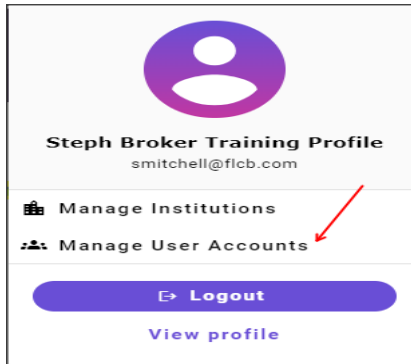


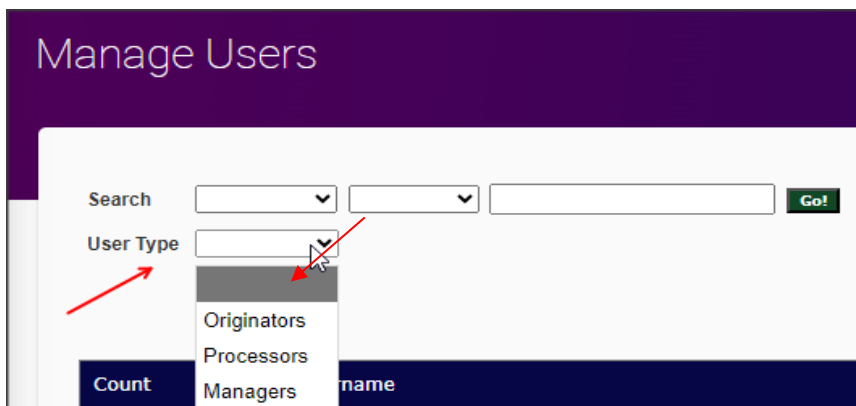
Delegated Administrators are assigned by FLCBank at the time of approval.

**Only Delegated Administrators can add Users**



### To Add Users:

Select **Manage User Accounts** from the User menu in the upper right corner of the navigation.



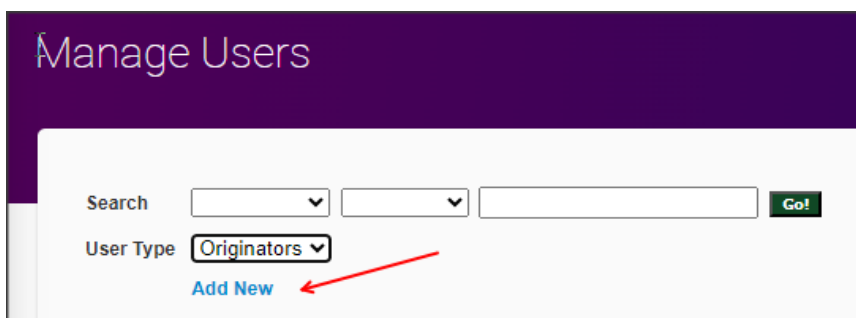
Select the **User Type** you would like to add.

**Originators** – allows the originator to access his/her pipeline only.

**Processor** – allows a processor to access only the pipeline for which he/she is processing.

**Managers** – allows access to pipeline for the entire institution.

Click **Add New**.



**NOTE: Add ALL Originators first and then add processors as this will allow you to link the processor to specific Originators during the setup process.**

Complete all required fields marked by a **bold Red \*** and click **Add** at the bottom right of the screen. If a processor or Manager does not have an NMLS #, you can put 99999.

**Note:** You will need to select a **GROUP** from the dropdown list. Only selections available to your institution will be displayed.

After completing all the required fields marked by a **bold Red \*** and selecting **Add**, scroll down to the bottom left of the screen and select **LP Credit Vendors** to launch the Credit Vendors screen.

This will allow you to link the Users profile to the credit report when running LP.

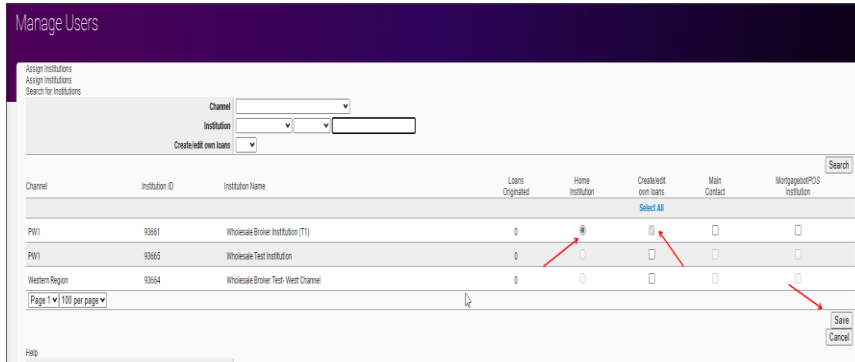
**Select** the credit vendor that your company utilizes then click **update**.

