1. **To access the Login screen of LION**, first click on the blue “Client Login” button, located at the top right-hand side of www.newrezwholesale.com.

2. **To Log In**, enter your email address and password, then click Log In.

3. **Once logged in, your pipeline view will show.** On the left, click Administration, then User Administration.

4. **Once in User Administration, click Add New User.**
5. **You will have the ability to choose what access the user**
   will have and if they are active. You will also choose what their role will be. You are able to choose more than one role.

6. **Complete all the fields that are highlighted below.**
   The user's login should be their email address.
   Please copy and paste the system generated password. Send this to the new user for them to access LION for the first time. The system will NOT automatically email new users. Once they log in, it will prompt them to change their password.

7. **Once complete, click OK.**
   Email the new user their temporary password and they can get started.

   If any user ever forgets their password, please have the Admin or user call Client Services at 888-988-1695, Option 3 to have all passwords reset.