

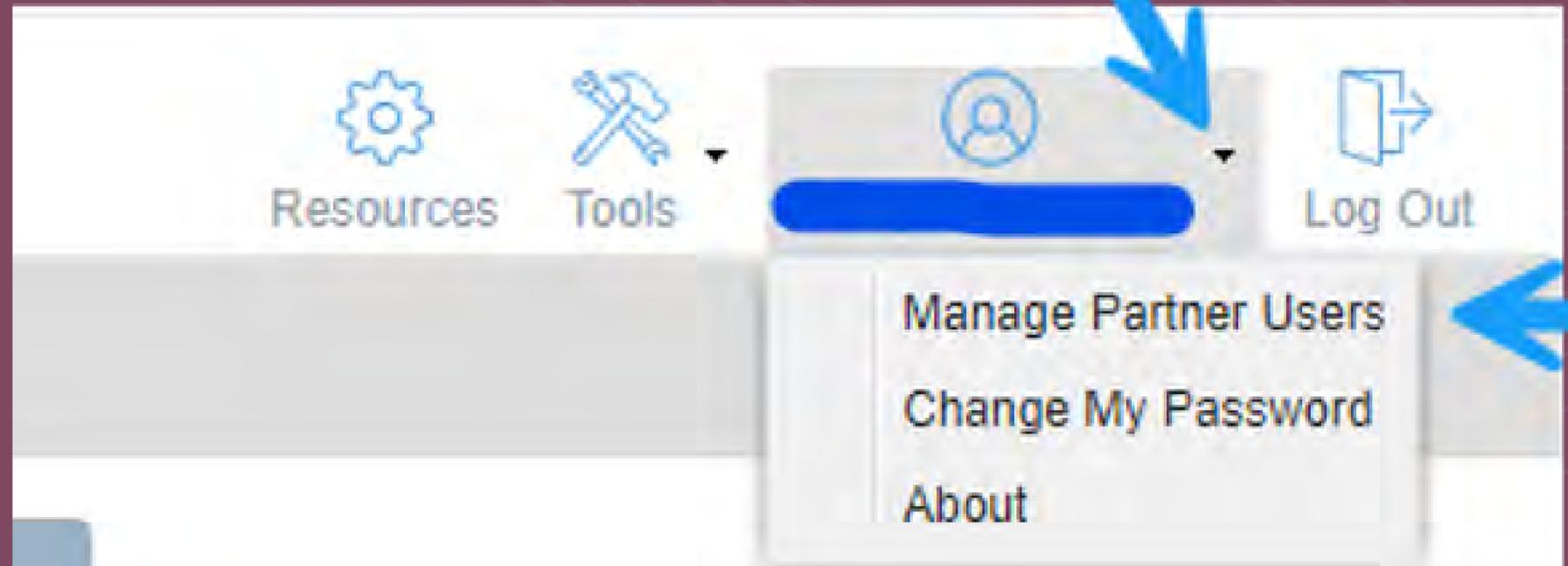


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how to Reset A Password

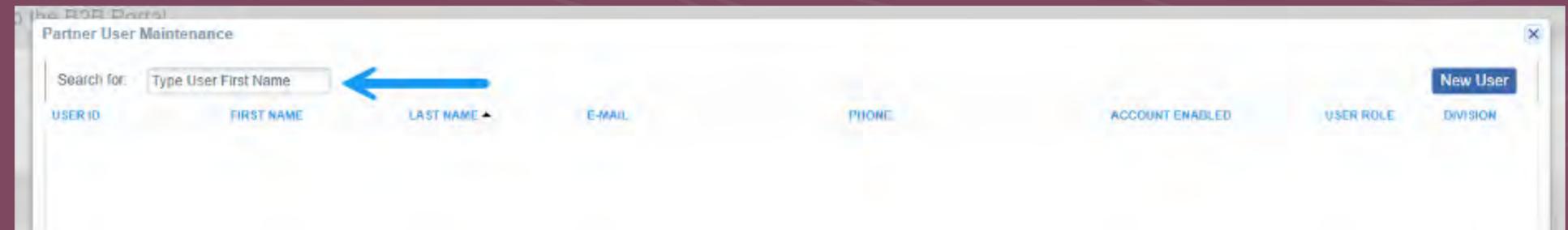
Manage Partner Users

- As the admin for your company you have the ability to reset passwords for your team.
- Once logged in, click on the down arrow next to the person icon upper right corner of web site and select Manage Partner Users



Search

- In the Search function type in user First Name
- Select the user in portal.



Password

- If the account is Locked, Uncheck the “account locked box” & save. The User should be able to sign in with their current password
- If you the user does not remember their password, Uncheck the “account locked box” & then click Change Password, assign a new password, & save.

Partner User Maintenance

[Back to User List](#)

User Set Up

* User ID:

* E-Mail:

Salutation: ▼

* First Name:

Middle Name:

* Last Name:

NMLS Id:

* Phone Type: ▼ Preferred

* Phone Number: ▼ SMS

* Portal Role: ▼

System Access:

* Division: ▼

Limited Loan Access

Password Maintenance

[Change Password](#)

Account Locked

Account Enabled Registered

[Save](#) [Cancel](#)

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