

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.

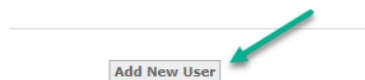
Setup:

Log into <https://www.dataverify.com/dweb/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

A screenshot of the 'Add New User' form in the DataVerify Drive application. The form contains several fields: Username (highlighted with 'tturkey'), First Name (highlighted with 'Tina'), Last Name (highlighted with 'Turkey'), Account Status (set to 'Active'), Department, Job Title (highlighted with 'Loan Processor'), Supervisor (dropdown), Phone, and E-Mail Address (highlighted with 'tturkey@highlandsmortgage.com'). There are checkboxes for 'Receive Mortgage Fraud News Article Updates' and 'XML'. A dropdown menu for 'User Profile' is open, showing options: None, Standard Access, Security Admin, Processor (highlighted), Underwriter, National Production Support, Compliance and QC, and Compliance/non admin. To the right of the dropdown are checkboxes for 'Administrator', 'Company Configuration', 'Reporting Access', and 'Score/View Only'. At the bottom, there is a checkbox for 'Send system generated new user e-mail' and two buttons: 'Save Changes / Auto Set Password' (highlighted with a green arrow) and 'Save Changes / Manual Set Password'. Below these are 'Save Changes' and 'Return to User List' buttons.

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.

Username	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text" value="tina"/>
Department	<input type="text" value="ALL"/>
Account Status	<input type="text" value="ALL"/>
Administrator Role Only	<input type="checkbox"/>

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
tinav			Active			<input type="button" value="Edit"/>	<input type="button" value="Reset PW"/>
tm						<input type="button" value="Edit"/>	<input type="button" value="Reset PW"/>