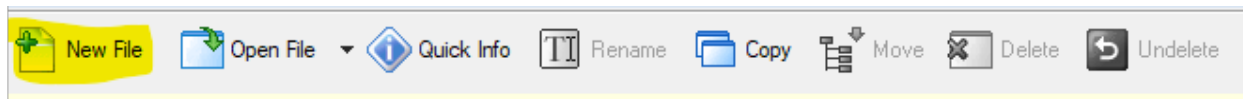This announcement is regarding the creation and labeling of new files in Bytepro. When selecting to create a New File in Bytepro, you will be prompted with the "New File" screen.

To ensure that only relevant parties can see your respective files, it is critical that any and all Retail files are labeled under the Organization "Retail – Citadel Servicing Corporation".

If they are not properly labeled, it may cause delays in the origination of your file. It is the responsibility of the Retail department to ensure that your files are only visible to relevant parties.

If you have any questions, please contact your manager.