



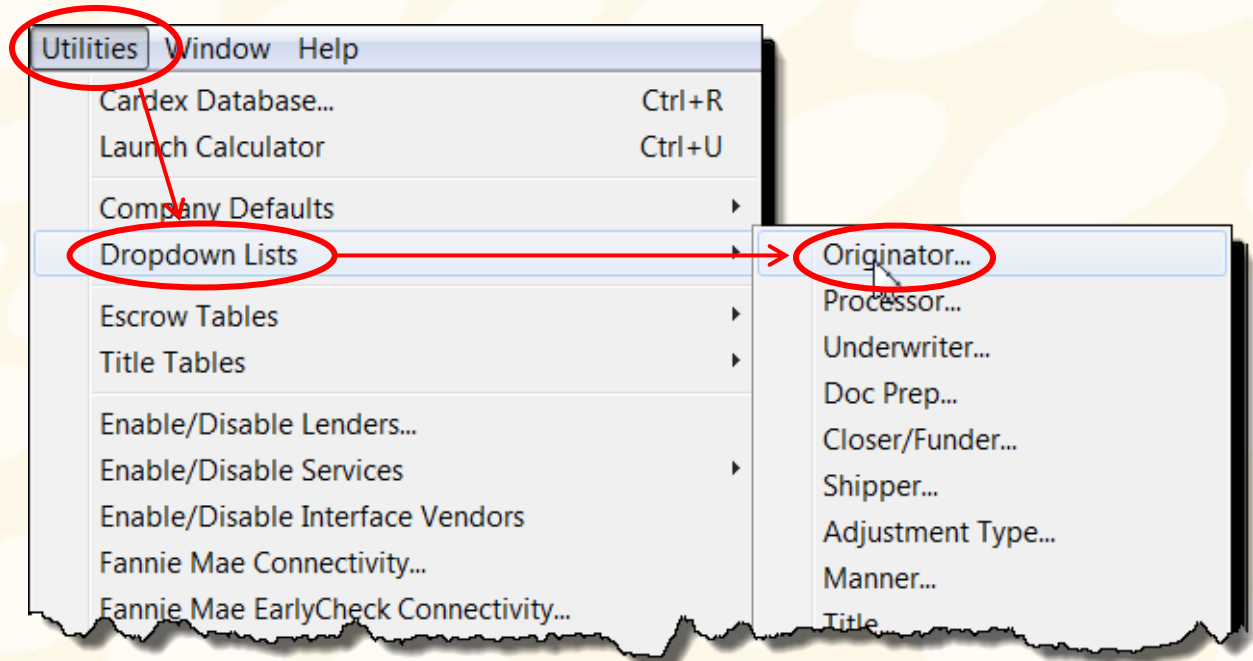
**Creating  
Originator/Processor  
Drop Down Lists in Point**

# Creating Originator/Processor Drop Down Lists



To create your Originator/Loan Officer dropdown list in Point, follow these steps:

1. A user with access to **Company Defaults** must log into Point.
2. From the menu bar, select **Utilities**.
3. Float down to **Dropdown Lists**, then across to select **Originator**.



## Creating Originator/Processor Drop Down Lists



### **NOTE:**

The way the name is entered under the dropdown list for originator, must match the way their name was entered in Point Central under their user account for them to be able to see their loans based on your security setting. Also we recommend that their Name matches the way they are register with NMLS because that is how their name will appear on Page 4 of the 1003.

