**FLCBank**

**Delegated Administrators are assigned by FLCB 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 type of user you would like to add.

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

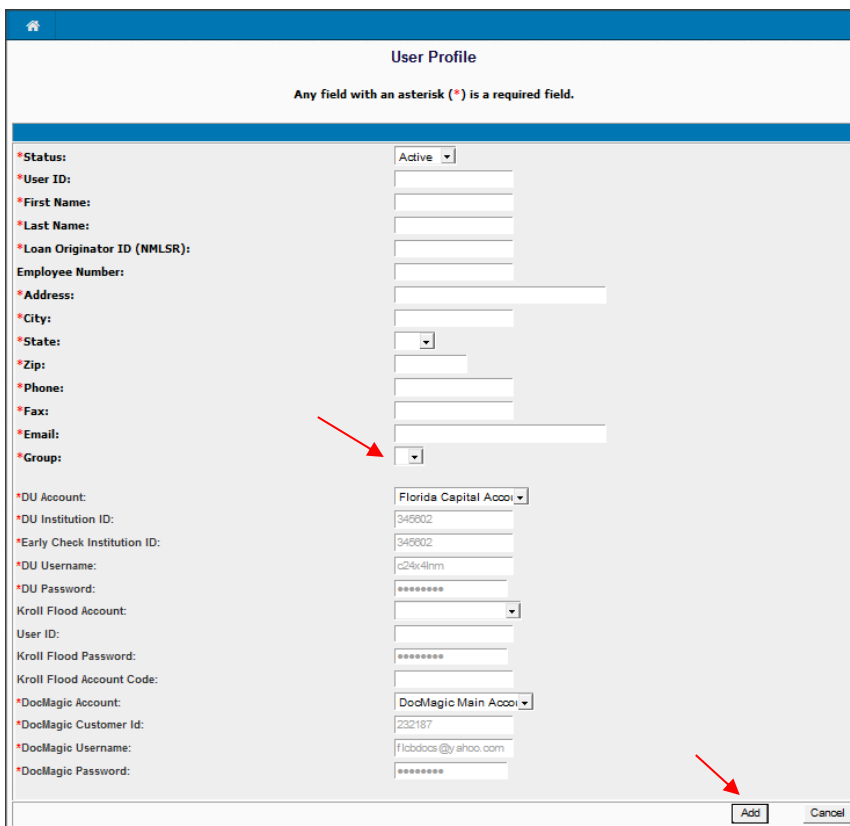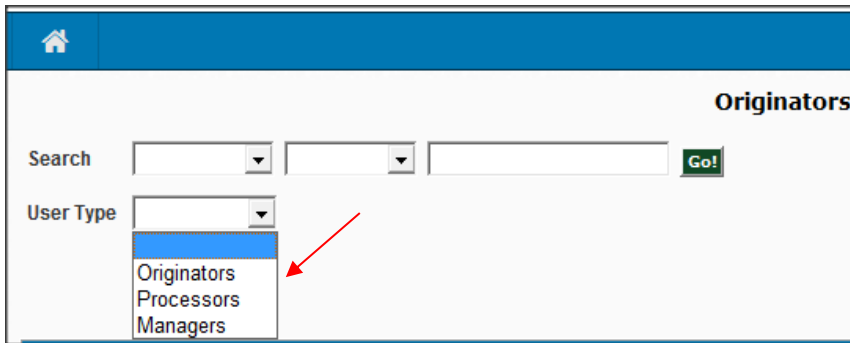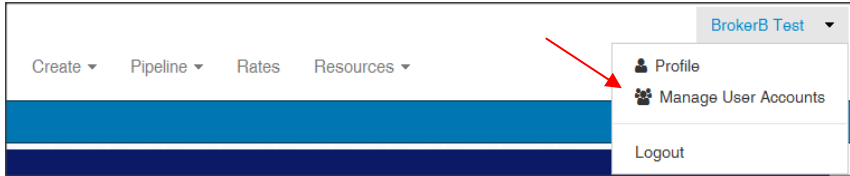**Processor** – allows a processor access only the pipeline for which he/she is processing.

**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 Originator during the setup process.*

Complete all required fields marked by a red asterisk and click **Add.**

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

After Completing all of the required fields marked by a red asterisks and selecting Add scroll down to the Vendor Account section

**Note:** Please utilize the screen shot to double check that these vendor's profiles are the vendors showing up on your screen.



Once you have double checked the vendor information scroll down to the bottom left corner of the screen: **select** the LP Credit Vendors.

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.**

Click **Select Institution** and after completing the steps above, click **Update.**



**Originator User:**

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

Click **Save.**

**Processor User:**

Select the check box **Credit/edit others' loans** and click **Edit** under the **Assigned Originators**.

Select the originators the processor is assigned to.



Click **Save.** The previous page is now accessible again. If done assigning originators, click **Save.**



**Manager User:**

Select the check box **Create/edit own loans** and select the radio button **Home Institution.** Also select the check box **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 EnterpriseLOS@mortgagebot.com that will contain a temporary password. The user must activate the password within 10 minutes of receiving the email or it will expire. If the password expires, the Delegated Administrator must go back to the users profile and reset the password by selecting Change Password then click update. This will generate another email with a new temporary password.*

**If an employee leaves the company:**

Go to the users profile; **select Inactive** from the drop down box.

Click **Update.**