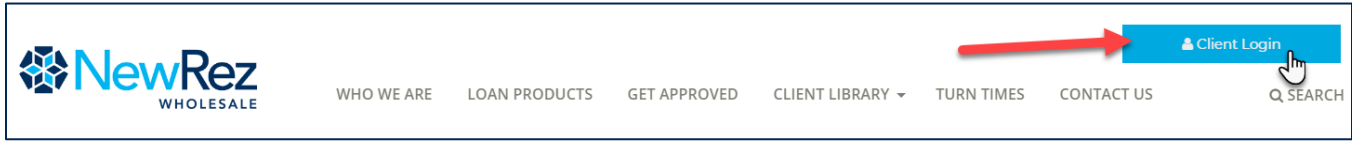
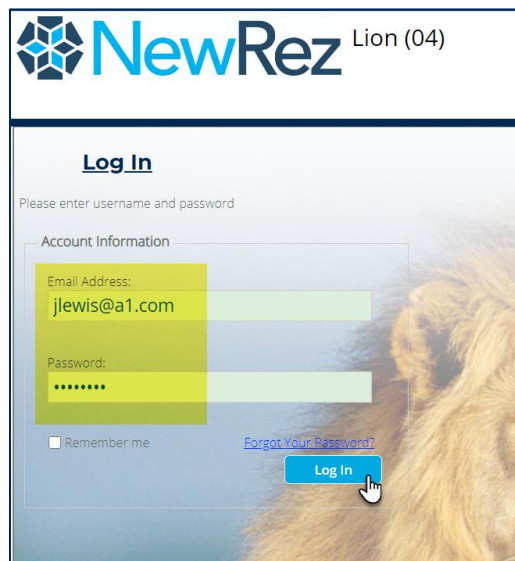


Purpose: To instruct LION account administrators how to add users to their account.

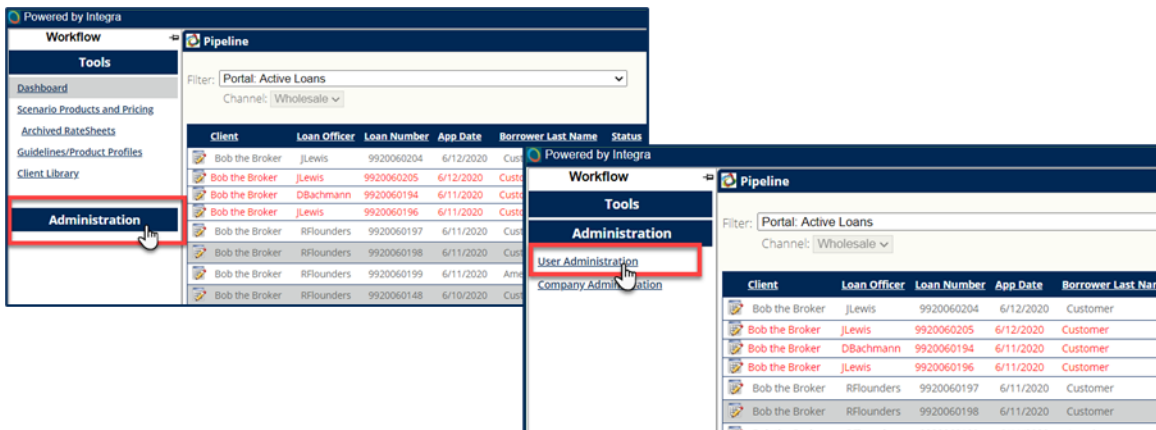
- 1) Access LION from the NewRez Wholesale Client website (<https://www.newrezwholesale.com>) by clicking the **Client Login** button in the top right:



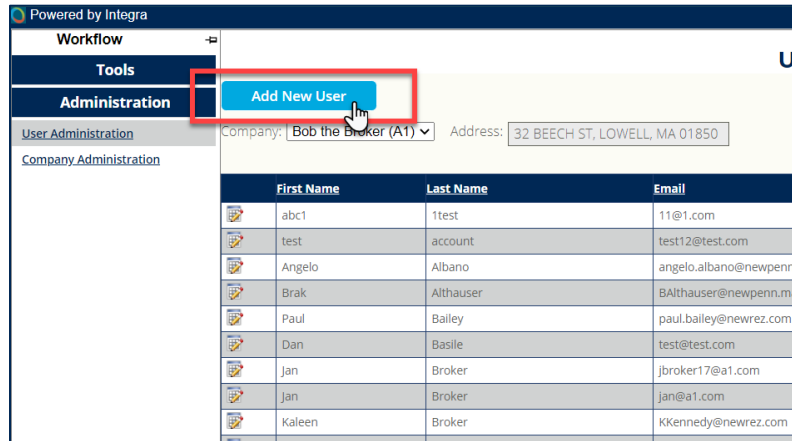
- 2) **Log in** using your Email Address and Password:



