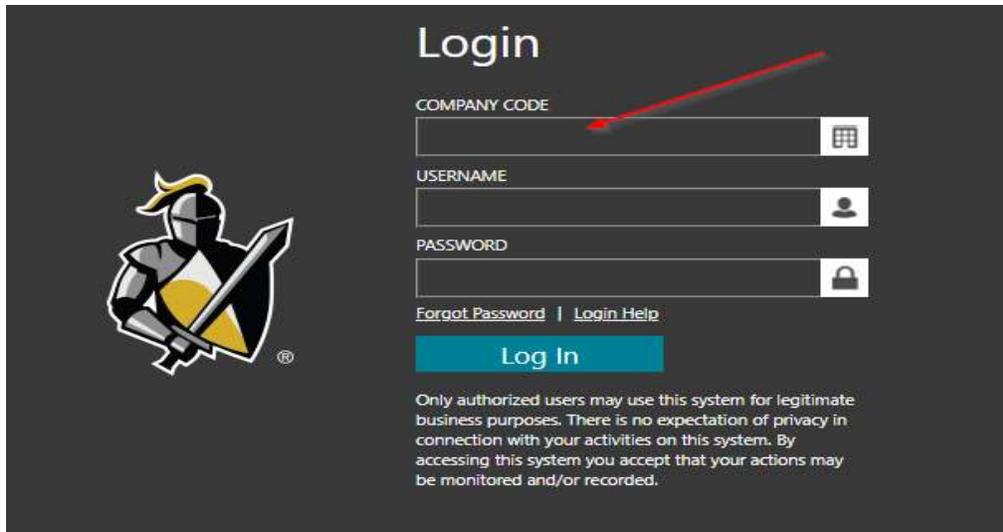
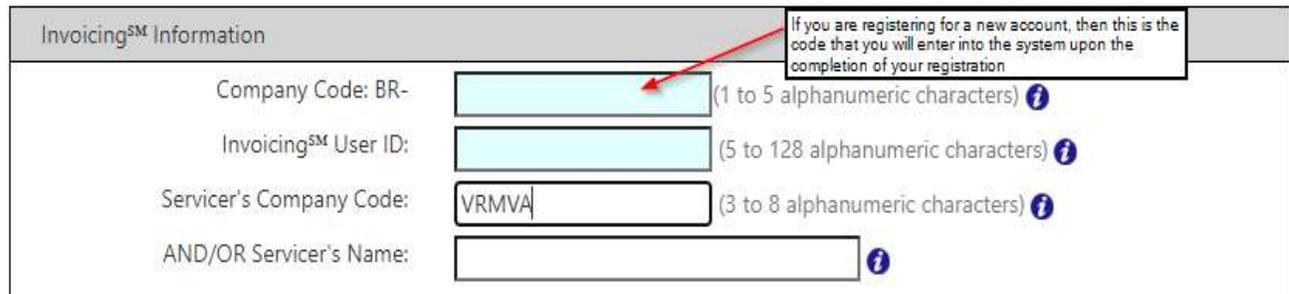


## LPS Broker Code in the VMS

The LPS Broker code is the same as the LPS Company code used to login to LPS per the screenshot below:



If you do not have an LPS account and are registering for a new account:



### Adding the LPS Broker Code in VMS

1. Login to VRMS system: <https://vrms.vrmco.com/Unsecured/Login.aspx>
2. Click the link to Vendor Management System (VMS)



Home Help

#### TOOLS

Technology has been honored to work with our business units in developing tools that help VRM be leader in the industry. You have access to the following tools.

- Vendor Management System
- Asset Management System
- Accounting
- FMS

3. Enter your vendor ID and click Search.
4. Click on the Payment Method tab. NOTE: You must have access to this tab in order to add the LPS broker code to your vendor account.

- Click on Add Broker Code.

The screenshot shows the VRM Mortgage Services interface. At the top, there is a header with the user's name 'Katrina Shields', role 'Accounting Manager', and department 'Vendor Resource Management'. Below the header is a navigation menu with options like Home, Prospects, Vendors, Administration, Reports, FAQ, Tasks, Capacity, Main Menu, and Logoff. The main content area displays the 'Account Identification' tab for a vendor. The 'Add Broker Code' button is highlighted with a red arrow.

- Enter your full LPS Broker code (also known as the LPS Company Code; see top of instructions) as if you were logging into LPS. Click Update. THE BROKER CODE BELOW IS AN EXAMPLE ONLY. DO NOT ENTER YOUR VENDOR ID AS YOUR BROKER CODE.

The screenshot shows a dialog box titled 'Add Broker Code'. It contains a text input field labeled 'New Broker Code' with the value 'Test-BrokerCode'. Below the input field are two buttons: 'Update' and 'Cancel'. A red arrow points to the 'Update' button.

- Once updated, you can see the broker code on the payment method tab.

