ADDING/REMOVING A LOAN OFFICER
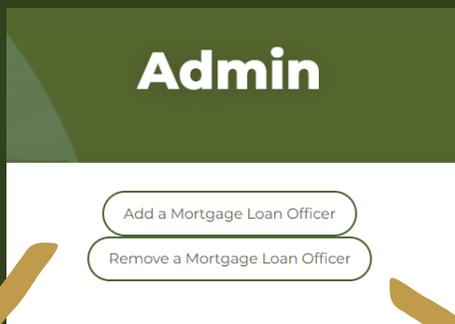### (Sales managers & branch managers only)

1

From the home page, click on "Admin". Only sales managers and branch managers have access to this page.

2

The "Admin" page will take you here. This is where you pick if you want to add or remove a loan officer.

3 ADDING A LOAN OFFICER

This will bring you to a form to fill out for the NEW loan officer. Enter in all of their information and hit "SUBMIT" at the end of the form. Marketing will get this request and begin the onboarding process.

4 REMOVING A LOAN OFFICER

This will take you to a form to fill out for the loan officer that is being removed. Fill the form out and hit "SUBMIT" at the end. This will get sent to marketing and that Loan Officer will be removed from all marketing materials.