

Commercial Valuations Agency Administration

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

Add a New User:

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

	🗢 Tools – 📢	Support 👻 🤶 Help	ن ان Log 1.	Go to Tools >	> Administr	ation.	
Manage My Account			2.	On the next	screen, Clic	k Users.	
Administration		 Create N 	ew Valuatic 3.	Then click Ad	ld User.		
Mine All							
Administration Dashboard / Administration							
Users Roles Groups Settings Reports	Addition Bundles 0	Custom Occupancies					
All	X Q Search	Users				• A	td User
User Name	First Name Midd	lle Initial Last Name	State/Province	Zip/Postal Code	Status Roles	Group Ac	lions

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

Inst Nume * Middle Initial Email Address * Initial Email Address * Initial Address Initial Email Address * Initial Address Initial Email Address Initial Email Address * Initial Address Initial Email E			User Name *		 Enter all required fields with a red asterisk. Select a Group Name from the dropdown menu. 		
<u> </u>	Unit	ed States	•				 AA-Agency Administrator
roup Name *	Available Roles			Assigned Roles	Dir	isplay Language	o AG-Agent
123456 -	▼ AA AG	•	Add 🔶		* [English	Then click Save
			Add All 🗰	1	Cu	urrenay	• THEIT CIEK Save.
			+ Remove]	1	USD	
		-	Remove All		- Me	lesseriel	

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.