

Click on [Admin] to view the Company & Reports tabs

**Company:** Maintain company specific information and set-up users

Users are set up in each company, and have a variety of privilege options.

**Reports:** Access generic pipeline reports

**Credit Account:** Enter credit credentials here for use by all users for the company. This also enables the users to run DO/Du as enabled by the main system admin(s)

Multiple vendors can be entered and will be seen in the dropdown on tab 3 of the application.

**?:** Provides help for entering credit credentials and contact information for the vendor

**Verify:** This will "ping" the vendor to ensure the credentials are entered correctly

**Username and Password:** This along with the 6 digit company ID will be required to log in to the system. Passwords will always appear as 9 characters regardless of the actual length and can never be seen

**User Info:** All users should have complete information entered (the credit ID field is no longer required)

**Status:** Active, Hold or Inactive  
**PRIVILEGES**

**Administrator:** Allows this user to set up other users within in this company only and is able to run reports on apps belonging to this company.

**View All Submissions:** Allows this user to view all apps/submissions for this company, or any company under this company. As opposed to an LO who may only be able to view their own pipeline of loans

**View Pricing Spread/Profit Margin:** N/A to your pricing set-up

**Can Add Apps "on behalf of" Brokers (users):** A privilege typically for Openers, Processors or Underwriters that need to enter apps on behalf of someone else and have it appear in their pipeline

**Can Re-Assign Apps "on behalf of" Brokers/ (users):** AS you are retail you will most likely not need this unless an LO leaves the company

**Can Enter Full-File Received Date:** Not used for systems with an integration (such as yours)

**Can Modify Locked Apps:** Not used for systems with an integration (such as yours)

**Can Sign Off Stips:** Not used for systems with an integration (such as yours)

**NOT ALLOWED TO**

**Run Credit Report:** Not allowed to pull new or re-issued credit reports.

**Export Files:** Not allowed to export FNM 3.2 files.