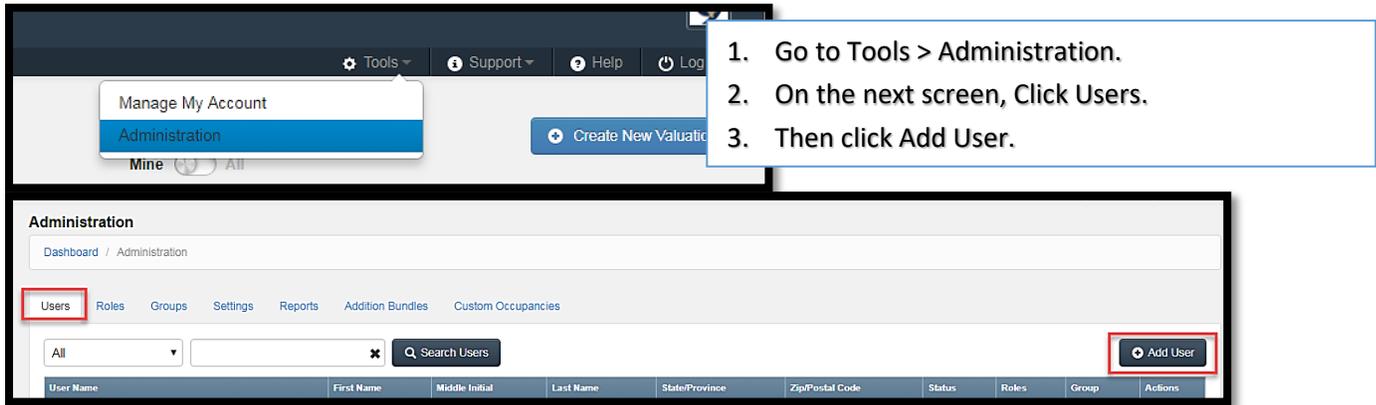


Commercial Valuations Agency Administration

This job aid demonstrates how to manage users in Commercial Express, a CoreLogic System at <https://twia.msbcommercial.com>.

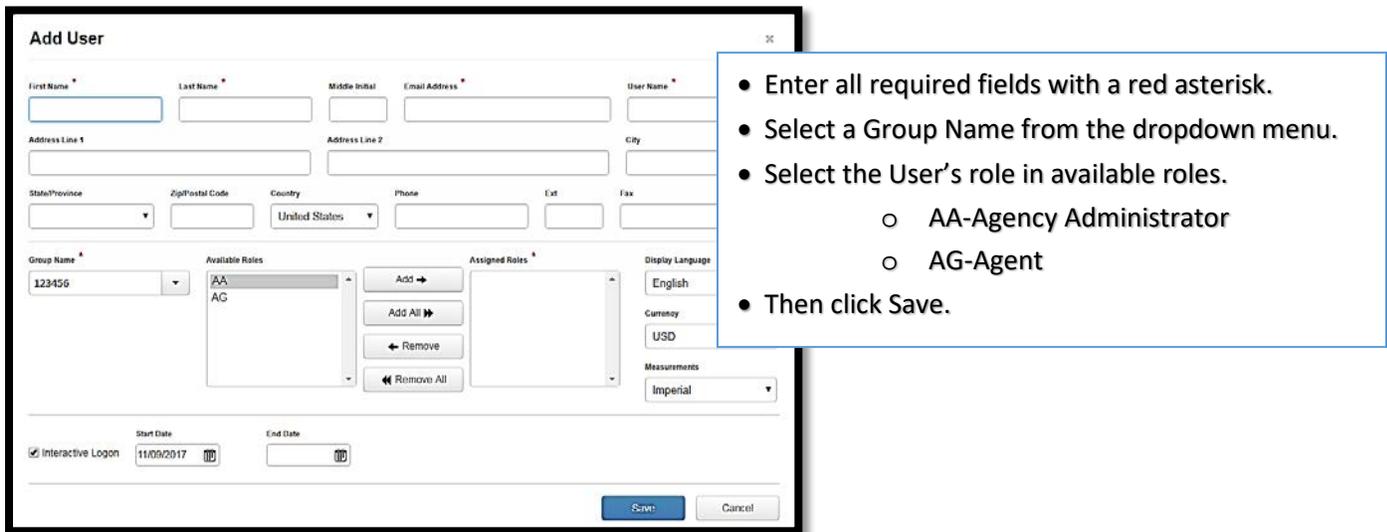
Add a New User:

Once you are added to the system as an Administrator, you can add new users.



1. Go to Tools > Administration.
2. On the next screen, Click Users.
3. Then click Add User.

Once Add User is clicked, you will then enter the user's information.



- Enter all required fields with a red asterisk.
- Select a Group Name from the dropdown menu.
- Select the User's role in available roles.
 - AA-Agency Administrator
 - AG-Agent
- Then click Save.

How to Delete a User:

On the User List, look for the Delete Icon.



- Click the Delete Icon.
- Confirm your action by clicking Yes and the user will be deleted.

Edit a User:

On the User List, look for the Edit Icon.



- Click the Edit Icon.
- Make changes to the incorrect information, and click Save.