

Subject: New Creditor Profile	Product: Customer Loyalty Group	Approved on:
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Purpose:

Adding a new creditor to QuickBase.

Policy:

Client request to add an account to their program that QuickBase does not have listed on the *Current Creditor* dropdown when creating a Program Change.

Procedure:

1. On QuickBase, click the *Add Request* button from the *Request Section*
2. From the *Request Type* dropdown, select *New Creditor Profile*
3. From the *Responder* dropdown, select your name
4. From the *Processor* dropdown, select Amanda Alston
5. From the *Internal Status* dropdown, select *Waiting for Processor*
6. In the *Request* field, type creditor's information
7. In the *Next Global Occurrence* field, select Today's Date
8. Click the *Save & Close* button

Exceptions:

None

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