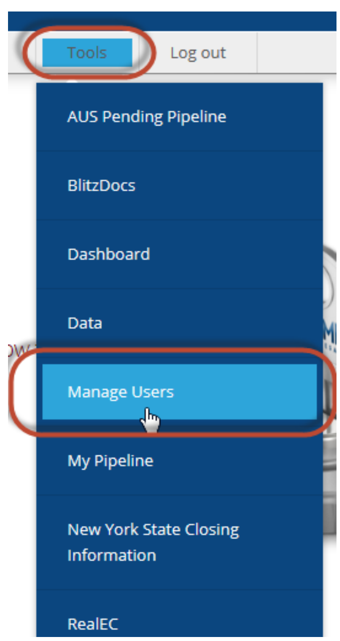
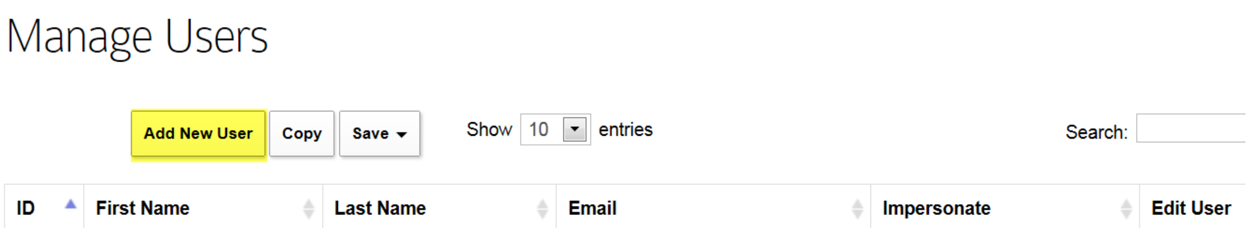
Utilizing the “Manage Users” Tab within the Broker Portal

❖ The assigned Administrator for each Broker account has the ability to add user accounts for access to the REMN Wholesale Broker Portal

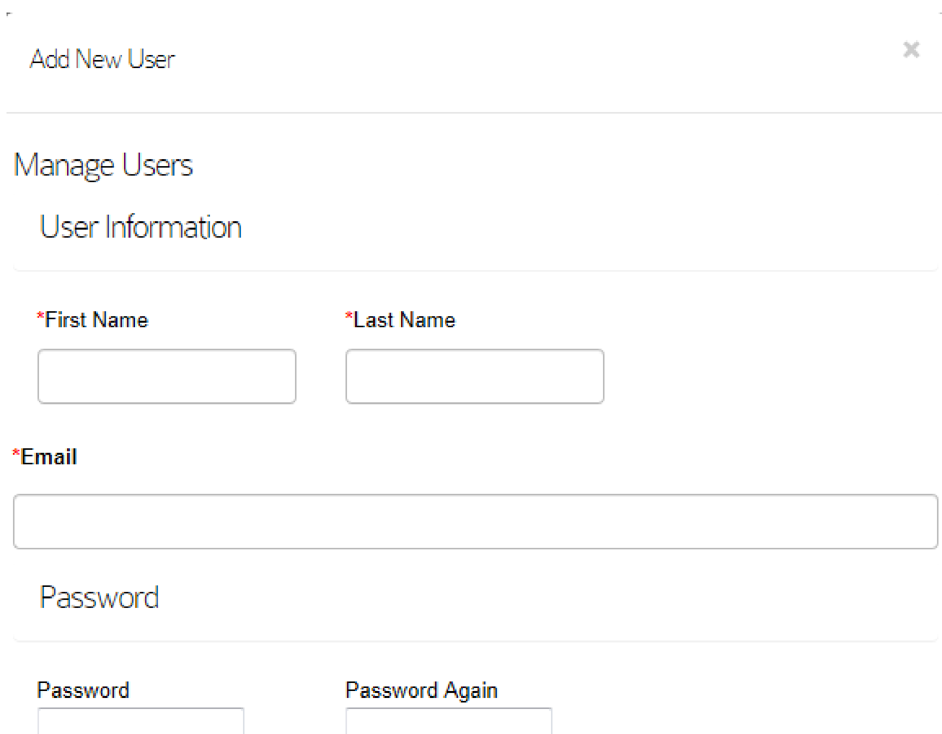
❖ After logging into the Broker Portal, the Administrator clicks on “Tools” and then scrolls down to “Manage Users”



