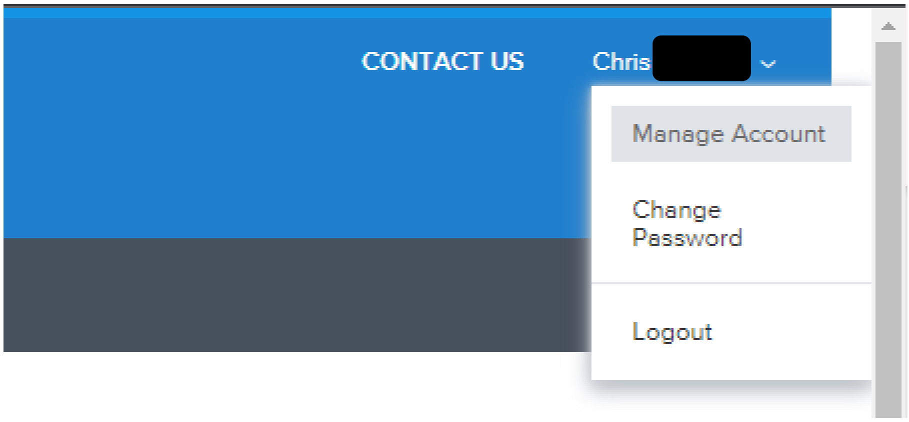
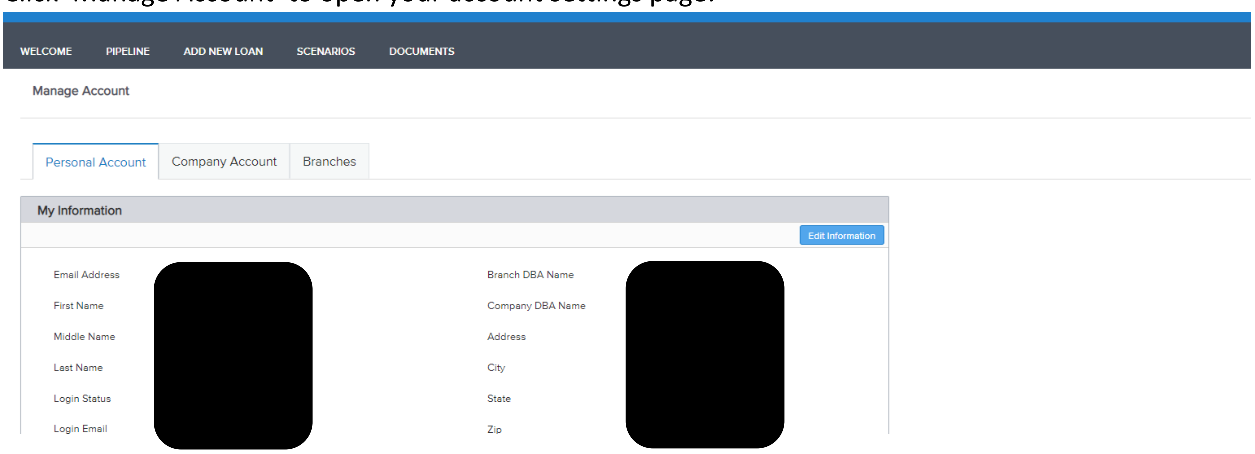
TPO User Creation Guide

