

# LendingSpace: Correspondent Lending admin quick start guide

1.

**Visit:**

[LendingSpace Portal](#)

2.

**Log in:**

Use your provided login credentials

3.

**Select:**

Follow these steps for each task you want to complete

## Deactivate existing user

From the Admin Center, select **Security Management**, then **Users Information**

Select **Add New** button to add a new user

Complete **"User Information"** section

Review role definitions in Job Aid **"Portal Users Administrator"** appendix

Assign role(s) to new user

**Save**

To edit role assignment for existing user, select **user name** and change the role selection

From the Admin Center, select **Security Management**, then **Users Information**

Select **user name** under **"Name"** column

Go to **"Login Information"**

Enter end date as MM/DD/YYYY

Enter end time as 24-hour (for example, 4 pm EDT would be entered as 1600 EDT)

## Unlock existing user

From the Admin Center, select **Security Management**, then **Users Information**

Select **button** next to user name

Select **"Unlock"**

## Assign password

From the Admin Center, select **Security Management**, then **Users Information**

Select **button** next to user name

Select **"Assign Password"**

Complete **Assign Password Details** section, then select **"Save"**

## Reset password

From the Admin Center, select **Security Management**, then **Users Information**

Select **button** next to user name

Enter **login name** of user  
Select **"Reset"**

Select **"Reset Password"**

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