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.
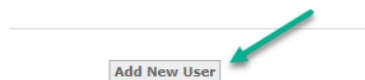
Setup:

Log into https://www.dataverify.com/dvweb/user/login.aspxz

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

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 respon: maintaining the proper credentials for users in your organization. If you need any a: please do not hesitate to call us at 1-866-895-3282.

Username	
Last Name	
First Name	tina
Department	ALL
Account Status	ALL
Administrator Role Only	☐

Get User(s)

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
tina			Active			Edit	Reset PW
tm						Edit	Reset PW