You will be directed back to the User Profile. Click **Select Institutions**

## Originator User:

Select the **Home Institution** button and select the **Create/edit own loans** check box.

Click **Save**.

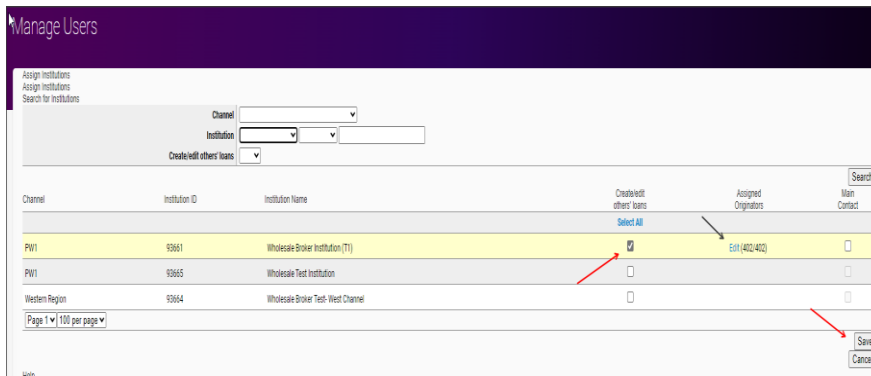


## Processor User:

Select the **Create/edit Others' Loans** check box and click **Edit** under the **Assigned Originators** column.

Select the originators the processor is assigned to or **Select All**. Click **Save**.

The previous page is now accessible again. Click **Save**.

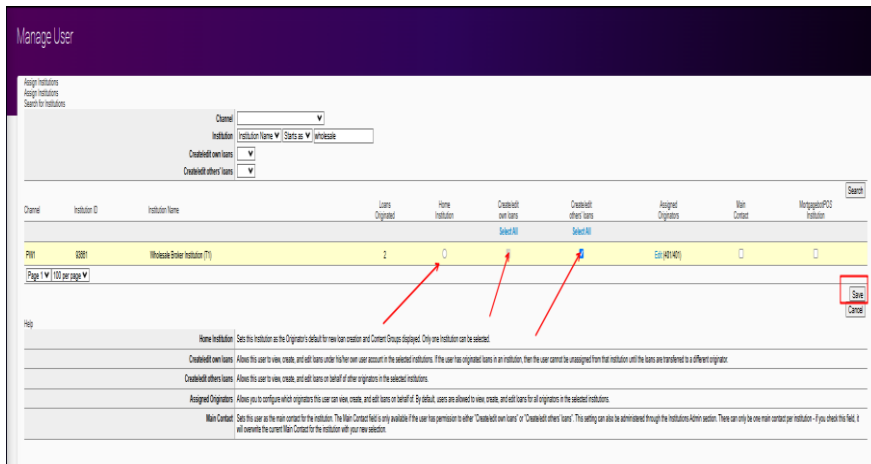


## Manager User:

Select the three (3) check boxes for **Create/edit own loans**, **Home Institution** and **Create/edit others' loans**.

As a **Manager User**, you do **NOT** need to assign individual originators. You will automatically be assigned to all.

Click **Save**.



**IMPORTANT:** After you have completed the setup process above, the User will receive an email from [website@flcbmortgage.com](mailto:website@flcbmortgage.com) that contains a link to setup the User's **Password and Security Questions**. The user must setup the password and security questions within **10 minutes** of receiving the email or it will expire.

**Password Reset:** If the password expires or a User needs a password reset, the Delegated Administrator must go back to the User's profile and reset the password by selecting **Change Password** in the bottom left corner and then click **Update** in the bottom right corner. This will generate another email with a new temporary password.

**If an employee leaves the company:**

Go to the user's profile; select **Inactive** from the drop down box and click **Update**.