

DataVerify Drive

Completed by e360 Team

Screen shots, with identifier above the screen shot, so QC person(s) can identify what the screen shot is for.
Emails requesting account set up/termination must be added to the ticket for audit purposes.

Setup:

Log into <https://www.dataverify.com/dvweb/user/login.aspx>

Click on “Admin” tab, then “User Manager”



Scroll to bottom of page and click “Add New User”



Enter highlighted fields (username: first initial last name), select job title

NOTE: Only Processors and Underwriters receive accounts unless approved by NPS

A screenshot of the 'Add New User' form. The form includes fields for Username (tturkey), First Name (Tina), Last Name (Turkey), Account Status (Active), Department (Customer Service), Job Title (Loan Processor), Supervisor (dropdown menu), Phone (dropdown menu), E-Mail Address (tturkey@highlandsmortgage.com), and Integration (Print Profile, User Profile, System Default Profile, Additional Billing Identifiers). The 'Roles' section is expanded, showing a dropdown menu with options: None, Standard Access, Security Admin, Processor (highlighted in green), Underwriter, National Production Support, Compliance and QC, and Compliance/non admin. Below the roles, there is a list of checkboxes for Administrator, Company Configuration, Reporting Access, and Score/View Only. At the bottom of the form, there are buttons for 'Save Changes/Auto Set Password' (with a checked checkbox for sending an email), 'Save Changes /Manual Set Password', 'Save Changes', and 'Return to User List'. A green arrow points to the 'Processor' role in the dropdown menu.

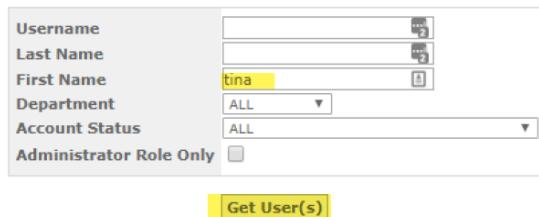
Password Reset: Users can simply reset their own passwords by going to the main URL Login page and typing in their username and clicking forgot password. Should an individual with authorized access state they never received their username/password.

Follow instructions below:

Click on “Admin” tab, then “User Manager” Enter search by Last and/or First name and click “Get Users”.

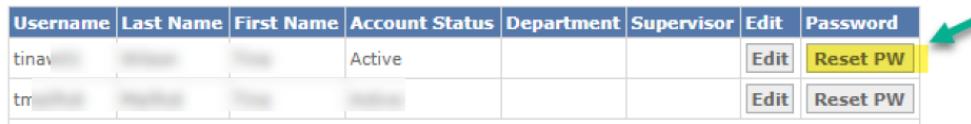
User Account Manager

NOTICE: As the designated Security Administrator for your company you are responsible for maintaining the proper credentials for users in your organization. If you need any assistance, please do not hesitate to call us at 1-866-895-3282.



A search form titled "User Account Manager". It includes fields for Username, Last Name, First Name (with "tina" entered), Department (set to ALL), Account Status (set to ALL), and an unchecked checkbox for "Administrator Role Only". Below the form is a yellow "Get User(s)" button.

Click “Reset PW” which will generate an auto-send email with credentials to user.



Username	Last Name	First Name	Account Status	Department	Supervisor	Edit	Password
tinav	[REDACTED]	[REDACTED]	Active			<input type="button" value="Edit"/>	<input style="background-color: yellow; color: black; border: 1px solid black; font-weight: bold; font-size: inherit; padding: 2px 5px;" type="button" value="Reset PW"/>
tm	[REDACTED]	[REDACTED]	[REDACTED]			<input type="button" value="Edit"/>	<input type="button" value="Reset PW"/>