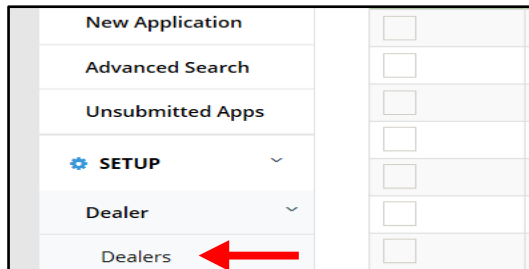
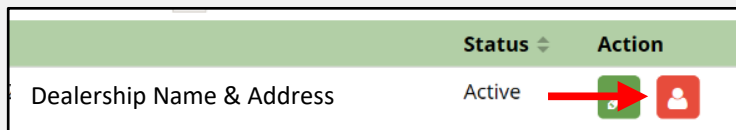


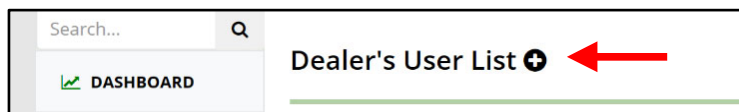
1.) Log in to DecisionLender.
On the left-hand side of the DecisionLender's homepage, select **SETUP, Dealer**, then **Dealers**.



2.) Your Dealership Name & Address will now populate on the screen. To add a user, click the **red person icon**.



3.) Click the **(+)** Symbol to add the user(s).



4.) Finally, enter the new user information.

*NOTE: Select **Workqueue-My Apps** for your **Landing Page**. Do not complete the IP or Time/Date Restrictions field.*

Once complete, click **Save**.

The user will now receive two system generated emails from noreponse@decisionlender.info with their Login and Password credentials.

User Information		
Status *	User Id *	Assigned To *
<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="text"/>	Onak Test Dealer
Role *	First Name *	Middle Name
Select Role <input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name *	Phone Number *	Phone Ext.
<input type="text"/>	() - ____	<input type="text"/>
Fax Number	Email *	Confirm Email *
() - ____	Please enter your email <input type="text"/>	Please re-enter your email <input type="text"/>
Employee ID	Same Time Zone As Lender	Time Zone *
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Application Landing Page *	NMLS Number	State
Select Application Landing Page	<input type="text"/>	Select User State
		Landing Page *
		Select Landing Page

Do not hesitate to contact us should you have additional questions or need further assistance.