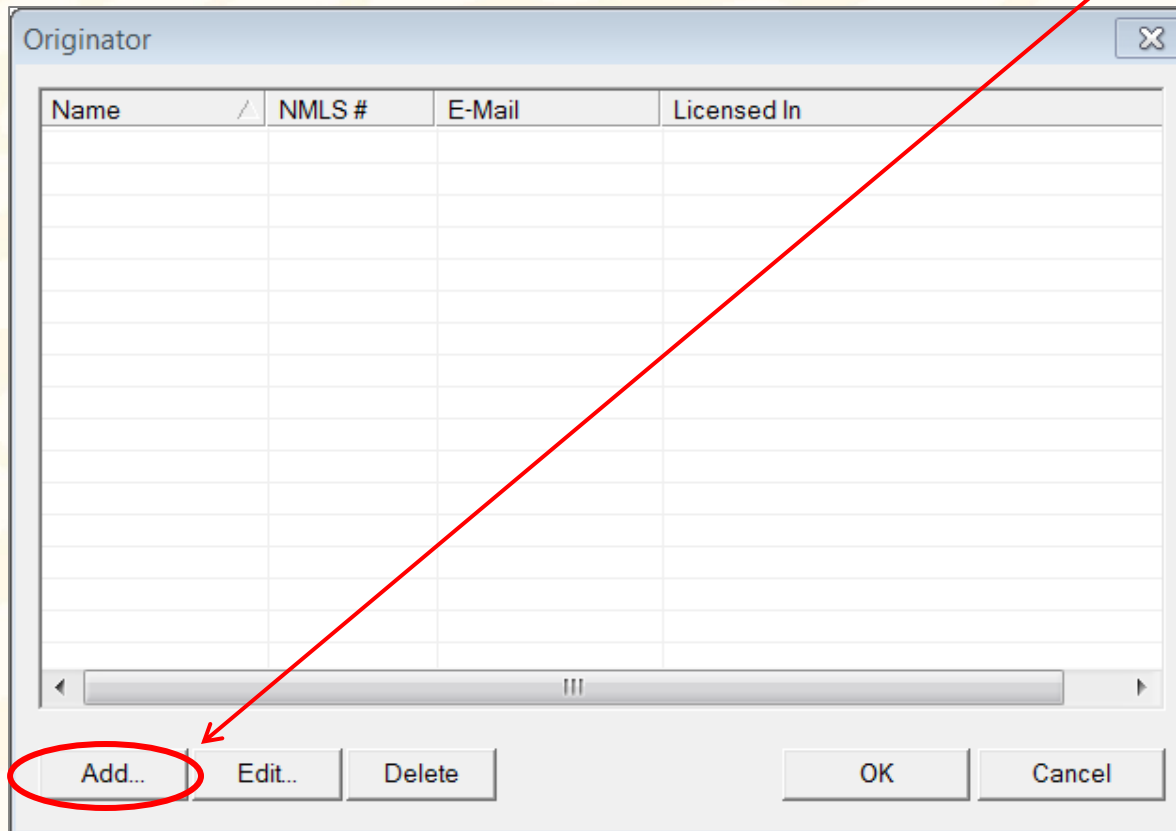
*To verify how they are registered,  
left single click on the link below:*

<http://www.nmlsconsumeraccess.org/>

## Creating Originator/Processor Drop Down Lists



4. The Originator screen will open and you can select **Add**.



## Creating Originator/Processor Drop Down Lists



5. Enter the name, NMLS #, and their email address.

6. Select the state that they are licensed in.

7. Choose **OK**. The Originator you have entered will now appear in your dropdown list.

State	License #
<input type="checkbox"/> Alabama	
<input type="checkbox"/> Alaska	
<input type="checkbox"/> American Sa...	
<input type="checkbox"/> Arizona	
<input type="checkbox"/> Arkansas	
<input type="checkbox"/> California	
<input type="checkbox"/> Colorado	
<input type="checkbox"/> Connecticut	
<input type="checkbox"/> Delaware	
<input type="checkbox"/> District of Colu...	
<input type="checkbox"/> Federated St..	
<input type="checkbox"/> Florida	
<input type="checkbox"/> Georgia	
<input type="checkbox"/> Guam	
<input type="checkbox"/> Hawaii	
<input type="checkbox"/> Idaho	
<input type="checkbox"/> Illinois	
<input type="checkbox"/> Indiana	
<input type="checkbox"/> Iowa	



