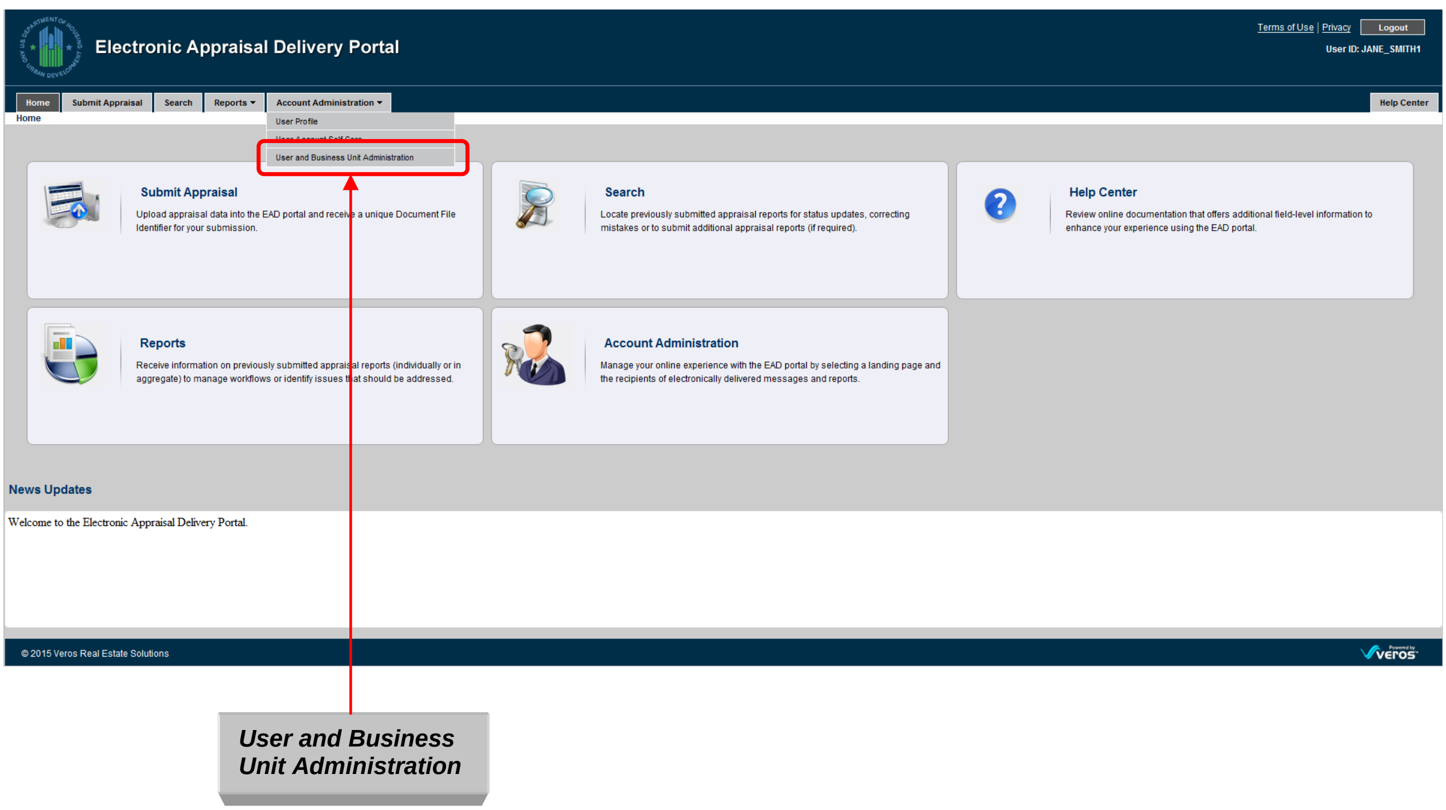
4. 3 Inviting a Lender Agent

This section covers how to initiate setting up a relationship with a lender agent. After you invite a lender agent to establish a relationship with your organization, the lender agent receives an email from ead-noreply@veros.com inviting them to submit the appraisal data files on your organization's behalf. To become an active lender agent for your organization, the agent must log in to the EAD portal and accept the invitation.

