



New User Setup

Company Name: _____

User Cell Phone#: _____

Name of New User: _____

New User Email: _____

Is the User an Admin? Yes No

Payment Method: Bill to Company (invoice) Credit Card Payment Per Order

USER ACCESS | This determines whether this person has the ability to order for:

ALL (can order for all users within company) SELF (files for only this user) NONE (does not have permission to order)

File Ordering: ALL SELF NONE Rescore Ordering: ALL SELF NONE

Supplement Ordering: ALL SELF NONE

Can Re-Order Files within: 1 Day 15 Days 30 Days 60 Days 90 Days 120 Days

View products ordered by others? Yes No View billing invoices of others? Yes No

RESTRICTIONS | Please check the box on the left if you would like to apply this restriction.

- Disable Web-Access to system (access credit related products only through loan portal)
- Disable Flood Report ordering
- Disable Fannie Mae access to report ordering / reissuing
- Disable CreditXpert products (such as; Wayfinder, What-If Simulator)
- Disable Lien & Judgement Report ordering
- Disable Tax Return Verification ordering / viewing.
- Disable Business Credit Report ordering
- Disable ordering Credit Reports from the website. Refresh allowed.
- Disable Verification of Employment ordering
- Disable Verification of Deposit ordering
- Disable Undisclosed Debt Notification (UDN) ordering

Note: If you need multiple users set-up, all with the same exact rights and restrictions as above list names and emails below:

Name: _____

Email: _____

Name: _____

Email: _____

Name: _____

Email: _____