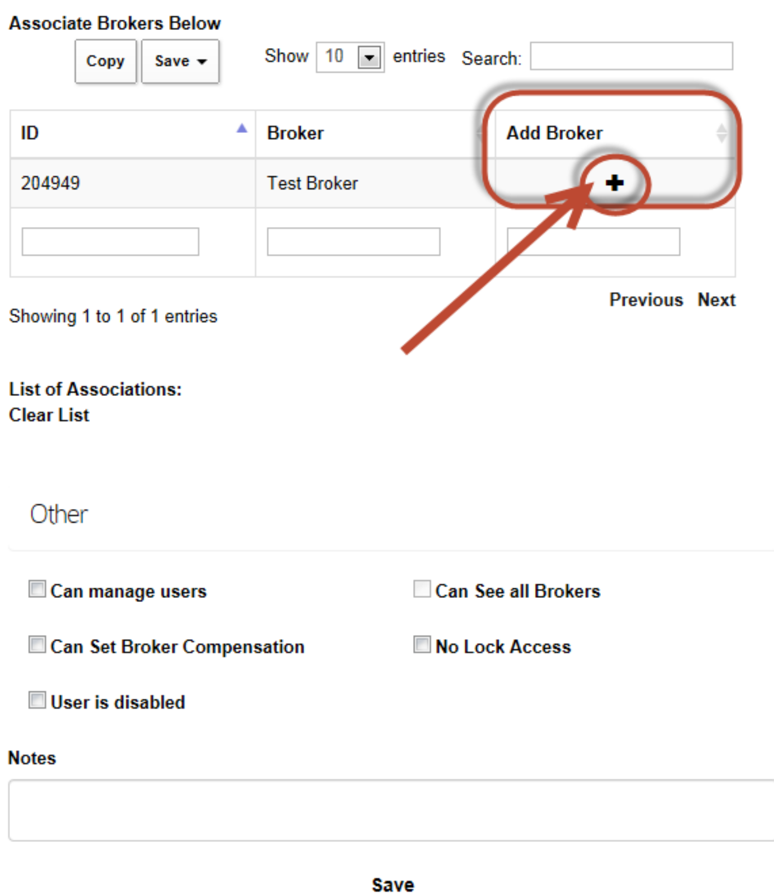
❖ Once on the "Manage Users" screen, Choose the "Add New User" tab



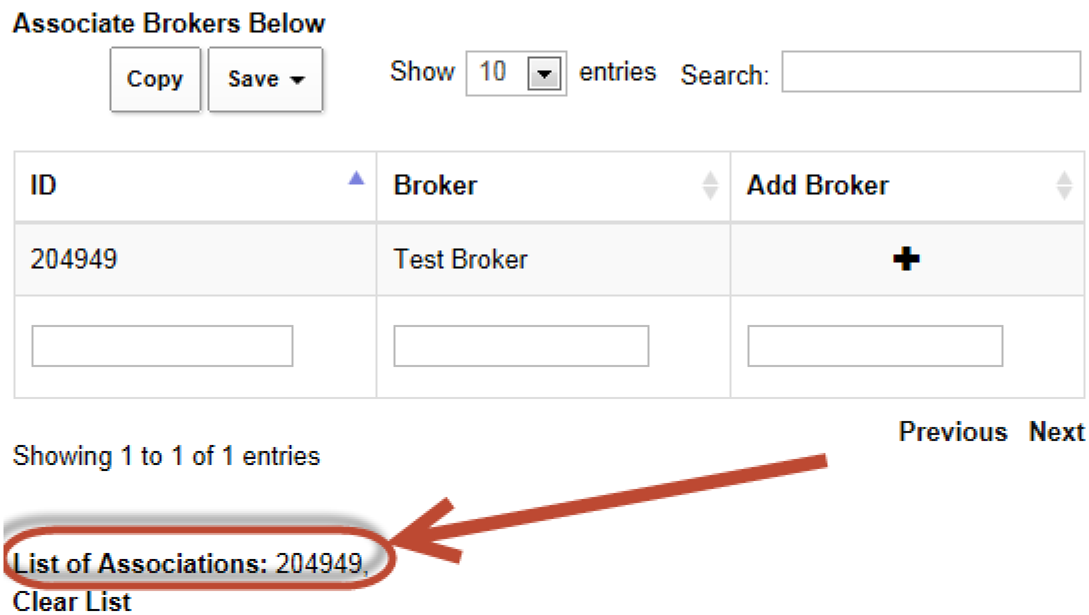
❖ Fill in the required information which is marked with a red asterisk *. An initial password is also required.



