

HOW-TO GUIDE

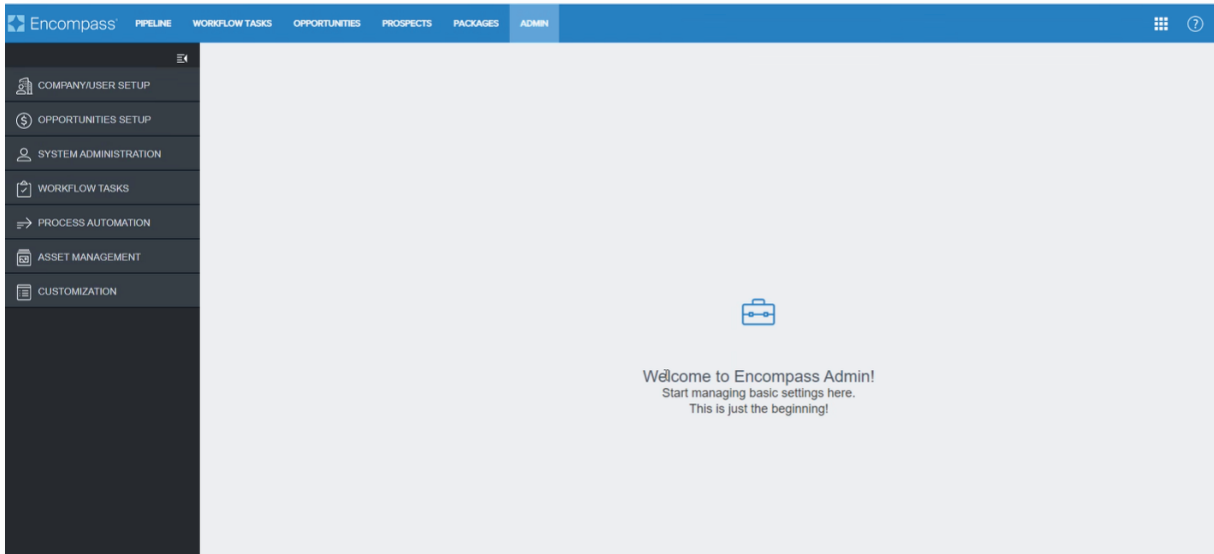


How to Enable VOE in LO Connect

Enabling VOE in LO Connect

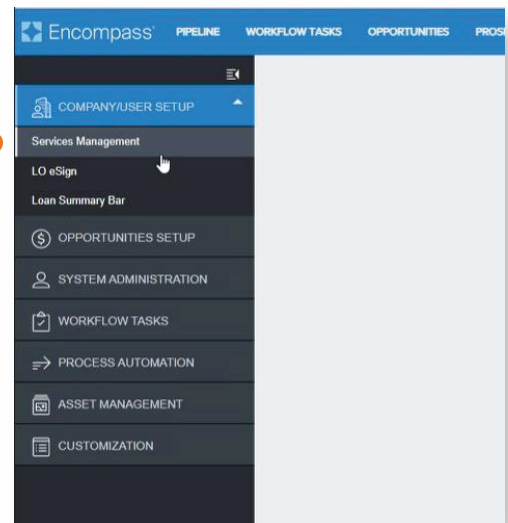
Step One

Select the **Admin** tab from within LO Connect.