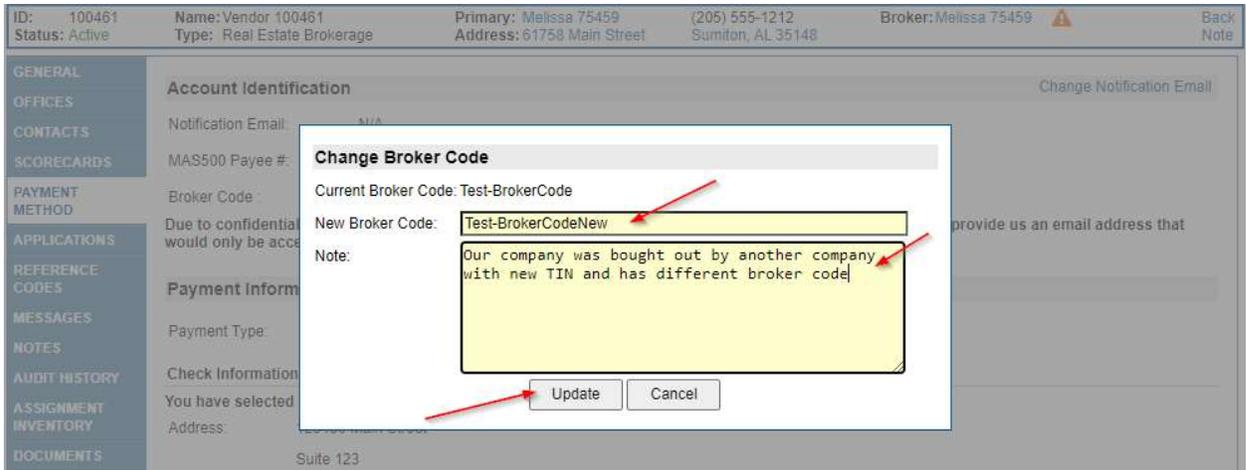
The screenshot shows the VRM Mortgage Services interface with the 'Payment Method' tab selected. The 'Broker Code' field now displays 'Test-BrokerCode'. A red arrow points to the 'Change' link next to the broker code.

To Update or Change the LPS Broker Code:

- To change the LPS broker code again (if needed at a future date), click change.

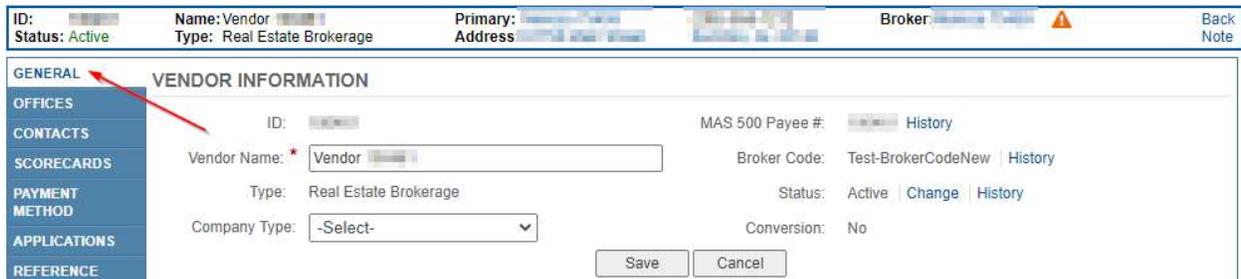
The screenshot shows the VRM Mortgage Services interface with the 'Payment Method' tab selected. The 'Broker Code' field displays 'Test-BrokerCode'. A red arrow points to the 'Change' link next to the broker code.

2. Enter your new full LPS Broker code (also known as the LPS Company Code; see top of instructions) as if you were logging into LPS. Also enter a note regarding why the broker code has changed. Click Update. THE BROKER CODE BELOW IS AN EXAMPLE ONLY. DO NOT ENTER YOUR VENDOR ID AS YOUR BROKER CODE.

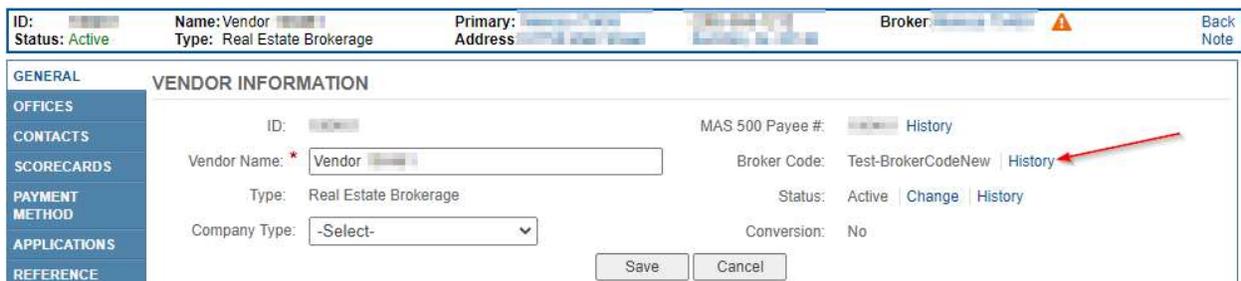


To View the History of the LPS Broker Code:

1. Navigate to the General Tab in VMS



2. Click on History next to Broker Code.



3. You can see the history of all the broker codes entered for your vendor account.

BROKER CODE HISTORY		
When ▲	By ▲	Broker Code ▲
6/14/2022 2:40 PM	Katrina95441	Test-BrokerCodeNew
6/14/2022 2:34 PM	Katrina95441	Test-BrokerCode
Page 1 of 1 Page(s)		
		<input type="button" value="Close"/>

If you need to reset your PIN or Security Questions, please follow these instructions:

#### **To Change/Reset your PIN**

After logging in, but before selecting either 'Vendor Management System' or 'Asset Management System', click your name located in the top right corner.

Select 'Profile'

Click the 'Reset Your Pin' link

A new will be sent to you via email

Press SAVE/OK

Press the HOME link also located in the top right corner above your name

#### **For resetting Security Questions**

Go back into 'Vendor Management System'

Payment Method

Press 'Reset Security Questions' button

Use the new PIN that was sent to you

Change the Security Questions

once that screen is closed, it will show the original Security Question Screen, input the values you just made and press Verify

For general questions regarding the LPS broker code, please email accounting at [accounting@vrmco.com](mailto:accounting@vrmco.com).

For technical errors trying to add or change the broker code in VMS, please email [appsupport@vrmco.com](mailto:appsupport@vrmco.com).