

Mortgage Insurance Claims Portal Administrator Job Aid

The Servicer Primary role is tasked with managing user access to the Mortgage Insurance Claims Portal (MICP.)

This individual will:

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

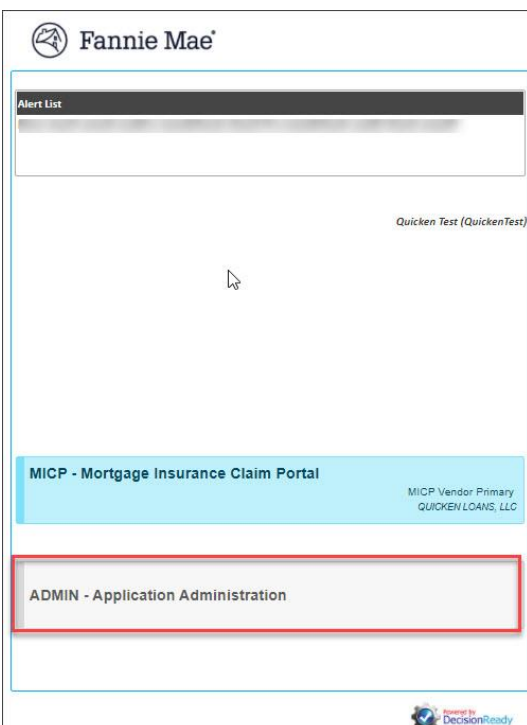
Administrator Module

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.

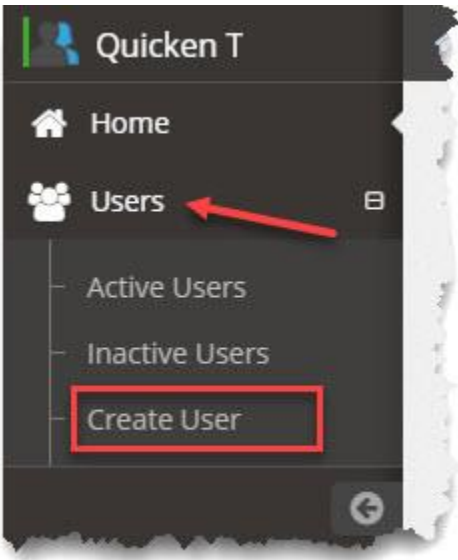


Select **ADMIN – Application Administration** from the main DRS menu. This Administrator link is shared for all DRS applications.





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

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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

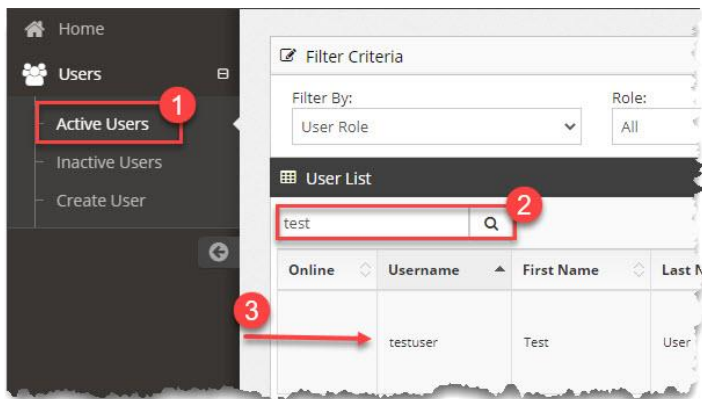
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The system will acknowledge that the data was saved successfully.



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	

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