- The LO has to be setup in Encompass for them to show up in the system.

One option is to duplicate an existing LO's login info to the URL. Once they are set up in Encompass you can just change the name to the new LO.

- How To Set up an LO Website in Consumer Connect: Page 92 of Setting Up Consumer Connect

- Open Consumer Connect

- Click on the Website Builder

- Click on the Computer Screen (Open Website Builder)

- Click on Widgets

- Click on the Apply Now button and drag it to the middle of the page.

- Click on the pencil on the top left of the new button.

- Click on the LO name you want to associate with the URL/application link in the Loan App Reciepient

- Put the LO's name in the Button Title

- Click on the button and it should open the URL for the LO's loan application link.

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