

USER CREDENTIALS & NOTIFICATIONS REQUEST FORM**ADMIN USER SET UP**

Please designate a Super Admin for your organization. Super Admins will have full PRMI Client Portal Access (e.g. Pricing Engine, Underwriting Job ID and Post Closing Job ID), can create and manage user credentials but cannot create other admins.

First & Last Name: _____ Title: _____

Email: _____ Phone Number: _____

ADDITIONAL USER CREDENTIALS

List any initial users you'd like us to set up and check all applicable access types. Admins can create and manage user credentials for the PRMI Client Portal but do not automatically have full portal access, so select all required access types for each user.

First & Last Name: _____ Title: _____

Email: _____ Phone Number: _____

☐ Admin ☐ Pricing Engine ☐ Underwriting ☐ Post Closing

First & Last Name: _____ Title: _____

Email: _____ Phone Number: _____

☐ Admin ☐ Pricing Engine ☐ Underwriting ☐ Post Closing

First & Last Name: _____ Title: _____

Email: _____ Phone Number: _____

☐ Admin ☐ Pricing Engine ☐ Underwriting ☐ Post Closing

First & Last Name: _____ Title: _____

Email: _____ Phone Number: _____

☐ Admin ☐ Pricing Engine ☐ Underwriting ☐ Post Closing

First & Last Name: _____ Title: _____

Email: _____ Phone Number: _____

☐ Admin ☐ Pricing Engine ☐ Underwriting ☐ Post Closing

First & Last Name: _____ Title: _____

Email: _____ Phone Number: _____

☐ Admin ☐ Pricing Engine ☐ Underwriting ☐ Post Closing

CLOSING DOCUMENT REQUESTS

Closing Document Requests are managed through a separate system. Admins do not have the ability to create these credentials.

First & Last Name: _____	Title: _____
Email: _____	Phone Number: _____
First & Last Name: _____	Title: _____
Email: _____	Phone Number: _____
First & Last Name: _____	Title: _____
Email: _____	Phone Number: _____
First & Last Name: _____	Title: _____
Email: _____	Phone Number: _____
First & Last Name: _____	Title: _____
Email: _____	Phone Number: _____
First & Last Name: _____	Title: _____
Email: _____	Phone Number: _____

NOTIFICATION DISTRIBUTION LISTS

Admins cannot configure notifications, and they cannot be set at the loan level. Please provide distribution lists for each notification type.

Underwriting Notification Email Distribution List: _____

Post-Closing Notification Email Distribution List: _____

Purchase Advice Notification Email Distribution List: _____