- 3) Once logged in, you will see your pipeline view. On the left menu, click the **Administration** header, then **User Administration**:



4) Once in the User Administration screen, click the **Add New User** button:



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Workflow

Tools

Administration **Add New User**

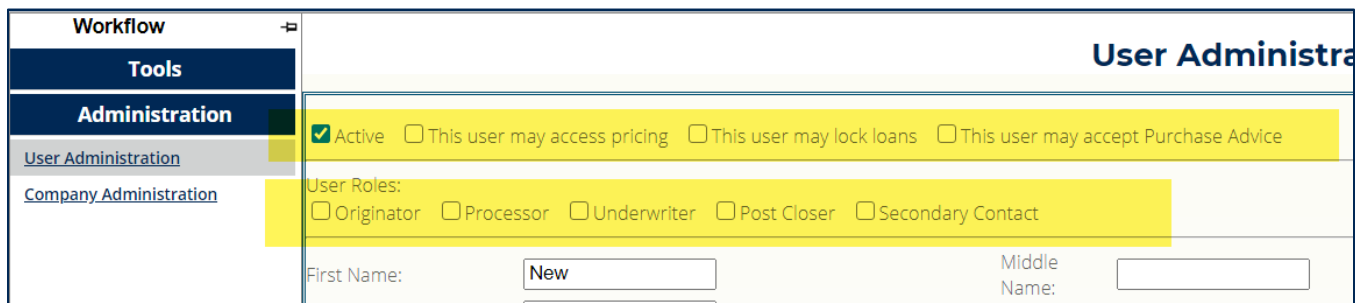
User Administration

Company Administration

Company: Bob the Broker (A1) Address: 32 BEECH ST, LOWELL, MA 01850

First Name	Last Name	Email
abc1	ttest	t1@1.com
test	account	test12@test.com
Angelo	Albano	angelo.albano@newpenn.n
Brak	Althausen	BAlthausen@newpenn.mai
Paul	Bailey	paul.bailey@newrez.com
Dan	Basile	test@test.com
Jan	Broker	jbroker17@a1.com
Jan	Broker	jan@a1.com
Kaleen	Broker	kKennedy@newrez.com

5) Select the appropriate role(s) and access type(s) the new user will have, and whether or not they are Active. *Note: You can choose more than one selection in each row.*



Workflow

Tools

Administration

User Administration

Company Administration

User Administration

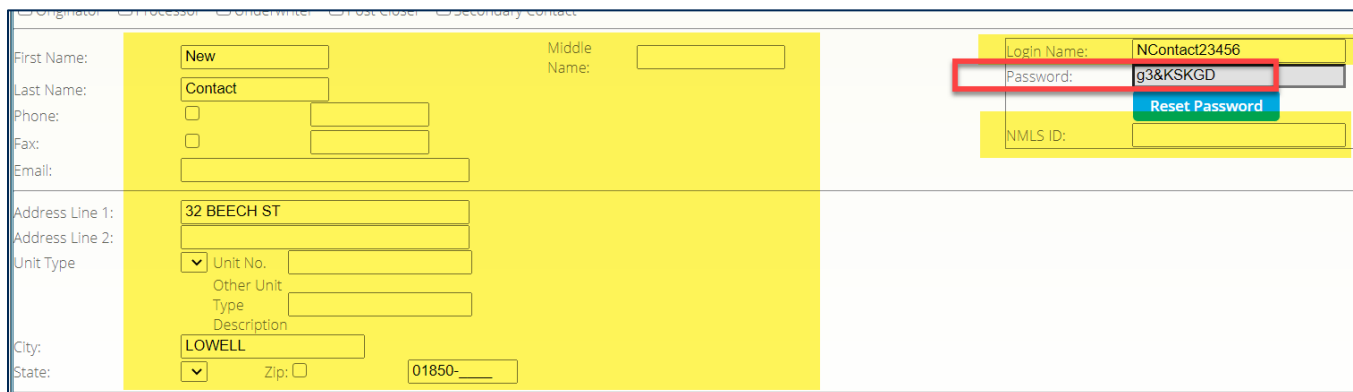
Active This user may access pricing This user may lock loans This user may accept Purchase Advice

User Roles:

Originator Processor Underwriter Post Closer Secondary Contact

First Name: New Middle Name:

6) Complete all applicable user fields, including Login Name and NMLS. *Important: The user's Login Name should be their email address.*



