



## **New CORE Seller Portal Enhancement Administrator Account Management**

Planet Home Lending is excited to announce an enhancement to our CORE Seller Portal. Sellers may now delegate an Administrator to manage the CORE user. An Administrator Instruction manual has been implemented to assist the delegated Administrator complete the user set-up and account maintenance. This functionality is being provided to allow Sellers improved control of their CORE Seller Portal system users.

### **Next Step**

Delegate your Administrator (s) by completing the online "CORE SELLER ACCESS RIGHTS" form:  
<http://phlcorrespondent.com/core-seller-portal-access-rights>:

1. Complete USER Boxes'
2. Select Access Level: "Admin"
3. Select the Seller Contacts (may select multiple)
4. Click Submit

Once the Administrator rights have been assigned, the Administrator (s) will receive an email with a login, password, and the **Administrator Instructions**. The Administrator can begin the process of maintaining their user accounts.

As an option, PHL can continue to administer the CORE Seller Portal user access on behalf of the Seller. Please reach out to the Client Management team at [clientmanagment@phlcorrespondent.com](mailto:clientmanagment@phlcorrespondent.com) with additional questions.