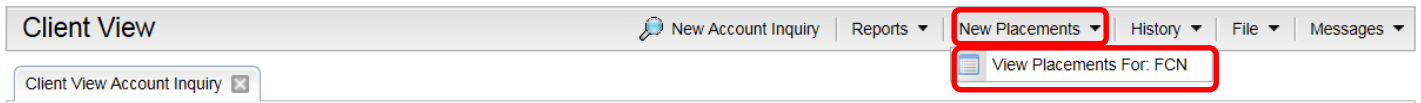
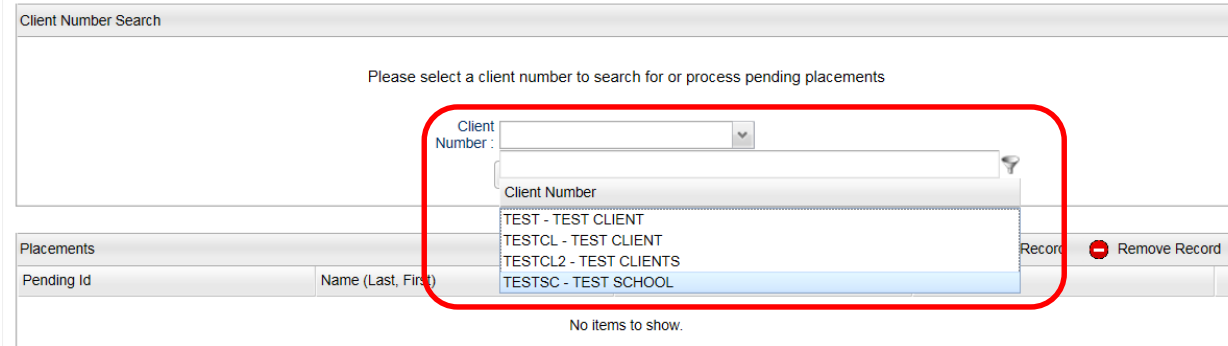


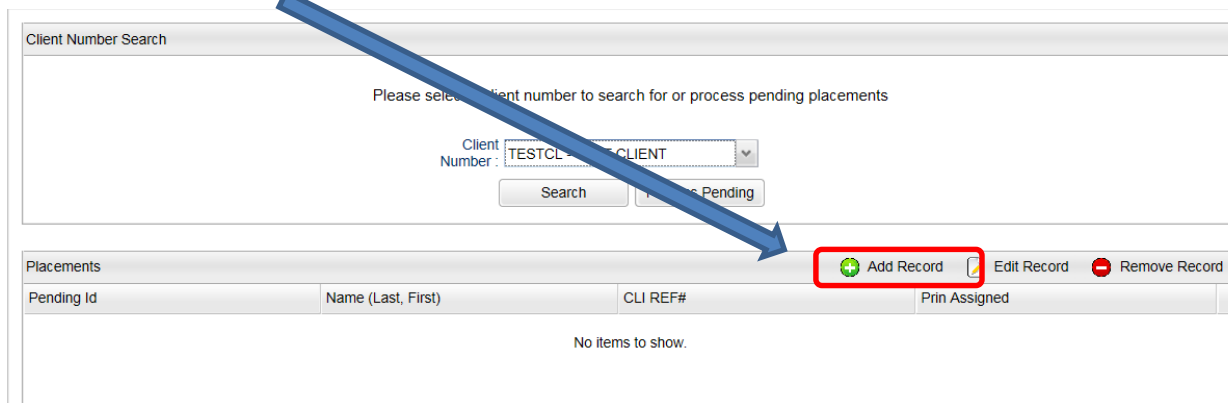
- Go to New placement drop down menu, click view placements for FCN



- Click drop down arrow for Client Number
- Choose the client code you would like to use for the new accounts you are adding



- Click Add Record



- You will see an electronic assignment sheet – Please complete as much information as possible.
- In the name field please add
 - Last name, First Name
- If the label is **BOLD** it is a mandatory field and will not let you proceed until it is complete.
- Once sheet is complete click SAVE

Client Number : TESTCL - TEST CLIENT

Pending Id :

Borrower Information

Account Information

Name (Last, First) : Test, Test

Name2 (Last, First) :

ADDRESS : 1300 W Main Street

ADDRESS2 :

CITY : Visalia

ST : CA

ZIP : 93291

PHONE : 000-000-0000

SSN : 000-00-0000

DOB :

DRL# :

CLI REF# : 123456

Prin Assigned \$: 245.00

Asgn Interest \$:

LST CHG DT : 01-01-2015

LST PAY DT :

Employer Information

Comments

EMP NAME : We want to know

EMP ADDR :

EMP CSZ :

EMP PHN :

This is a test account |

Save

Cancel

- Once you have clicked save
- Use the drop down arrow to choose the Client Code you used
- click SEARCH
- You will see the account you just entered pop in the bottom window

Please select a client number to search for or process pending placements

Client Number : TESTCL - TEST CLIENT

Search

Process Pending

Placements for TESTCL

+ Add Record Edit Record - Remove Record

Pending Id	Name (Last, First)	CLI REF#	Prin Assigned
1020	TEST, TEST	123456	245.00

- Once you are happy with the account you just added
- Click Process Pending


Client Number Search

Please select a client number to search for or process pending placements

Client Number: TEST - TEST CLIENT

Search Process Pending

Placements for TEST

 Add Record  Edit Record  Remove Record

Pending Id	Name (Last, First)	CLI REF#	Prin Assigned
1023	TEST	123	124.00