Partners Credit & Verification Services
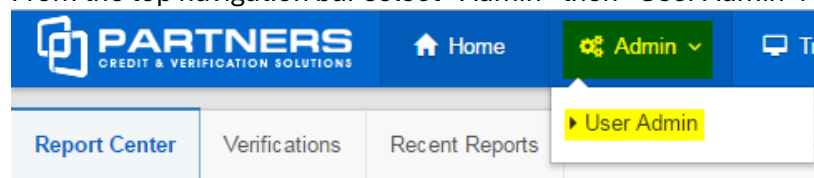
Completed by E360 Help Desk

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.
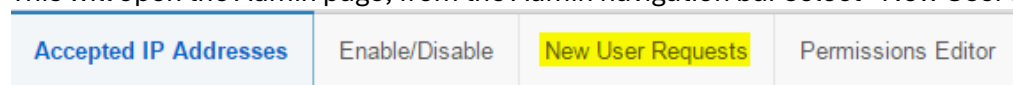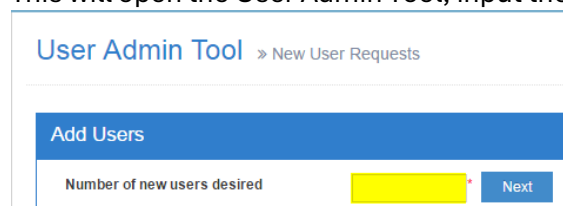
Setup:

Login to https://www.partnerscredit.com/login.aspx

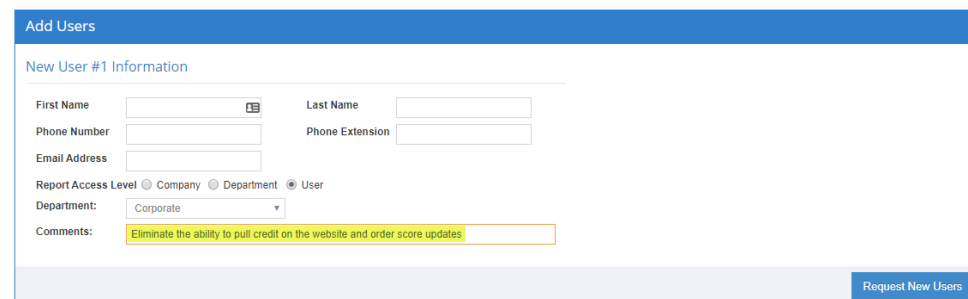From the top navigation bar select "Admin" then "User Admin":

This will open the Admin page, from the Admin navigation bar select "New User Requests":

This will open the User Admin Tool, input the number of users to be added and click next:

Fill out the highlighted fields, for Phone Number use the users Cell Phone without dashes, for email use their Highlands Mortgage email address, see Appendix B for Report Access Level and Department information by role:

NOTE: In comments section type: Eliminate the ability to pull credit on the website and order score updates.

Report Access Level: Select "Department"
Department: Select "Plano Division" from dropdown

Enter in comments: "Place derogatory and tradelines at the bottom of the report. Eliminate the ability to pull credit on the website and order score updates."

Click "Request New Users" to complete adding the new user:
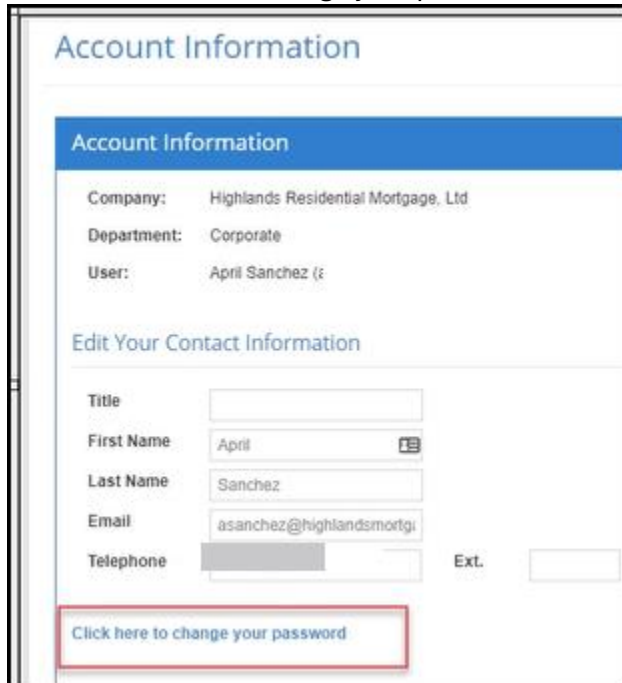
You will receive an email from Partners Credit with an encrypted PDF, the password is the same password you use to login to the Partners Credit webpage.

NOTE: Confirm the password from Partners does not contain a "#". If so, log into that users' "Partners" account by clicking on circle to the left of the users name, then click "Profile"
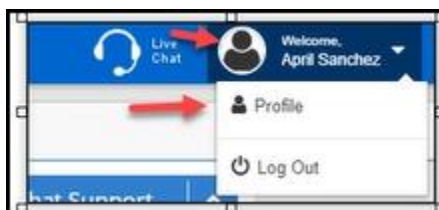
Click "Click here to change your password"

Pro-Tip: Do **NOT** use "#" or "@" in the password

**Credit and VOE/VOI are pulled through this vendor. Partners will provide access to both when creating the account.