Step Two

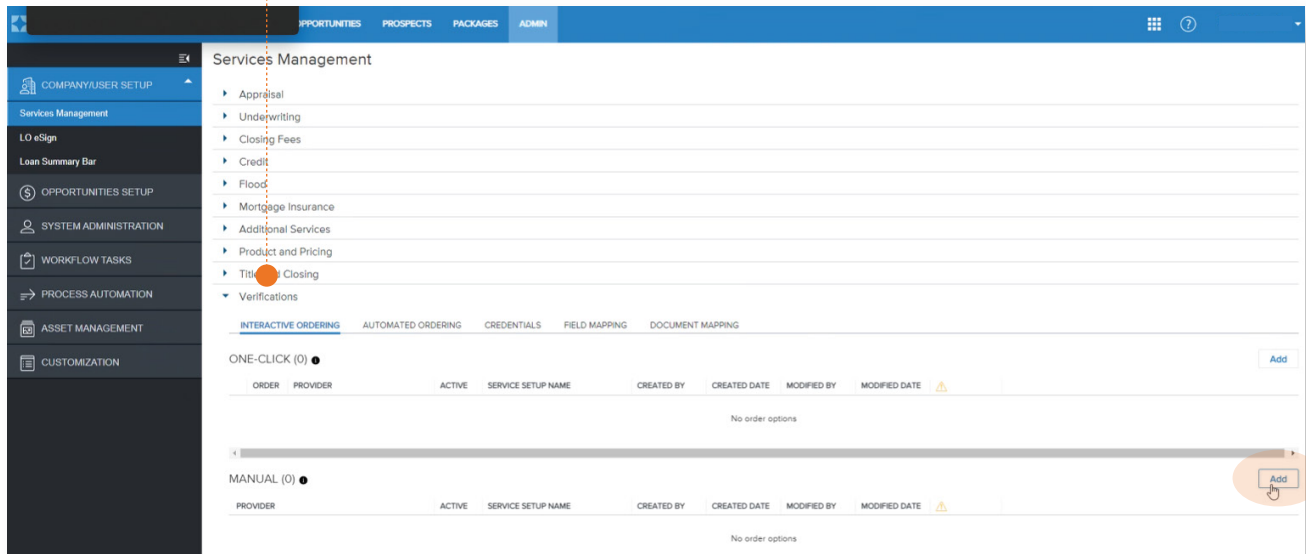
Select **Company/User Setup** and then **Services Management**.



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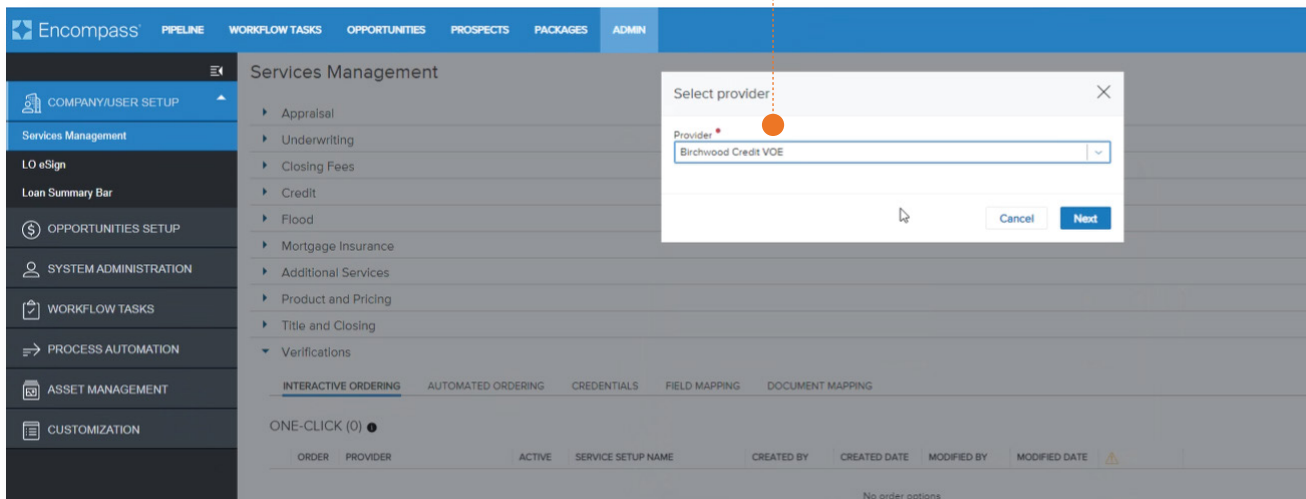
Step Three

Select **Verifications**, then within the **Interactive Ordering** tab, click **Add**.



Step Four

Select **Birchwood** from the provider drop down, then click **Next**.



Enabling VOE in LO Connect

Step Five

Enter the **Service Setup Name** (this does not have to be in a specific format to work), enable users and ensure the switch in the top right is toggled to **On**. Click **Save**.

Encompass PIPELINE WORKFLOW TASKS OPPORTUNITIES PROSPECTS PACKAGES ADMIN

Active **On**

Edit Order Options

Service Type Verifications Order Type Manual Provider Birchwood Credit VOE

Service Setup Name * Birchwood Credit Services VOE Service Setup Description

Readiness Conditions

Authorized Users*

Category	Selected Items
Organizations	<input type="checkbox"/> <input type="checkbox"/>
Users	<input type="checkbox"/> <input type="checkbox"/>
Persons	<input type="checkbox"/> <input type="checkbox"/>