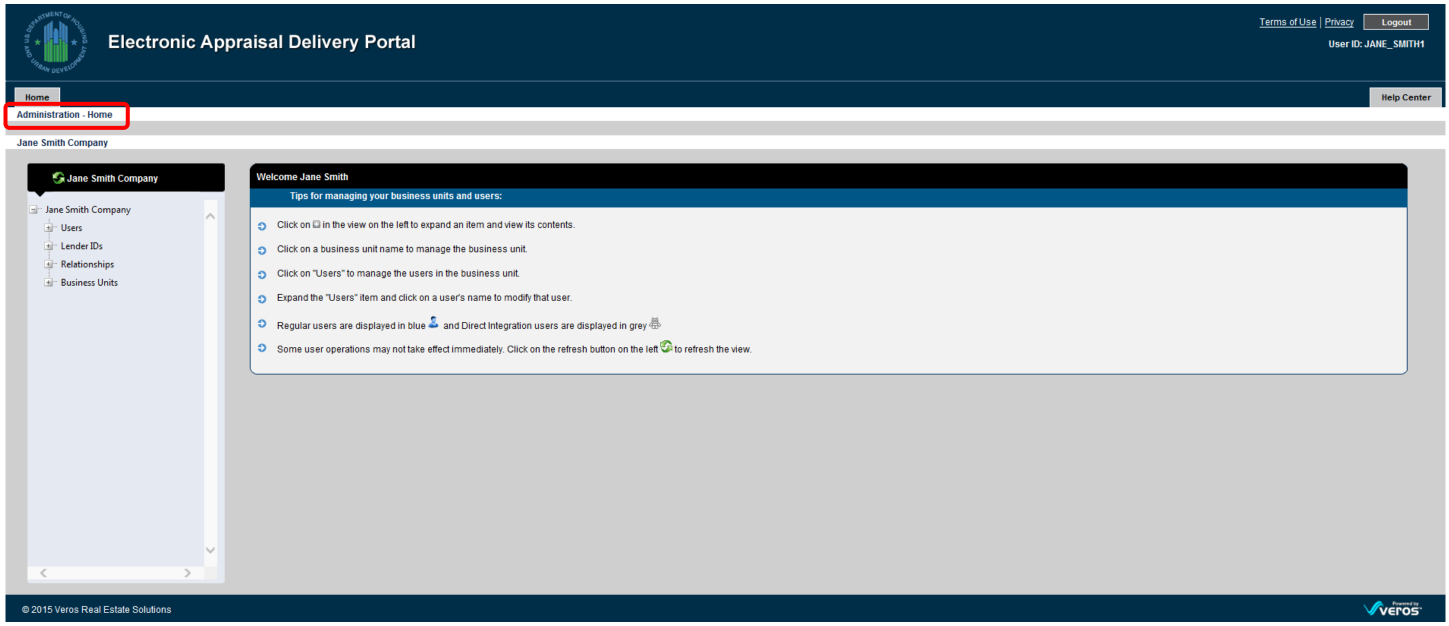
The lender agent can perform all of the functions of a lender user, including submitting the appraisals, viewing the results, requesting the overrides, searching for the appraisals, scheduling and viewing the reports, and viewing all the findings related to the appraisals submitted on your organization's behalf. This includes UAD Compliance Check messages, and all FHA proprietary findings that are delivered as part of the appraisal results through the EAD portal.

To invite a lender agent, follow these steps:

1. From the EAD portal ***Home*** page, click the ***Account Administration*** tab and select ***User and Business Unit Administration***.

