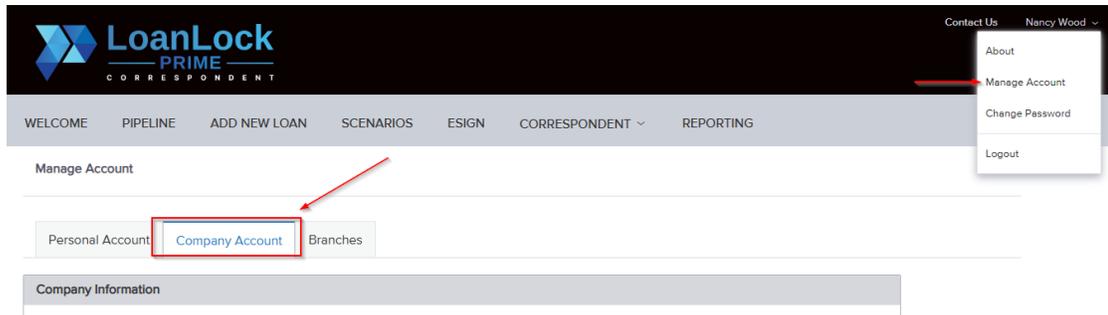


## Correspondent Administration: Deactivating Users

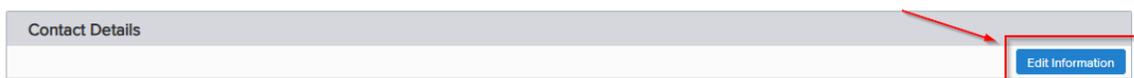
If you have the 'Corr Admin' persona, you have access to create and manage user accounts for your company. When logged in to the Correspondent Client Portal, click the caret to the right of your name in the upper right-hand corner. If you see 'Manage Account', you have admin access. Users who do not see this option do not have admin access. Click 'Manage Account' then click the 'Company Account' tab:



You can deactivate users that no longer work for your company. Follow the steps outlined above. Scroll down to 'Company Contacts', locate the user and click View':

Company Contacts							Add Contact	Print
First Name	Last Name	Address	Business Phone	Email	Login Status	Personas		
...	...	...	...	...	Enabled	2	View	
...	...	...	...	...	Enabled	2	View	

Once in 'Contact Details', click 'Edit Information':



In 'Edit Contact Information', choose 'Disabled' for the Login Status' and click 'Save' at the bottom.

**Edit Contact Information**

\* Email Address

\* First Name

Middle Name

\* Last Name

Login Status Enabled

\* Login Email Address Disabled

NMLS ID