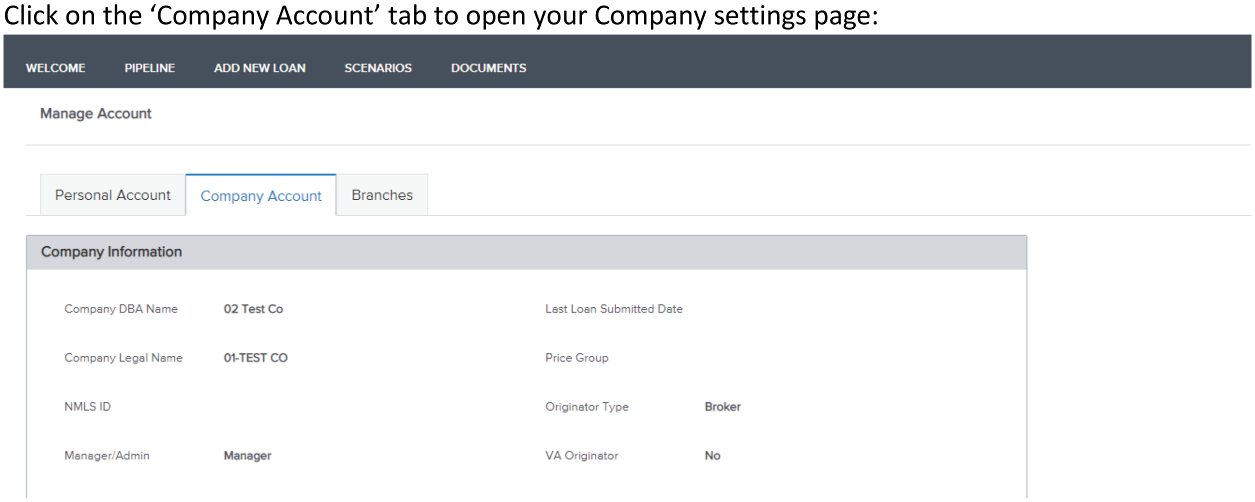
After Logging into the Portal, click on your name in the upper right:



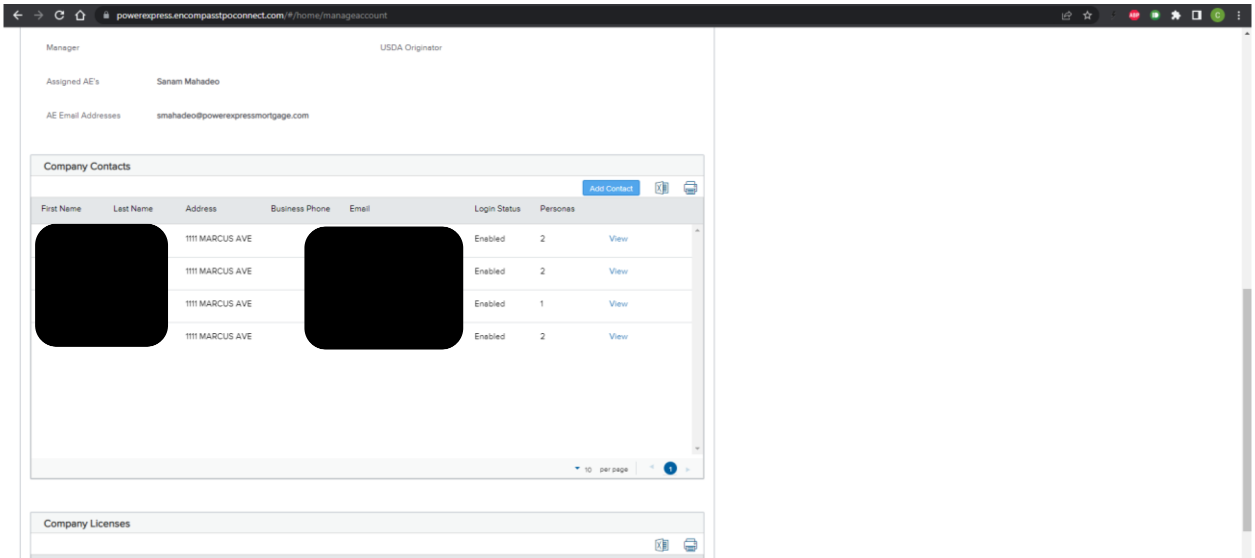
Click 'Manage Account' to open your account settings page:



Click on the 'Company Account' tab to open your Company settings page:



Scroll to the Company Contacts section here:



Click on Add Contact to open the new user screen:

The following information is required in order to create a user account:

- Email Address (used for communications)
- First Name
- Last Name
- Login Email Address (used on the login screen)
- Organization
    - Click save once the new window opens to choose your organization.
- State
- Personas
    - Choose from: TPO LOAN OFFICER / TPO LOAN PROCESSOR

Once all required fields have been entered, click Save.

If any fields are missing, an error message will be displayed: