Adding Broker Credit Providers

XpressQual Administration—Set Up Broker Admin & Company Level Providers

Broker assigns an employee in their office to set up and maintain accounts.

Responsibilities include:

- **Perform administrative functions from the home screen of XpressQual.**

To Set up the Broker Admin and Company Level Provider:

- **Access XpressQual from the Broker website; www.nationstarbroker.com**
- **Click on the XpressQual login (center column)**

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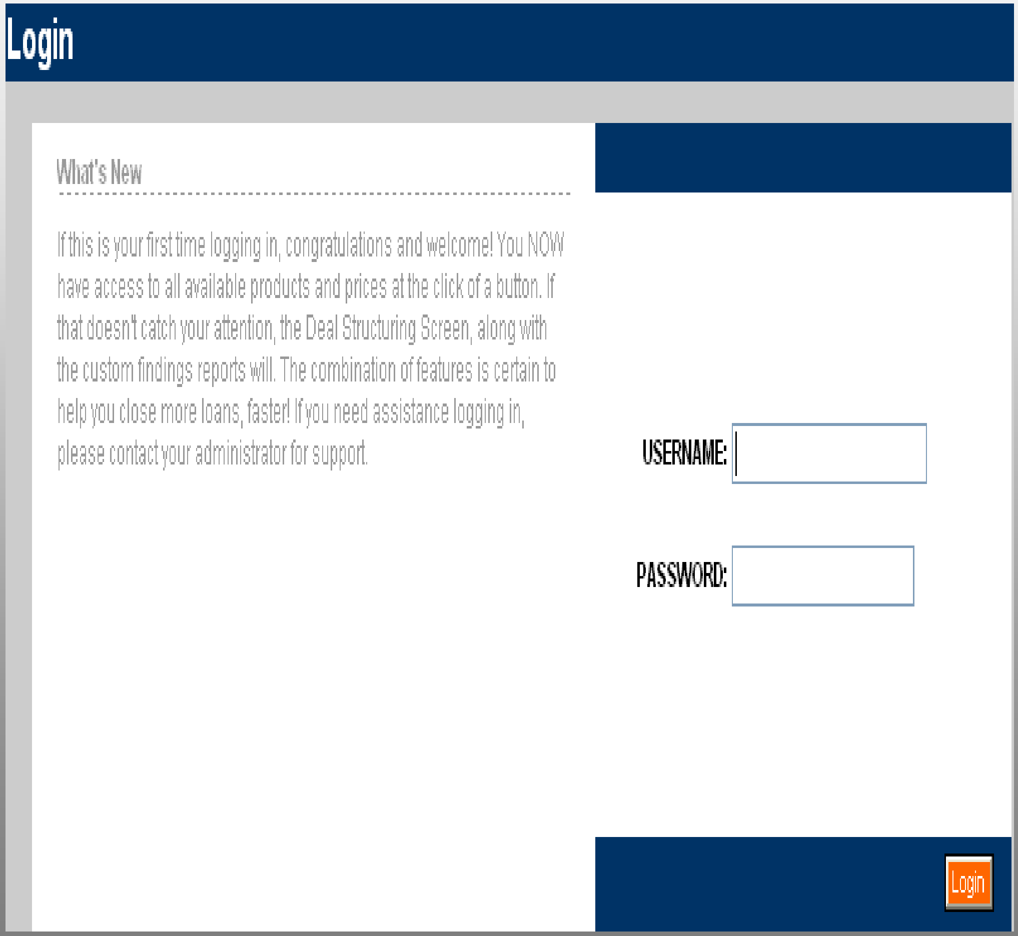
XpressQual Administration—Logging In

- **Brokers will receive their Broker Admin usernames and passwords from their CRR's once they are "approved" by NSM**
- **Individual users (set up by Broker Admin) will use their PIN as the password to get back in (ie 1234). PIN = 1234**
- **They will be prompted to change their password**

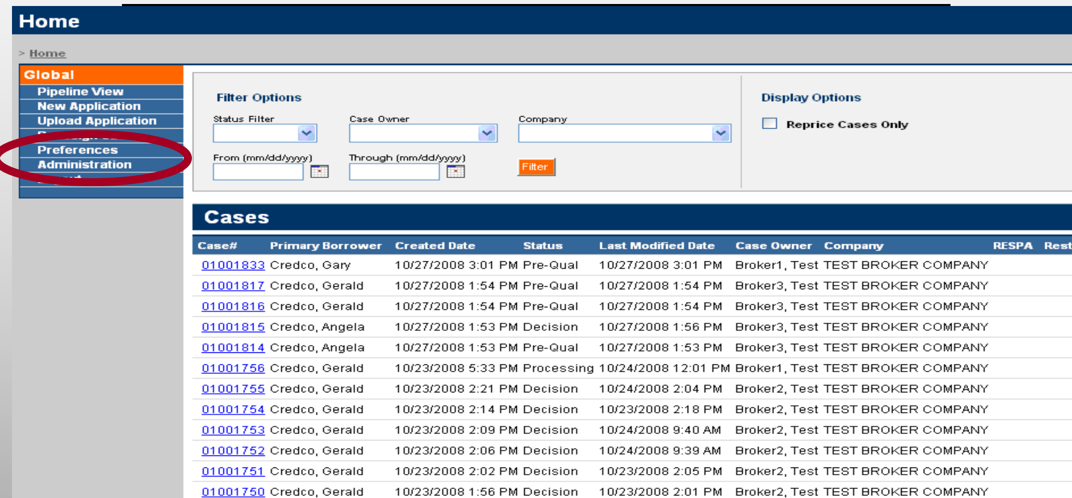
Note: When the Broker Admin goes into reset the password for someone, there will be an automated email that will be sent to the user advising their password has been reset.



XpressQual Administration---Adding Company Level Providers

The Broker Admin at each company will navigate to their company profile in the XQ admin section to add the new credit provider credentials

Admininstration



Note: FIRST TIME USERS!
You must 1st set up your company credit provider and users.

User Admin

Choose User Administration
Click on the Company Name to open “your” company

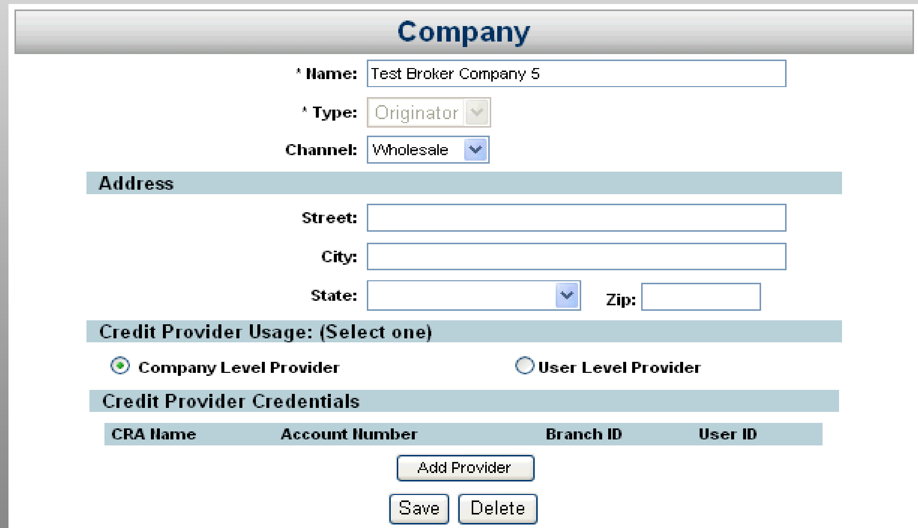
Company Profile Info will default

XpressQual Administration---Company vs. User Level

- **If User Level is selected, the user preferences screen will not appear automatically. Each loan officer for that particular company will need to go into their own preferences section and add their own credentials –ADM will NOT perform this function**

- **For 1 provider account (e.g.,American Credit), choose Company Level Provider**

Choose Company Level Provider if your broker company has one established provider account



Choose User Level Provider if your brokers each have their own individual provider accounts

•Brokers have the ability to choose two options for credit provider set up in Xpressqual. One credit provider can continue to be set up for all users in the company, or brokers now have an option to set up each user with their own preferred credit provider account instead.

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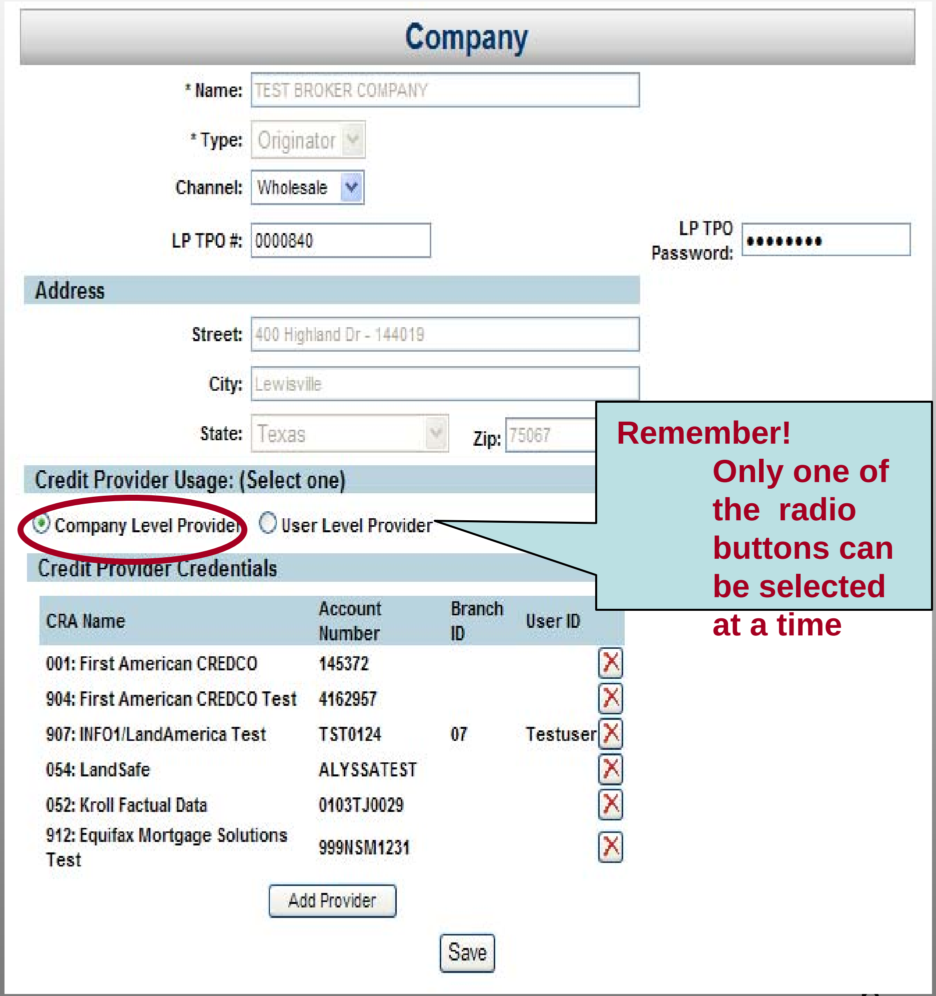
XpressQual Administration---Adding Company Provider Credentials

If all loan officers are using the same credit provider (e.g., Landsafe) with the same account number, choose company level provider

- **Broker Admin can set Up all users in the company under 1 company provider**

Note: You must choose one button prior to adding new Credit Provider

- **Broker Admin will select the Company profile screen through the "Administration" options in XpressQual**
- **The Loan Prospector TPO field will be located in the top section**
- **Enter the LP TPO number and LP TPO Password is entered, ---"Save".**



Remember! Only one of the radio buttons can be selected at a time

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XpressQual Administration---Adding Individual User Accounts

Remember!

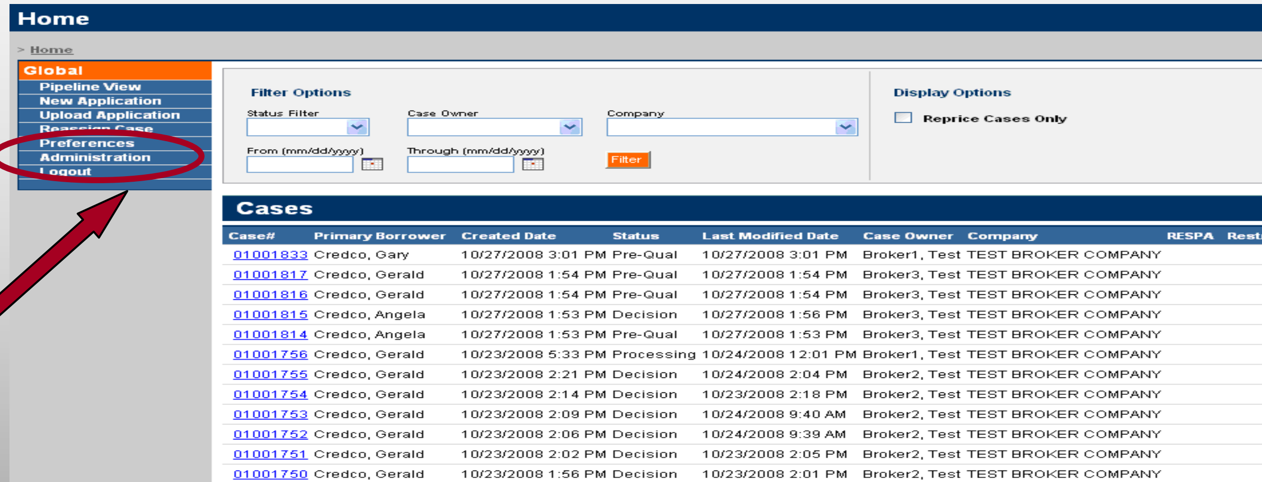
First time users-

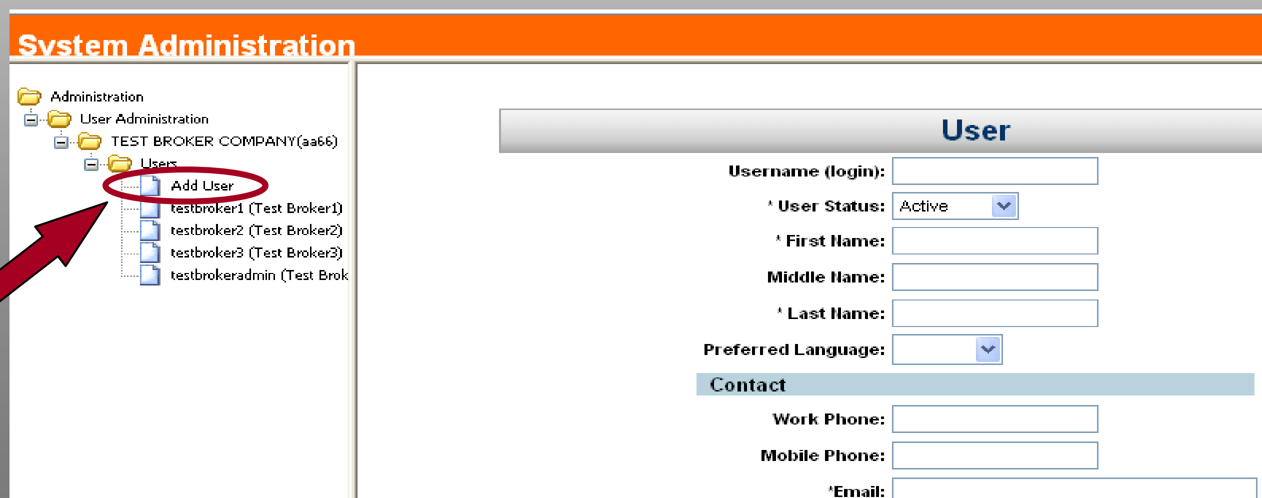
You must 1st set up your credit provider

Choose Administration on the left

User provider is most commonly used by Brokers so each loan officer can choose their own provider and have their own specific account

Choose Add User





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XpressQual Administration---Adding Individual Users

Setting Up Users

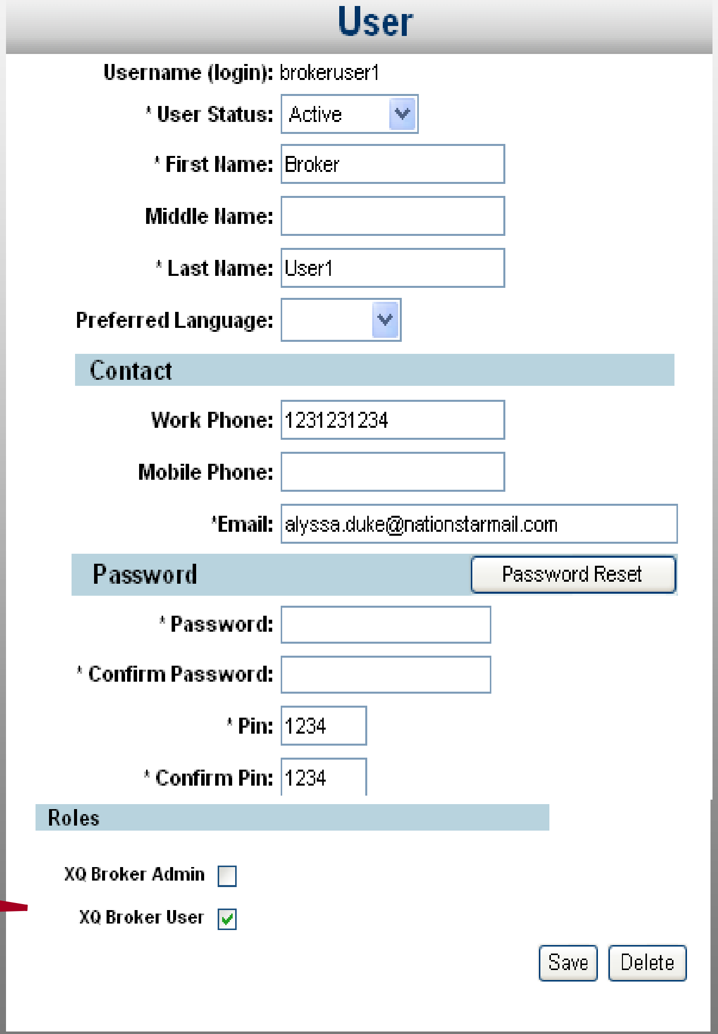
- **Complete fields**
- **Include a password and pin number.**
- **Choose “save”**

Note: Initial password = password (lower case)
PIN is “1234”

Remember! Welcome email will be automatically sent to the address entered with the new login information. The broker admin will also need to send a separate email to the new user informing them of their temporary password to use when logging in for the first time.

Note: Only the Broker Admin should choose XQ Broker Admin Role- XQ Broker User is for loan officers/processors

Choose 1 XQ Role Type Here!



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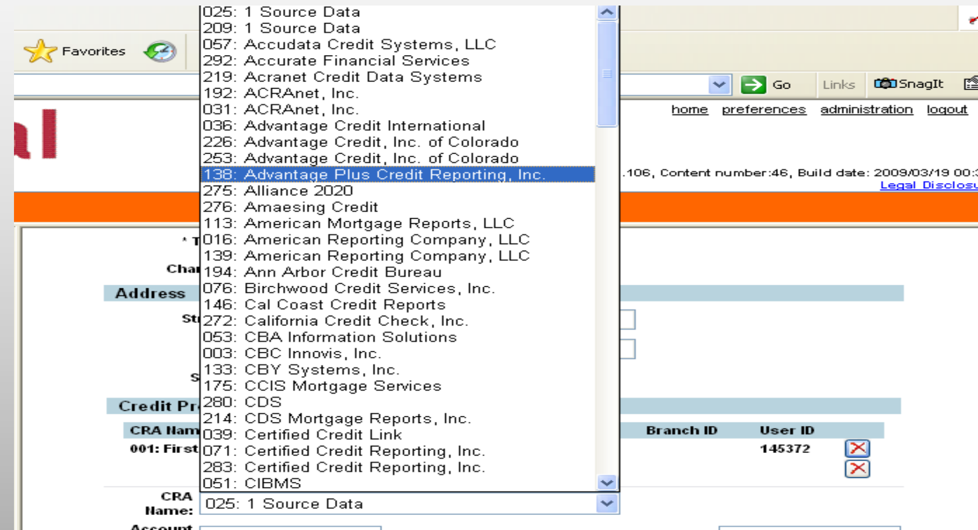
XpressQual Administration---Setting Up Individual Users Accounts

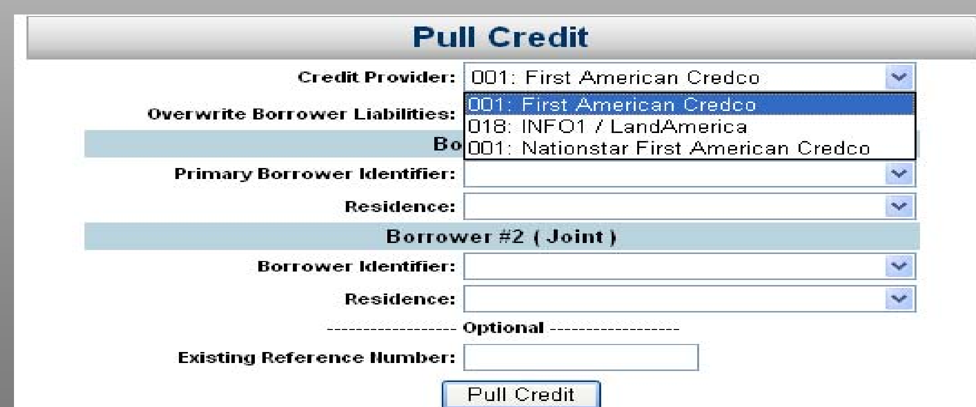
Click on Add Provider and choose CRA Name from Drop down list:

Varies by credit provider depending on the provider, the following information may/may not be required:

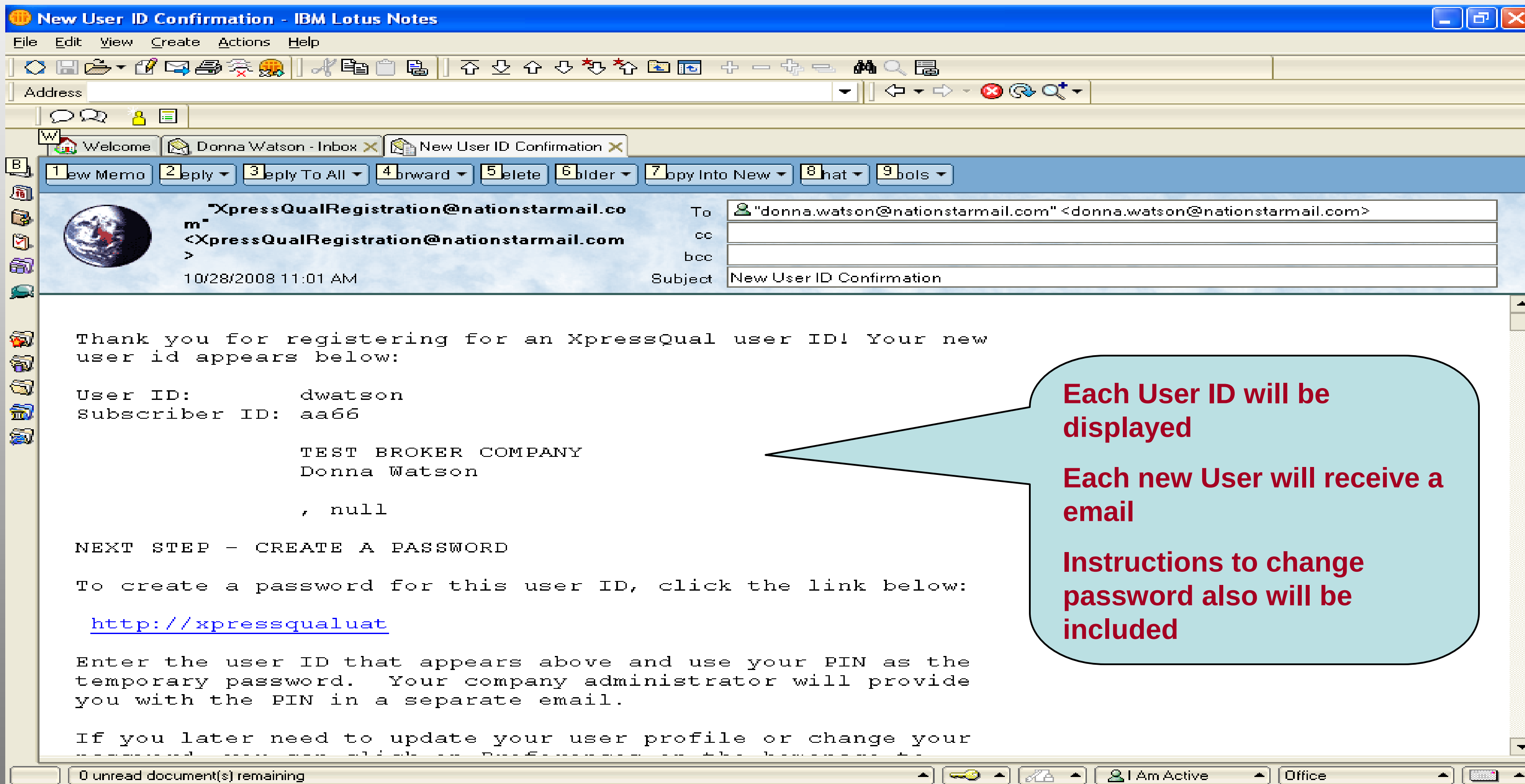
- **Complete Account Number**
- **Complete User ID/Password**
- **Complete Branch ID**



Click on Save Provider to complete the process. The new credit provider will now be available in the drop down list on the Pull Credit Screen in XQ



XpressQual Administration---Sample Email


New User ID Confirmation - IBM Lotus Notes

"XpressQualRegistration@nationstarmail.com" <XpressQualRegistration@nationstarmail.com>
10/28/2008 11:01 AM

To "donna.watson@nationstarmail.com" <donna.watson@nationstarmail.com>
cc
bcc
Subject New User ID Confirmation

Thank you for registering for an XpressQual user ID! Your new user id appears below:

User ID: dwatson
Subscriber ID: aa66

TEST BROKER COMPANY
Donna Watson

, null

NEXT STEP - CREATE A PASSWORD

To create a password for this user ID, click the link below:

http://xpressqualuat

Enter the user ID that appears above and use your PIN as the temporary password. Your company administrator will provide you with the PIN in a separate email.

If you later need to update your user profile or change your

Each User ID will be displayed

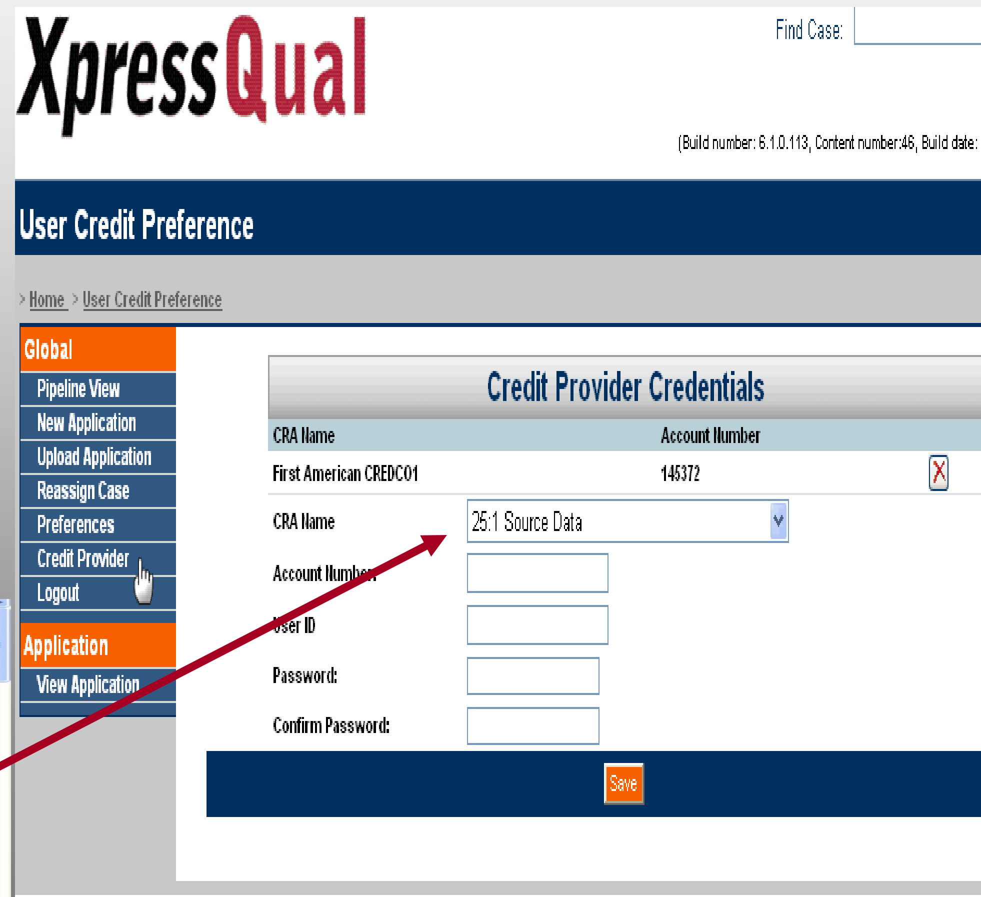
Each new User will receive a email

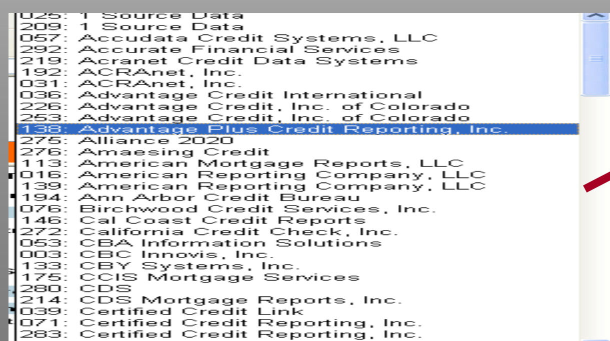
Instructions to change password also will be included

XpressQual Administration---Setting Up Individual Users

Setting Up Individual Accounts

- **Log into Xpressqual**
- **Choose credit provider tab**
- **User will see the full list on the Credit Provider screen**
- **CRA drop down list will contain the same list of current credit providers**
- **Add the information and click “Save”.**