Originator Processor Underwriter Post Closer Secondary Contact

First Name: New Middle Name:

Last Name: Contact

Phone:

Fax:

Email:

Address Line 1: 32 BEECH ST

Address Line 2:

Unit Type: Unit No. Other Unit Type Description

City: LOWELL

State: Zip: 01850-____

Login Name: NContact23456

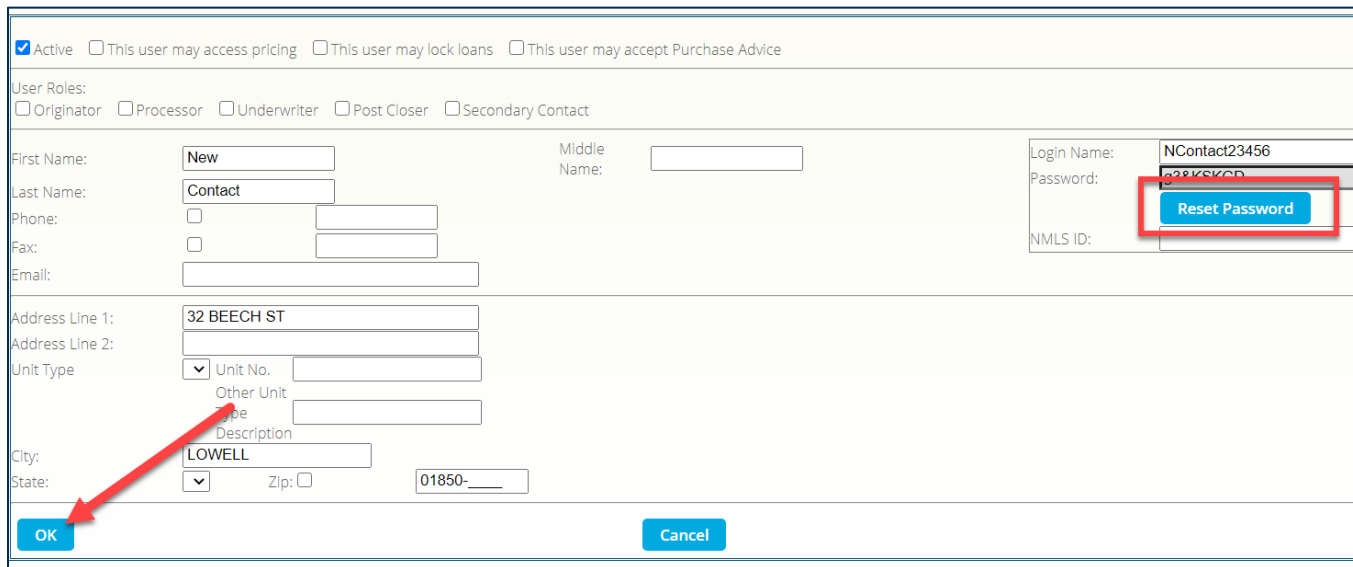
Password: g3&KSKGD

Reset Password

NMLS ID:

Please copy the system-generated password to paste into an email to send to your new user for them to access LION for the first time. The system will NOT automatically email new users. Once the new user logs in, it will prompt them to change their password.

7) Once all fields are complete, click **OK** to save your changes. Email the new user their temporary password and they can get started:



Active This user may access pricing This user may lock loans This user may accept Purchase Advice

User Roles:
 Originator Processor Underwriter Post Closer Secondary Contact

First Name: Middle Name:

Last Name: Login Name:

Phone: Password: **Reset Password**

Fax: NMLS ID:

Email:

Address Line 1:

Address Line 2:

Unit Type:

Other Unit Type:


Description:

City:

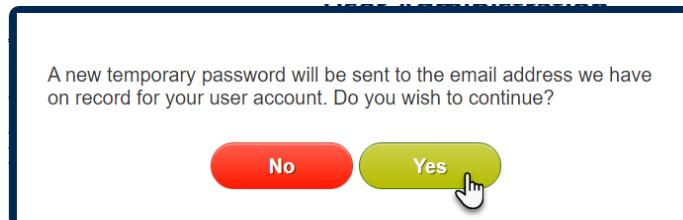
State: Zip:

OK **Cancel**

Resetting User Passwords

If a user forgets his or her password, an account administrator can reset their password by **Editing** the user from the User Administrator pipeline by clicking the pencil icon () next to their name, then clicking the **Reset Password** button as shown above.

