

Loan Manager Add New Users

1. Go to Motive's website at www.motivelending.com
2. Click on the "Loan Manager" icon in the upper right-hand corner of the website.
3. On the Log-In page, input your E-mail Address and your Password. Click "Login".
4. If successful, you will be on the landing page that contains the icons "View Pipeline", "New Loan", Product & Pricing" & "Manage Account".
5. Click on "Manage Account" on the upper right-hand side.
6. Scroll down the page to "Contacts" and click on the small rectangle icon with the "+" on it located next to the "excel" icon.
7. Fill in all the required fields containing a "Red" asterisk next to them and click "Save".
8. An email will be automatically sent to the new user with a temporary passcode so they can Log- In to Loan Manager.