# Creating Originator/Processor Drop Down Lists



Originator Information

Name

E-Mail

State	License #
<input type="checkbox"/> Alabama	
<input type="checkbox"/> Alaska	
<input type="checkbox"/> American Sa...	
<input type="checkbox"/> Arizona	
<input type="checkbox"/> Arkansas	
<input type="checkbox"/> California	
<input type="checkbox"/> Colorado	
<input type="checkbox"/> Connecticut	
<input type="checkbox"/> Delaware	
<input type="checkbox"/> District of Colu...	
<input type="checkbox"/> Federated St...	
<input checked="" type="checkbox"/> Florida	
<input type="checkbox"/> Georgia	
<input type="checkbox"/> Guam	
<input type="checkbox"/> Hawaii	
<input type="checkbox"/> Idaho	
<input type="checkbox"/> Illinois	
<input type="checkbox"/> Indiana	
<input type="checkbox"/> Iowa	

OK Cancel

As shown in Point

Pamela Jo Padley

NMLS ID: 323665

Location(s): Largo, FL 33773

Represents: None

As shown in NMLS as verified using the NMLS Consumer Access link.

Add User

Full Name

User ID

It is recommended to use the user's email address as the User ID.

Password  Confirm

The password must:

- Be at least 8 characters long.
- Contain only lower or upper case letters (a-z, A-Z) or numbers (0-9).
- Contain at least one letter (a-z, A-Z) and at least one number (0-9).

Access  Point  Mobile

Email

As shown in Calyx

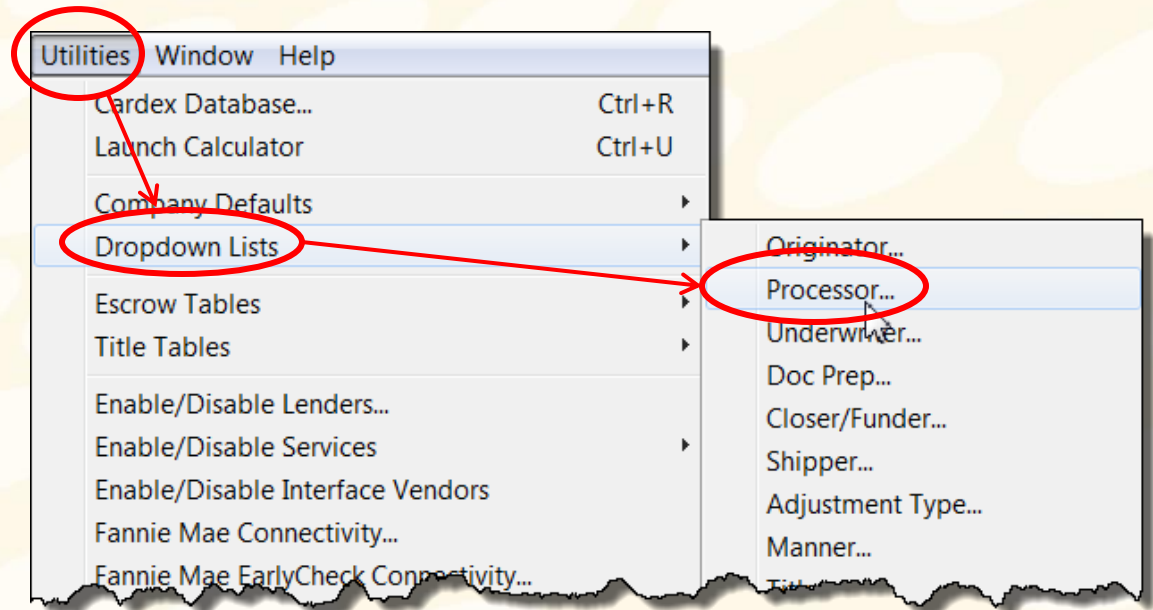
Add User

# Creating Originator/Processor Drop Down Lists



To create your processor dropdown list in Point, **follow these steps:**

1. From the menu bar, select **Utilities**.
2. Float down to **Dropdown Lists**, then across to select **Processor**.



# Creating Originator/Processor Drop Down Lists



3. In the **Dropdown List Processor** window, select **Add**.

4. In the **Add Selection** window, enter the processor's name.

5. Left single click **OK**. The processor you have entered will now appear in your dropdown list.

