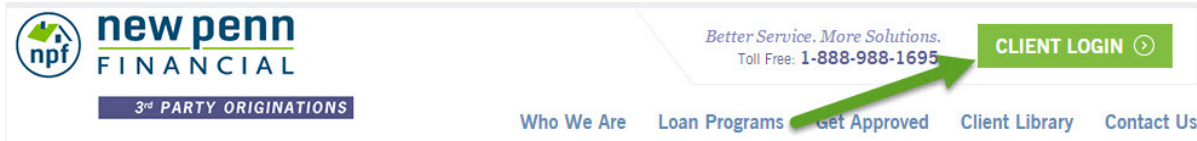


3rd PARTY ORIGINATIONS

If you need assistance, please contact our Broker Concierge Desk at 1-888-988-1695

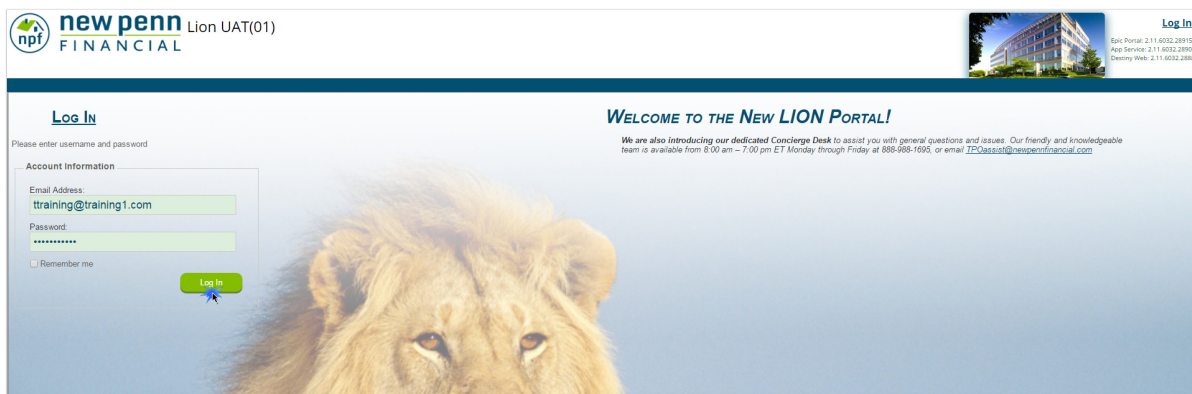
1. Access the login screen of LION via the green “Client Login” button

TIP: This is located at the top right hand side of www.gonewpenn.com

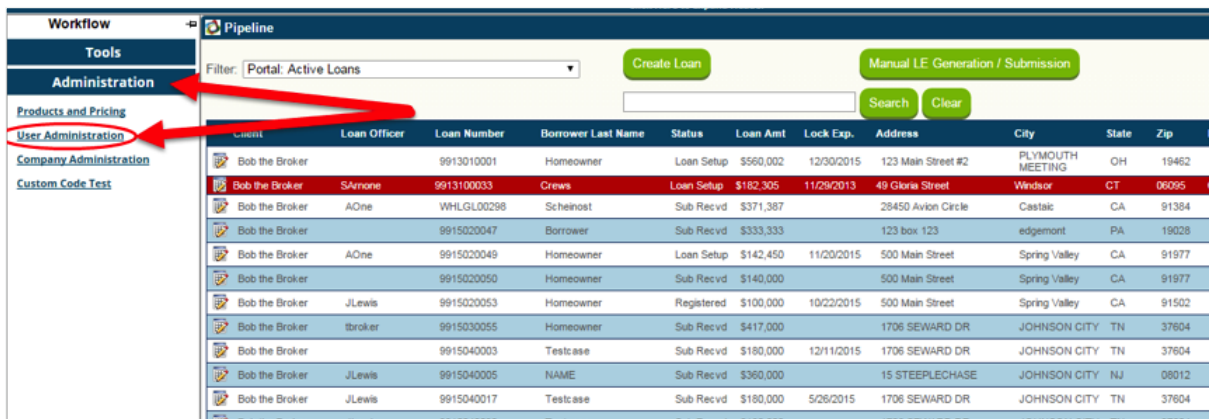


2. Log in

- You no longer need to enter a Client ID or User Name, simply enter your email address
- Your password will remain the same as it was on the old portal



3. In your Pipeline view, click “Administration” then “User Administration”



If you need assistance, please contact our Broker Concierge Desk at 1-888-988-1695

4. In User Administration, click “Add New User” button

The screenshot shows the 'User Administration' page. On the left sidebar, 'User Administration' is selected. The main area has a header 'User Administration' and a 'Tools' menu. A red arrow points to the 'Add New User' button. Below the button, there are fields for 'Company' (Bob the Broker (A1)) and 'Address' (32 beech ct, COLLEGEVILLE, KS 19426). A table lists existing users:

	First Name	Last Name	Email	Login ID	Active
	Sarah	Aimone	saimone@npfflc1.com		<input type="checkbox"/>
	Darlene	Bachmann	dbachmann@newpennfinancial.com		<input checked="" type="checkbox"/>
	Sebastian	Broker	sebastianpino@gmail.com	SBroker	<input checked="" type="checkbox"/>
	test	broker			<input checked="" type="checkbox"/>

5. Choose the user’s activity level and their role

TIP: You are able to choose more than one role

The screenshot shows the 'User Administration' form with several checkboxes highlighted in red:

- Active
- This user may access pricing
- This user may lock loans
- This user may accept Purchase Advice
- Originator
- Processor
- Underwriter
- Post Closer
- Secondary Contact

Below these are fields for 'First Name', 'Middle Name', 'Last Name', 'Login Name', 'Password', and 'NMLS ID'. The 'Login Name' field contains 'NContact' and the 'Password' field contains 'n8%OEWSR'. There is also a 'Reset Password' checkbox.

6. Complete all the fields that are highlighted below

TIP: The user’s login should be their email address. **Please copy and paste the system generated password. Send this to the new user for them to access LION for the first time. Once they log in, it will prompt them to change their password.**

The screenshot shows the 'User Administration' form with several fields highlighted in yellow:

- First Name: New
- Middle Name: (empty)
- Last Name: Contact
- Phone: (empty)
- Fax: (empty)
- Email: (empty)
- Address Line 1: 32 beech ct
- Address Line 2: (empty)
- City: COLLEGEVILLE
- State: KS
- Zip: 19426
- Login Name: NContact
- Password: n8%OEWSR
- NMLS ID: (empty)

At the bottom, there are 'OK' and 'Cancel' buttons.

7. Once complete, click “OK”

Email the new user their temporary password and they can get started. **If any user ever forgets their password, please have the Admin or user call Client Services at 888-988-1695, Option 3 to have all passwords reset.**