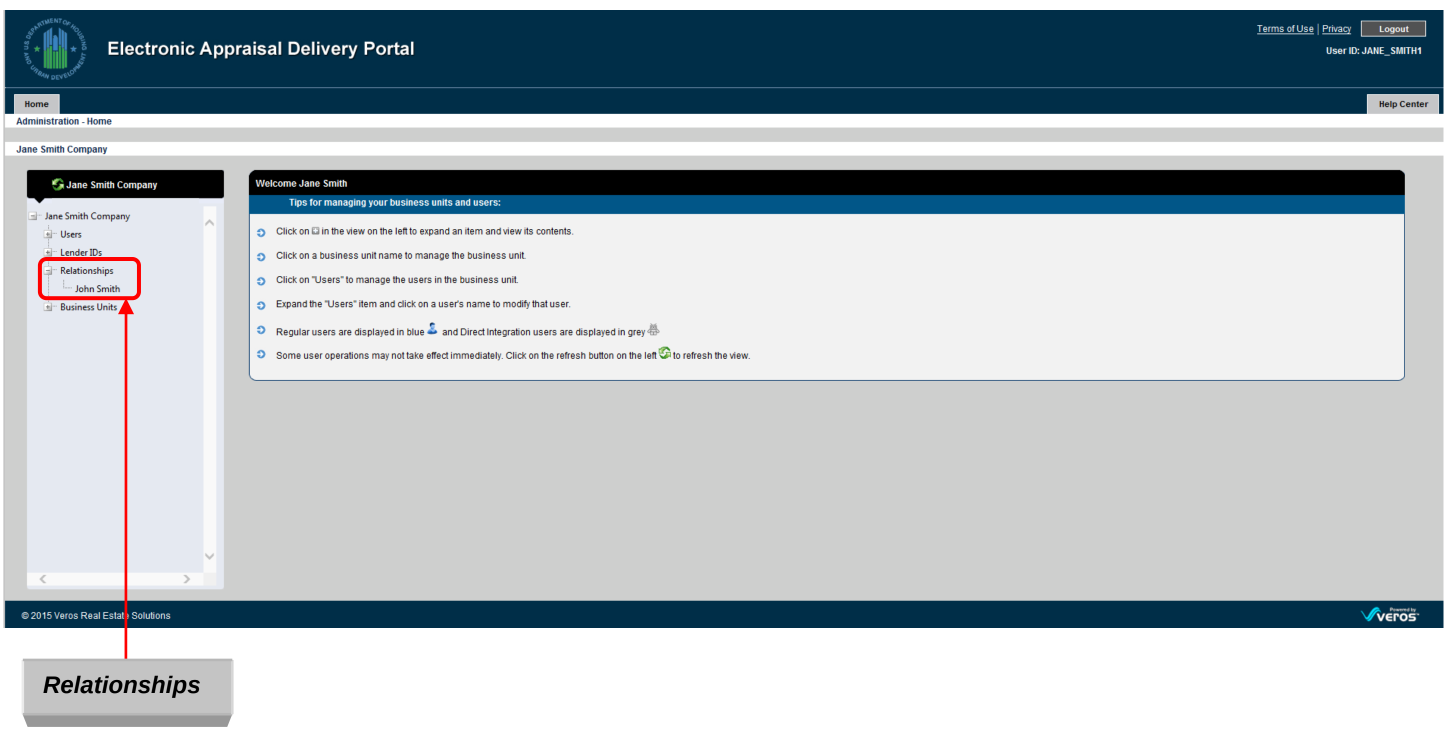


After you select ***User and Business Unit Administration***, the ***Administration - Home*** page appears.