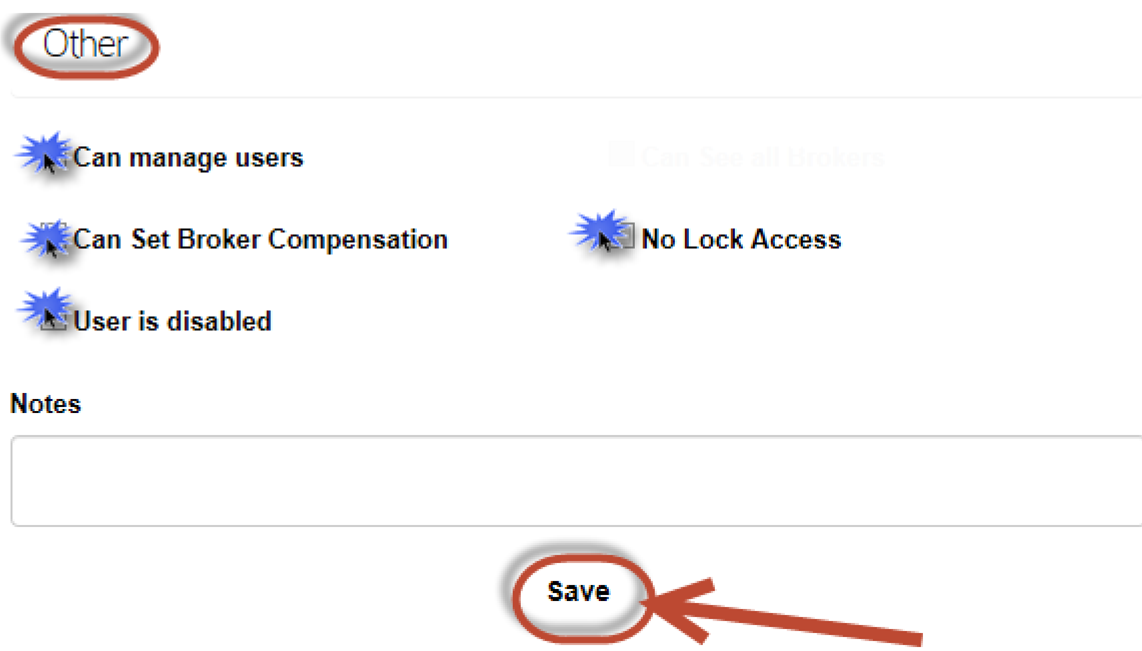
❖ Below the new user's name and password fields, the Administrator **<u>MUST</u>** click on the + sign in the "Add Broker" column to indicate the Broker and/or Branch Office that the new user will be associated with. If the user is not associated with a Broker's office, they will not be able to gain access to the Portal.



❖ Once the Broker Association has been selected it will appear in the “List of Associations”



❖ In the “Other” section, the Administrator can choose the level of access for the new user. The Broker can choose to allow a user to “manage users” or “set the Broker Compensation”. The Broker can also choose “No Lock Access” and even “Disable” a user if necessary. When all the above steps have been completed, the Broker will click on “Save” to finalize adding the new user or making any changes to the user’s access.



Please contact your Account Executive if you require any further assistance.