

Mortgage Insurance Claims Portal Administrator Job Aid

The Servicer Primary role is tasked with managing user access to Mortgage Insurance claims portal.

This individual will:

- Add new users,
- Deactivate existing users and
- Modify user roles.

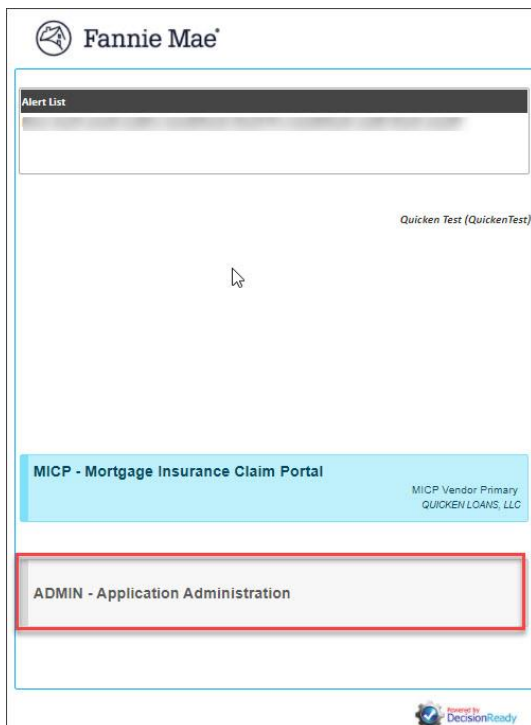
Administrator Module

The **Servicer Primary** user will manage user access through the **Administrator Module**. This module is found on the landing page immediately after the login screen.

Complete the login process.

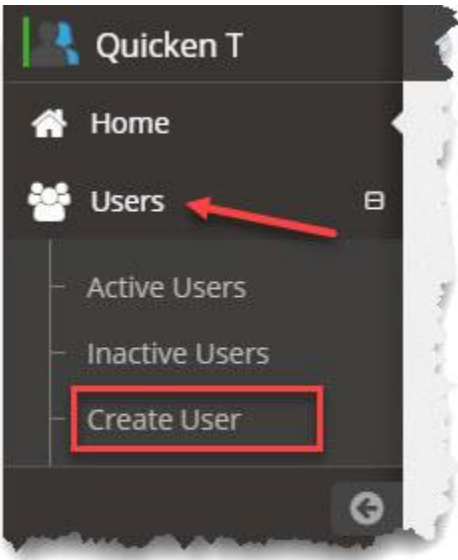


Select **ADMIN – Application Administration** from the main DRS menu. This Administrator link is shared for all DRS applications.





Click **Users** and then **Create User**.



From the MICP Column, select **MICP Vendor Primary** or **MICP Vendor Secondary** from the drop-down. If your organization uses other DRS products, they will be viewable here as well.

Create New User

Role Assignment Details

	CPT	IRT	RES	ERP	QCT	MICP
Role:	SELECT ONE	SELECT ONE	SELECT ONE	SELECT ONE	SELECT ONE	SELECT ONE
Department / Vendor:						SELECT ONE MICP Vendor Primary MICP Vendor Secondary
Additional Info:						

The Department/Vendor will default to your company.

MICP

MICP Vendor Primary

(QUICK) QUICKEN LOANS, LI

Scroll down.



Complete the Login Details.

1. Enter a User Name.
2. Select **Enabled** from the Login Status drop-down.
3. Enter a temporary password. The password must be at least 8 characters long, and have at least one letter, one number and one special character.
4. Re-type the password.
5. Enter personal details. Items marked with a **red asterisk** are mandatory fields.
6. Click **Save**.

Login Details

User Name * 1

Login Status 2

Password * 3

Re-Type Password * 4

Personal Details 5

Title First Name * Last Name *

Email * Phone Ext.

Address 1

Address 2

City State Zip Code

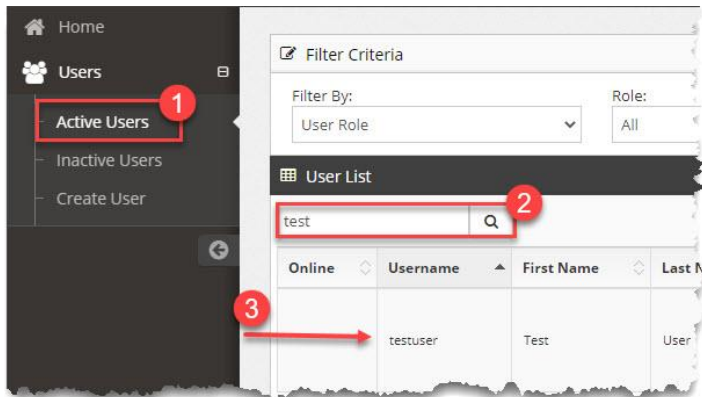
6

The system will acknowledge that the data was saved successfully.



To ensure the user was successfully added:

1. Select Active Users from the Users drop-down
2. Enter the Username in the search box.
3. Locate the user in the table below.



Manage User List

Change can be made to the **Active Users** list, as needed.

Locate the name of the **Active User** profile needing attention.

First Name	Last Name	Title	CPT	IRT	RES	ERP	QCT	MICP	Action
Test	User							MICP Vendor Primary Quicken testuser@quicken.com	1 2 3

Utilize the Action Icons at the right-hand side to:

1. View the Login History.
2. Edit the user role, status or personal details.
3. Reset the user password.

Deactivate a user, locate the user in the Active User list.

1. Click the **Edit User** action icon.





- Under **Login Details**, change the **Login Status** to **Disabled** and click **Save** at the bottom of the page. Users cannot be deleted from DRS systems.

Login Details

User Name *
testuser

Login Status
Enabled
Enabled
Disabled

Reactivate a disabled, locked out or inactive user

- Locate the user in the Inactive User List.

Home
Users
Active Users
Inactive Users
Create User

Filter Criteria
Filter By: User Role Role: MICP Vendor Pri

User List

Online	Username	First Name	Last Name
	testuser	Test	User

20 Entries Per Page

- Use the **Reactivate** icon to update the **Login Details** to **Enabled**.

ERP	QCT	MICP	Action
		MICP Vendor Primary Quicken testuser@quicken.com	

- The system will require the Administrator to set a new temporary password (8 characters, at least one letter, one number and one special character.). Click **Set New Password** and confirm.

User: testuser Reset User

You are required to change your password.

Password Requirements:

The password must have a minimum length of 8 characters.
Password maximum length is 30 characters.
The password cannot be the same as the userid.
The password must have at least one alpha, one numeric, and one special character.
The password cannot match simple words like welcome, account, proper names, dictionary words, database name, or user id

New password:

Re-type new password:

Set New Password Cancel