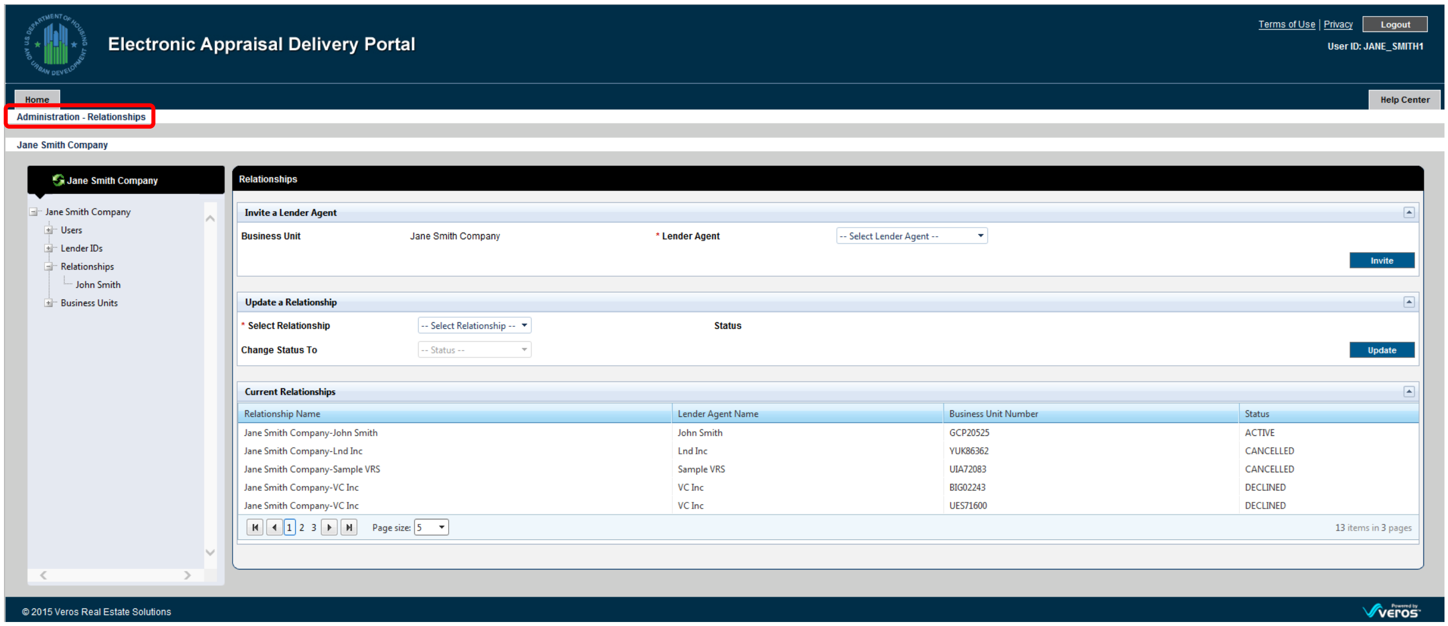


2. From the ***Administration – Home*** page, click ***Relationships*** in the left navigation bar.

Note: *Click the ⊞ sign to display the list of lender agents associated with that business unit*.

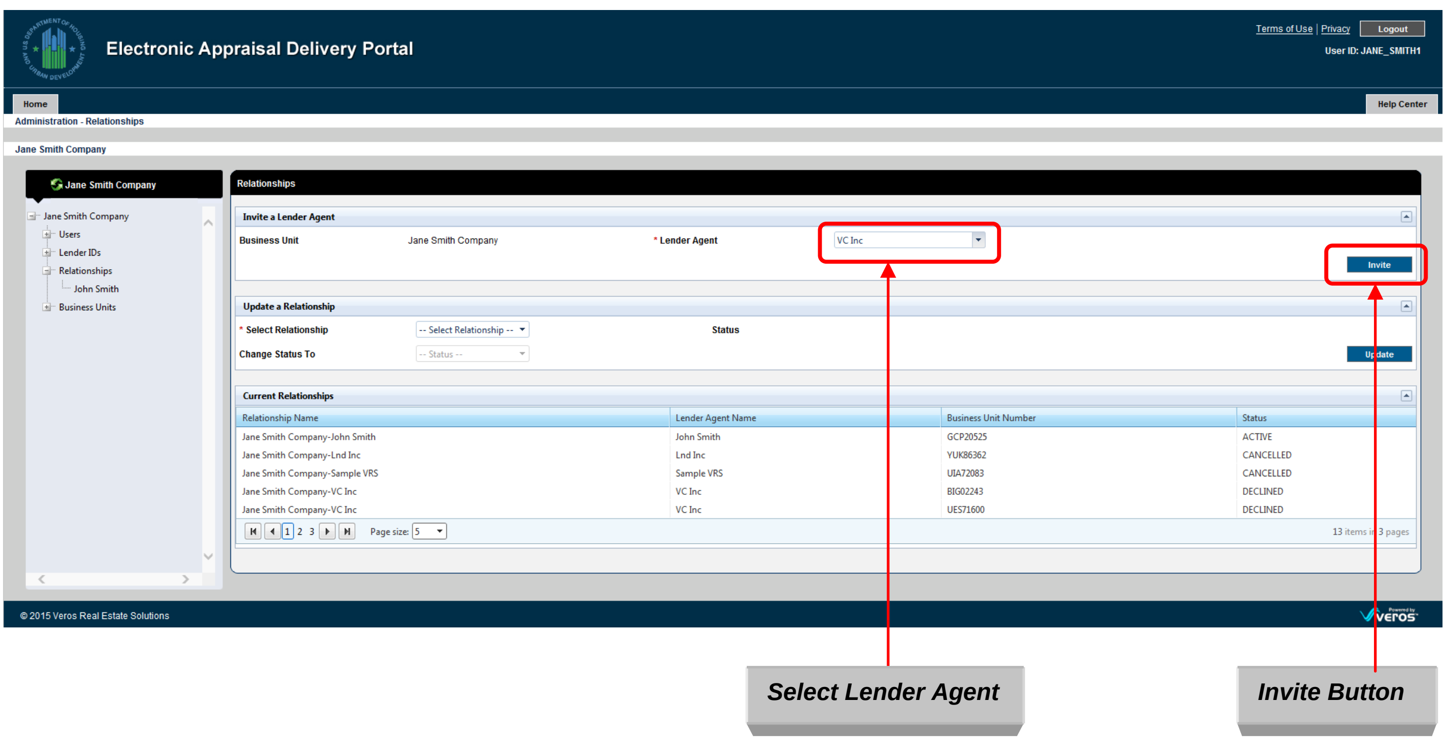


After you select ***Relationships*** from the left navigation bar, the ***Administration - Relationships*** page appears.



This page allows you to invite a lender agent to establish a relationship with your organization.

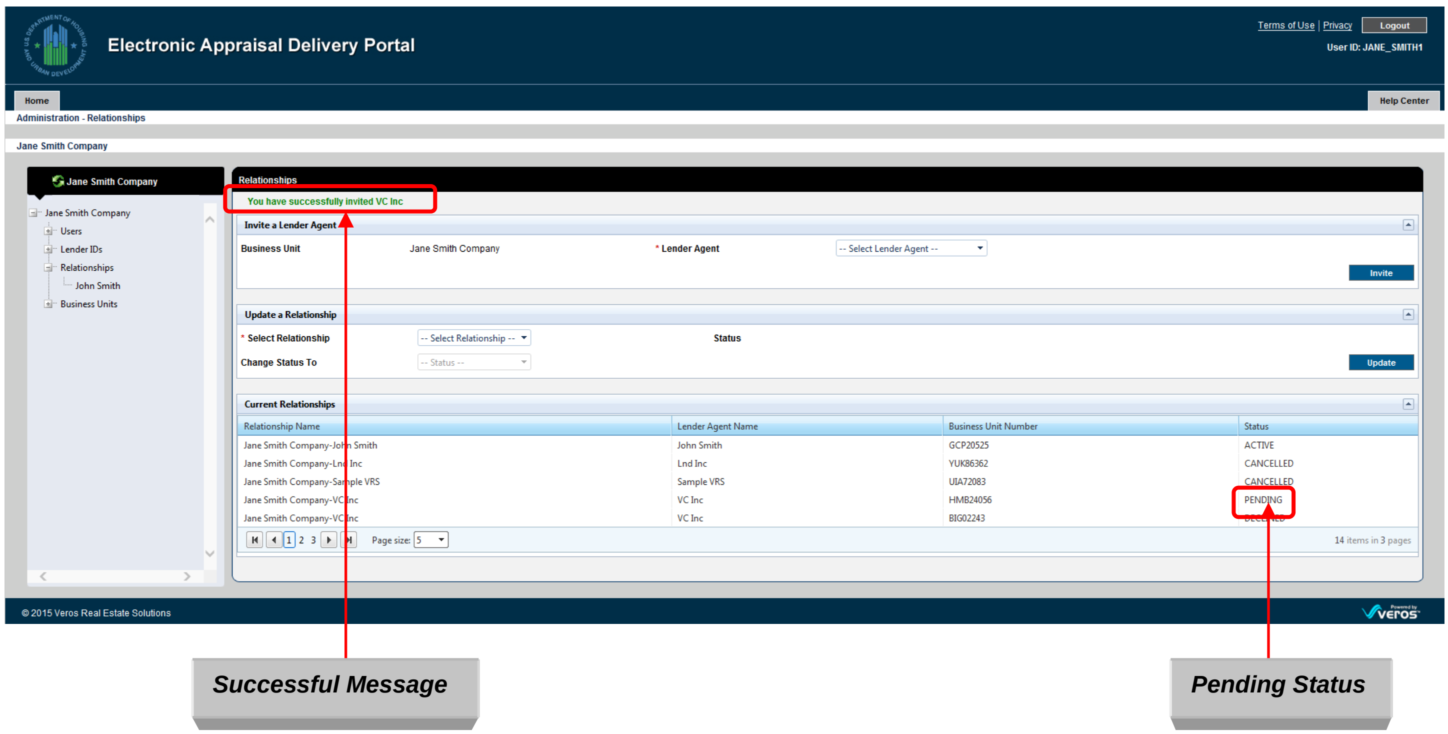
3. From the ***Administration - Relationships*** page, select the Lender agent you wish to invite from ***the Lender Agent*** dropdown.



Click ***Invite***.

After you click **Invite**, You have successfully invited [name of the lender agent] message appears.

The ***Current Relationships*** section shows a "Pending" status until the lender agent accepts or declines the relationship invitation.



The lender agent then receives an email invitation. If the lender agent accepts the invitation, the EAD portal creates the relationship between your organization and the lender agent. The status in the Current Relationships section changes to "Active".

Note: *If the lender agent has not yet accepted the invitation, you can cancel the request by updating the lender agent's status to "Inactive".* ***Refer to 4.4 Updating a Lender Agent Relationship***.