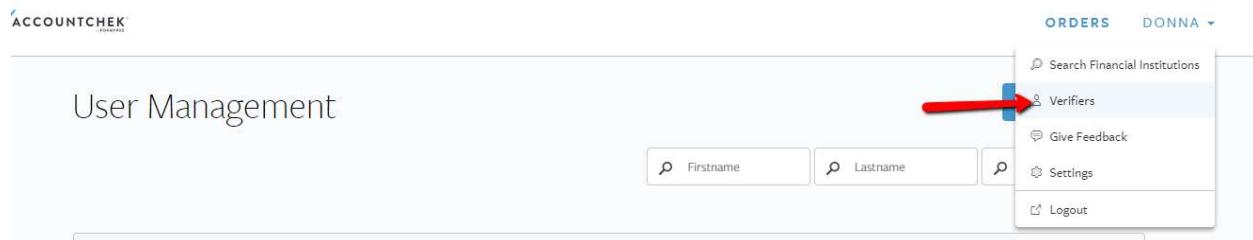


AccountChek

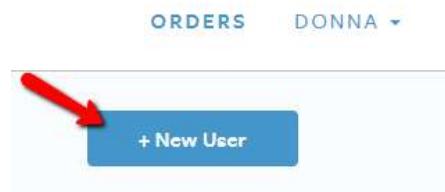
Setup:

Login to <https://verifier.accountchek.com/login>

Click on “Name” from top right corner, select “Verifiers”



Click “+New User” button



Enter “First Name”, “Last Name”, “Email”

The screenshot shows the 'User Info' form again, but this time the input fields are highlighted in yellow: 'FIRST NAME' (containing 'Test'), 'LAST NAME' (containing 'User'), 'EMAIL' (containing 'test@highlandsmortgage.com'), and 'TITLE' (containing 'Job Title').

Select “Role From the Dropdown, see appendix “B”

User Info

FIRST NAME Test	LAST NAME User
EMAIL test@highlandsmortgage.com	TITLE Job Title
ROLE <input type="button" value="User"/> ▼ Select Role BranchAdmin CorporateAdmin Operations Processor RegionAdmin <input checked="" type="button" value="User"/> User <input checked="" type="checkbox"/> Must Change Password	PASSWORD ***** <input type="button"/>
BRANCH 1200 – Eckert Division	
<input type="button" value="Save"/>	

“Region” will always be “Corporate

User Info

FIRST NAME Test	LAST NAME User
EMAIL test@highlandsmortgage.com	TITLE Job Title
ROLE <input type="button" value="User"/> ▼ Select Role	PASSWORD ***** <input type="button"/>
REGION <input checked="" type="button" value="Corporate"/> Corporate Select Optional Region <input checked="" type="button" value="Corporate"/> Corporate <input type="checkbox"/> Locked Out <input checked="" type="checkbox"/> Must Change Password	BRANCH 1200 – Eckert Division

“Branch” select branch where user is located from dropdown

The screenshot shows a user management interface. On the left, there is a form with fields for FIRST NAME (Test), EMAIL (test@highlandsmortgage.com), ROLE (User), and REGION (Corporate). On the right, a dropdown menu titled "Select Optional Branch" lists various branches. The branch "1200 - Eckert Division" is highlighted with a blue selection bar. A red arrow points from the bottom of the dropdown menu towards the "Save" button at the bottom of the page.

User Information	
FIRST NAME	Test
EMAIL	test@highlandsmortgage.com
ROLE	User
REGION	Corporate

ACCOUNT OPTIONS

Locked Out
 Must Change Password

Save

Set password to HRM default and check the box, “Must Change Password”, then click “Save”

The screenshot shows the "ACCOUNT OPTIONS" section of the form. It contains two checkboxes: "Locked Out" (unchecked) and "Must Change Password" (checked). A red arrow points from the "Must Change Password" checkbox down towards the "Save" button at the bottom of the page.

ACCOUNT OPTIONS

Locked Out
 Must Change Password

Save

The user will receive an email from AccountChek with login information.

If user reports they are “Locked Out”, from “User Management” screen click “Lock Out?” button

The screenshot shows the "User Management" search bar. It includes fields for Firstname, Lastname, Email, and a "Locked Out?" button. A red arrow points from the "Locked Out?" button towards the bottom right of the search bar area.

User Management

+ New User

Firstname Lastname Email

Locked Out?

Any locked-out users will appear in the list, double click on username and uncheck “Locked Out” box, and then “Save Edits”

User Info

FIRST NAME: [Redacted]

LAST NAME: [Redacted]

EMAIL: [Redacted]

ROLE: CorporateAdmin

REGION: Corporate

BRANCH: Corporate-9060

Locked Out

Must Change Password

Save Edits ←

After following [HIGHLANDS PASSWORD RESET POLICY](#)

Reset Password from “User Management”, search for user, then click “Reset Password” for user

User Management + New User

NAME: donna Lastname: [Redacted] Locked Out?

EMAIL: [Redacted]

NAME	EMAIL	Actions
Donna	[Redacted]	C Reset Password X Delete Verifier
Donna	[Redacted]	C Reset Password X Delete Verifier
Donna	[Redacted]	C Reset Password X Delete Verifier