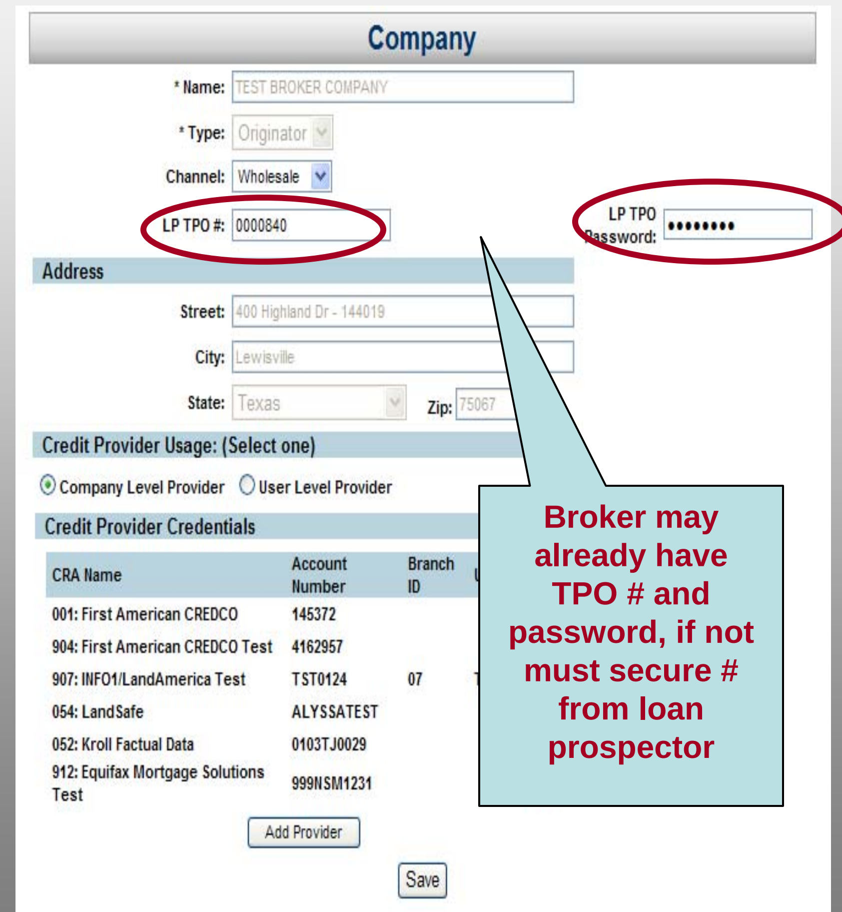


XpressQual Administration---LP TPO #’s

- **Brokers must log on to www.loanprospector.com to receive their LP TPO # and Password**
- **Brokers must be signed up with LP and associated with NSM in Loan Prospector**
- **These numbers are used to track credit report usage for Freddic Mac loans**
- **This number and password is only needed for Freddie Mac loans**

Note: A 7 digit entry will be required; otherwise an error message will be displayed indicating: *“Loan Prospector TPO # should contain 7 digits. Please correct in order to save your changes.”*

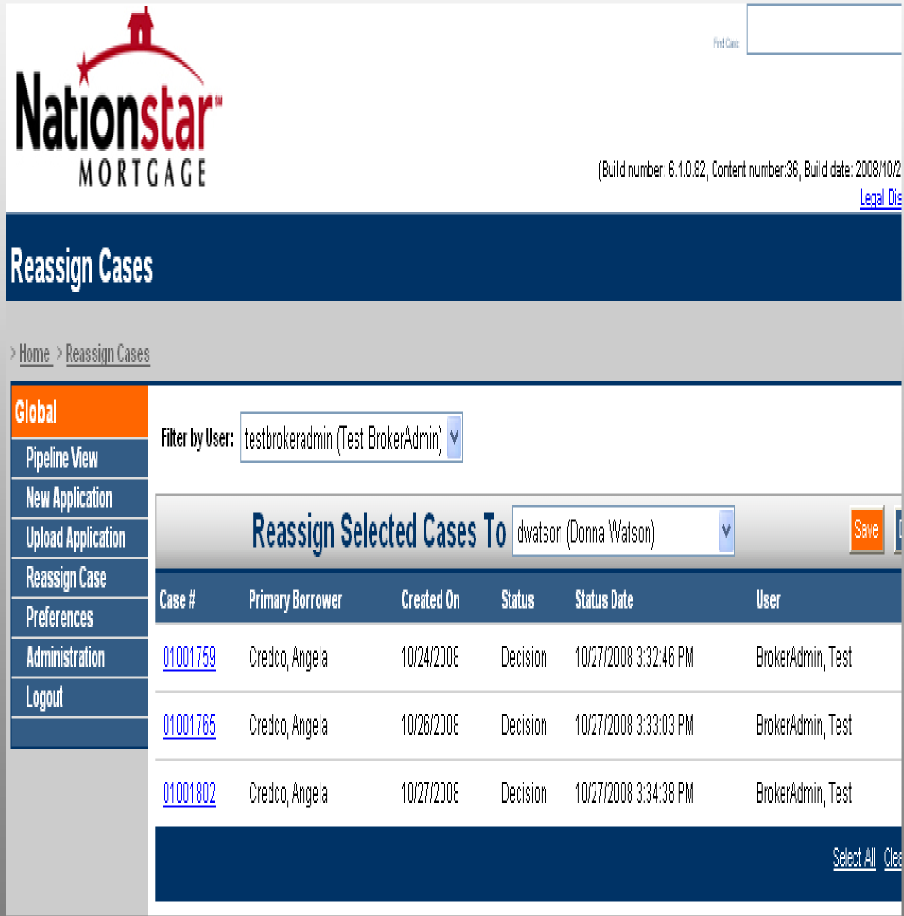
For more information, go to “you” /operations/ LP/TPO for specific instructions for brokers



XpressQual Administration---Reassigning a Case

- **The purpose of reassigning a case is for use in the event that the active cases need to be assigned to another user (e.g., LO leaves Broker office)**
- **From the Home page on the left side in section Global click on Reassign Case.**

Reassign Case



Note: The Broker Admin is responsible for the upkeep of users on their company account. If employees leave the company and their user ID is not marked as "locked" they will still be able to access it later.

Take Aways:

- Broker will assign a Broker Administrator to set up company and user providers
- Initial password is "password" and PIN is "1234"
- Emails will be sent to each user with logins and passwords
- Broker Admins can add credit provider credentials by company or user level provider
- User credit providers can be added for individual loan officers
- LP TPO numbers are assigned by loan prospector to each broker and must be associated with NSM
- Reassigning a case is utilized for assigning a case/loan to another user

Need HELP!

Call 1-877-698-7300-

Opt # 1 for Sales

Or Call Your Account Executive Directly