Add Users to the Website:

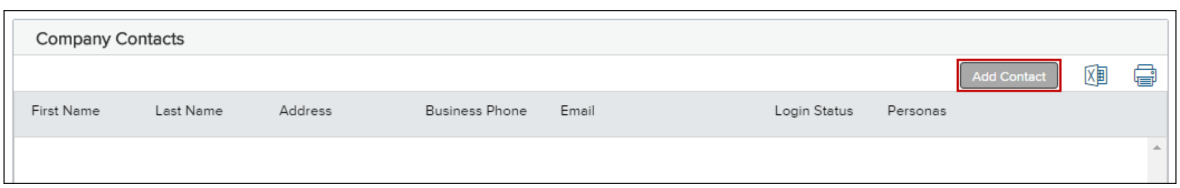
In order for other users to gain access to the website, the manager must create a contact record for each user. If manager access is needed, please reach out to your District Director to gain access.

To Create a Contact Record:

1 Click your user name in the top right corner, and then select **Manage Account**.

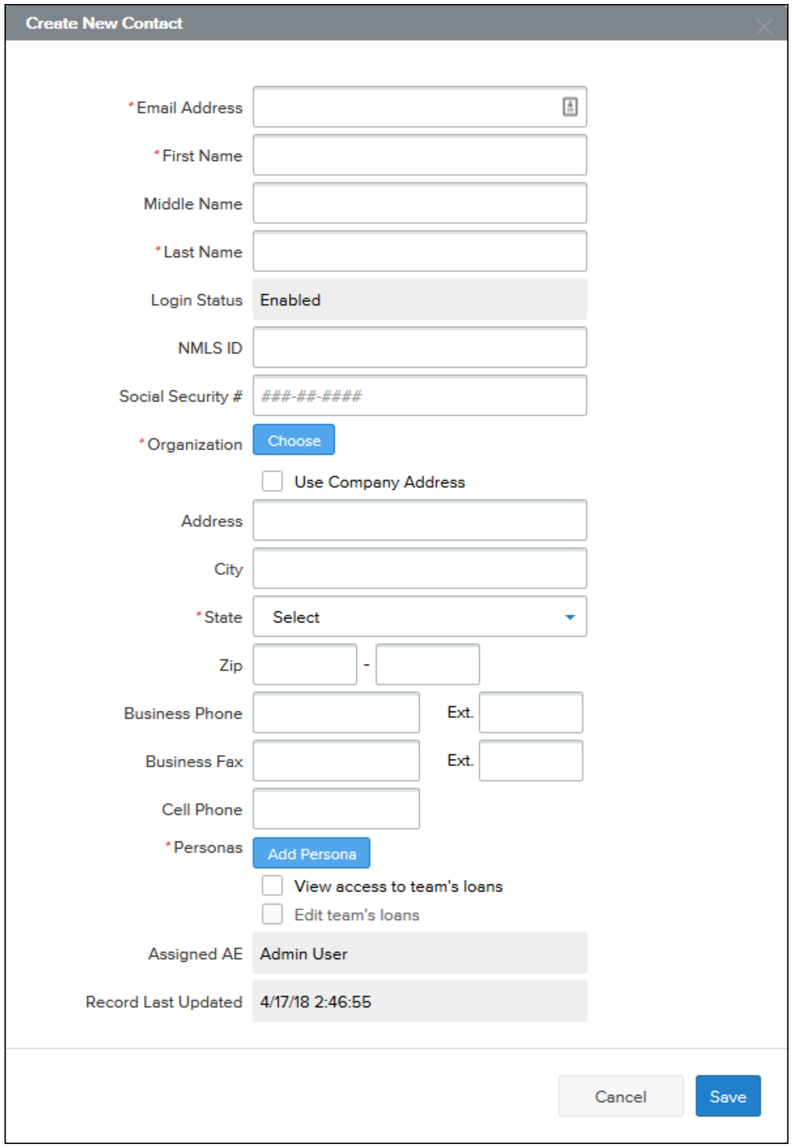
2 Click the **Company Account** tab.

3 Scroll down to the Company Contacts section, and then click **Add Contact** to add a new user who will be able to use the website.



4 Enter the required information for the user. (Required fields are marked with a red asterisk.*)

- The Organization field enables you to select the branch within the TPO Company's organization where this contact should be created. Click **Choose** to select the organization option, and then select the organization entry and click **Save**.
- The Persona field enables you to select an available persona to assign to the TPO Contact. Click **Add Persona** to select the persona for the TPO contact, and then select one or more personas and click **Save**.



5 When finished, click the **Save** button.

The user will receive an email that provides a link to the website, along with a log in name (their email address) and a temporary password. The user can log in to the website, however their licensing information needs to be submitted to, and then approved by, our company before they can submit loan files. (This rule applies to branches that will use the website as well.)