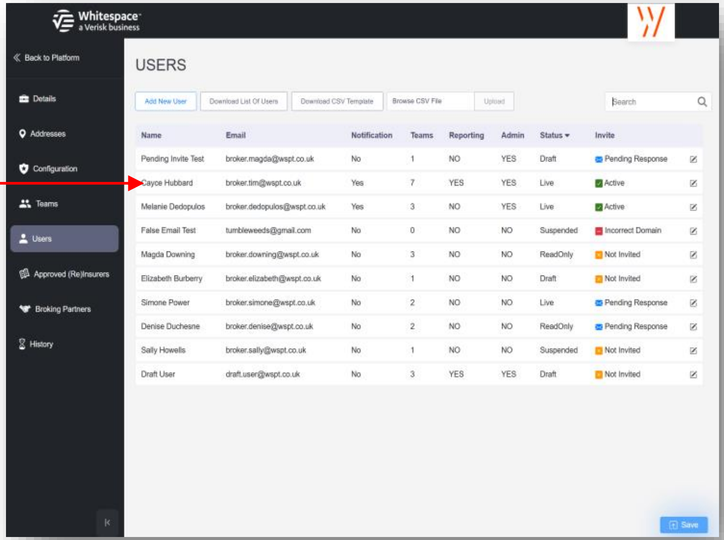
Adding the Contract Corrections Permission in the Admin Portal

1.

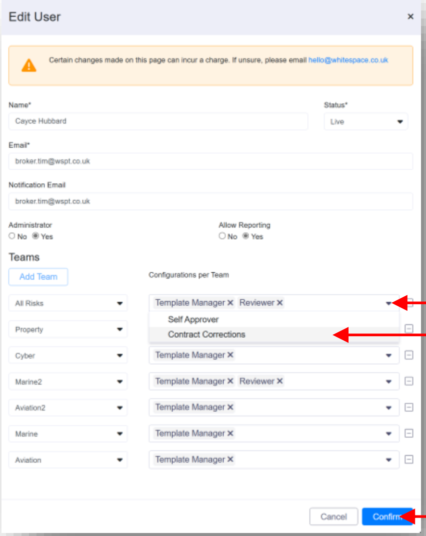


The new Contract Corrections permission allows brokers to issue correction documents for otherwise non-editable contracts at the Firm Order and Signed stages.

This permission is issued to users on a team-by-team basis.

Select the 'Users' tab in the Admin Portal and click on the entry for the user to grant the permission to.

2.

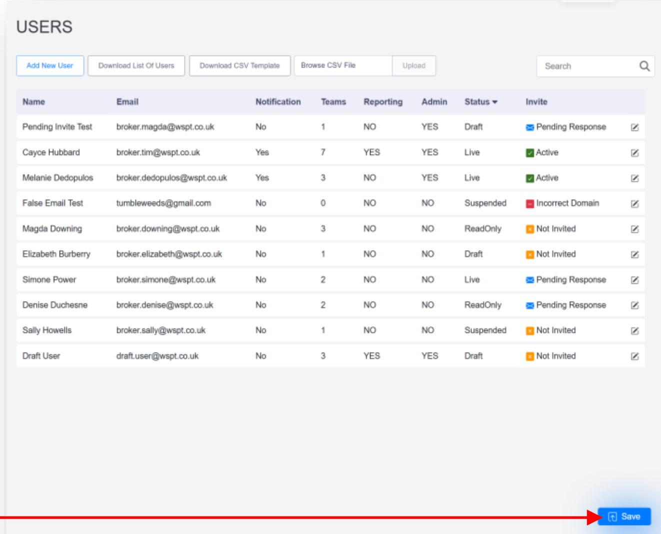


In the 'Edit User' pane, click the drop-down box showing the user's permissions for the team to add the permission to, and select 'Contract Corrections' from the drop-down list.

The Contract Corrections permission is then shown in a light box against that team, alongside any other team permission the user has.

Repeat until all necessary team permissions have been configured, and click 'Confirm' to set the changes as pending.

3.



Once all necessary users have been given the appropriate permissions, click 'Save'.

Please note that no pending changes in the Admin Portal are actually applied until the 'Save' button has been pressed.