



## SONYMA Express® & Lender Online Administrator Lender Set-Up Request Form

Lender Name: \_\_\_\_\_

Lender Address: \_\_\_\_\_

Does Lender utilize MERS + MOM?  Yes  No

Lender Administrator\* Name: \_\_\_\_\_

Administrator Telephone Number: \_\_\_\_\_

Administrator E-mail Address: \_\_\_\_\_

Lender's LOS System: \_\_\_\_\_

SONYMA Express® Environment to be Set up:  Production  UAT (Test)  Both

Expected SONYMA Express® Go-Live Date: \_\_\_\_\_

\*The same person can serve as Administrator for both SONYMA Express® and Lender Online. Additional administrators can be set up by this administrator. The Administrator will be responsible for determining the authorization level of each user, and the setup and maintenance of users on Lender Online & SONYMA Express®. Please see the [User Set-up Guide](#) for more information on user levels and the [Lender Implementation Guide](#) for instructions on setting up SONYMA Express® users. To set up Lender Online users, see page 5 of the [Lender Online User Guide](#).

***Please complete this form and send it to your SONYMA Business Development Officer:***

Long Island & New York City	Dilfia Munoz	646-832-0996	<a href="mailto:Dilfia.Munoz@nyshcr.org">Dilfia.Munoz@nyshcr.org</a>
Hudson Valley, Capital District & Northern Tier	Bill Teague	518-474-5776	<a href="mailto:William.Teague@nyshcr.org">William.Teague@nyshcr.org</a>