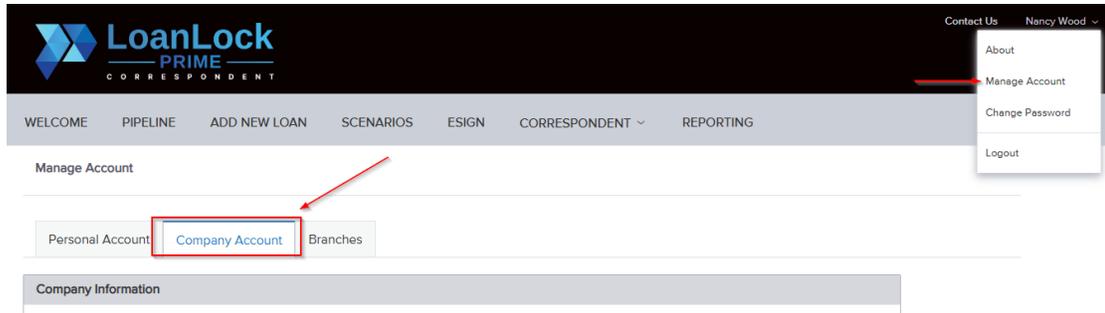
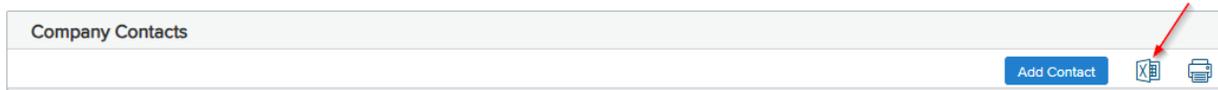


## Correspondent Administration: Downloading User Data / User Edits

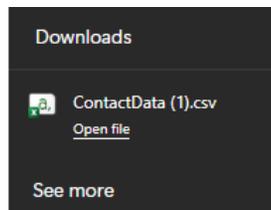
If you have the 'Corr Admin' persona, you have access to create and manage user accounts for your company. You can download a user list to review persona access. When logged in to the Correspondent Client Portal, click the caret to the right of your name in the upper right-hand corner. If you see 'Manage 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:



Follow the steps outlined above. Scroll down to 'Company Contacts', click the excel icon on the top right of the Company Contacts list:



Open the file from your Downloads:



On the excel list, you can review all users and their login statuses and personas:

First Name	Last Name	Address	Business Email	Login Status	Personas
John	Smith	123 Main Street, Suite 1000	john.smith@company.com	Enabled	Corr Loan Officer, Corr Loan Processor
Jane	Doe	456 Main Street, Suite 1000	jane.doe@company.com	Enabled	Corr Loan Officer, Corr Loan Processor
Robert	White	789 Main Street, Suite 1000	robert.white@company.com	Disabled	Corr Loan Officer
Emily	Johnson	101 Main Street, Suite 1000	emily.johnson@company.com	Enabled	Corr Loan Officer, Corr Loan Processor
Michael	Lee	202 Main Street, Suite 1000	michael.lee@company.com	Enabled	Corr Loan Officer, Corr Loan Processor
David	Kim	303 Main Street, Suite 1000	david.kim@company.com	Enabled	Corr Loan Officer, Corr Loan Processor
Christina	Brown	404 Main Street, Suite 1000	christina.brown@company.com	Enabled	Corr Loan Officer, Corr Loan Processor
James	Wilson	505 Main Street, Suite 1000	james.wilson@company.com	Enabled	Corr Loan Officer, Corr Loan Processor, Corr Post Closer, Corr Secondary, Corr Admin
Sarah	Taylor	606 Main Street, Suite 1000	sarah.taylor@company.com	Enabled	Corr Loan Officer, Corr Loan Processor

Any edits to the user's data can be made by viewing their contact details in Company Account (follow steps above) > Company Contacts > find contact in Company Contacts list, click 'View' > click 'Edit Information' > make change > click 'Save'