

<b>Subject:</b> <b>New Creditor Profile</b>	<b>Product:</b> <b>Customer Loyalty Group</b>	<b>Approved on:</b>
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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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