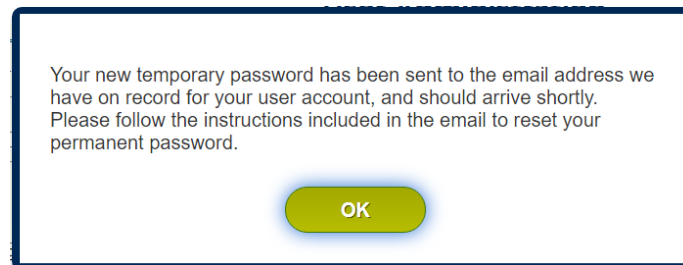
Click **Yes** when the prompt appears to send a temporary password to the user who is locked out:



A new temporary password will be sent to the email address we have on record for your user account. Do you wish to continue?

No **Yes**

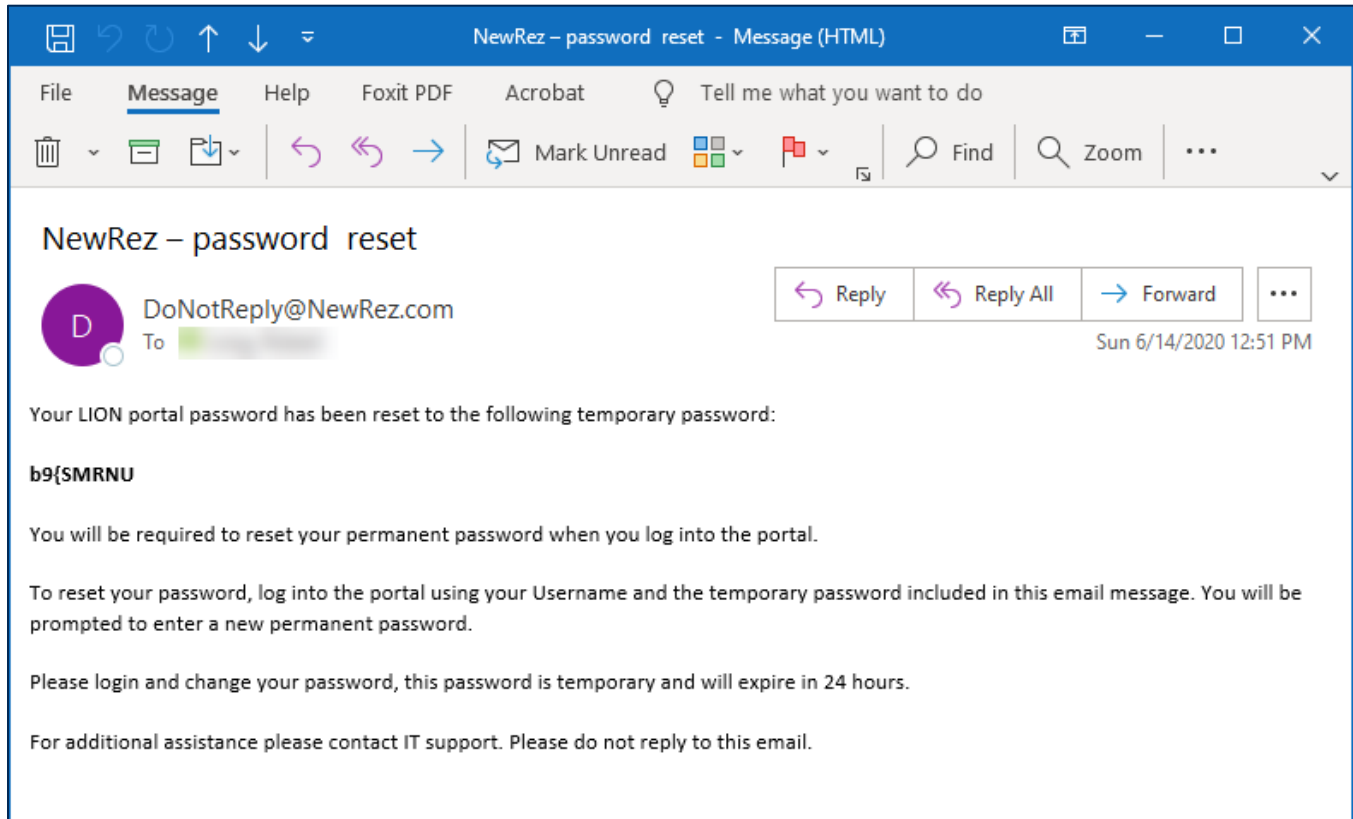
The following confirmation will appear:



Your new temporary password has been sent to the email address we have on record for your user account, and should arrive shortly. Please follow the instructions included in the email to reset your permanent password.

OK

The user will be sent this message:



Please also contact Client Services at 888-988-1695 (Option 3) if any assistance is needed for user password help.