Clear Capital

Completed by e360 Team
Assigned to Accounting and Appraisal Desk users ONLY

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:

Navigate to https://secure.clearcapital.com

Click "My Account", then "New User"

Enter Login Username: *NOTE: Username convention is Firstname.Lastname, if that username exists add a 1 at the end.*

Enter Data in fields 4 through 9, then click "Add User"