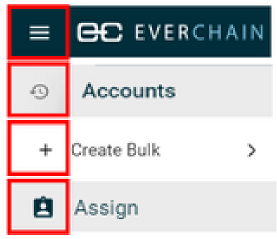
Type: **Bulk Assign for all Post-Sale request type.**

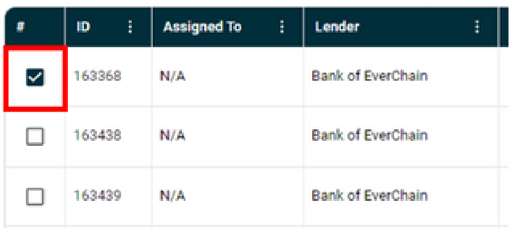
Request Description: Assigning multiple Post-Sale requests to an member of your team at one time.

1. From the "3 lines" icon in top left corner,
- Click "**Accounts**" clock icon
- Click "**Create Bulk**" plus sign icon
- Click "**Assign**" person/folder icon

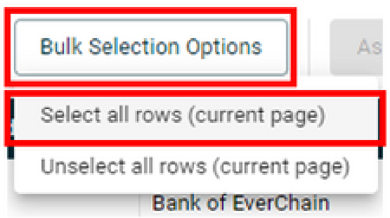


2. Fill in the following headers: **Request type, Seller, Buyer, and Portfolio ID** (or narrow the search by the **last 4 of a consumer SSN** and **Account/Loan ID**) then click "**Filter**" (in this example, the last 4 of SSN and Account ID/Loan ID were **not** used).

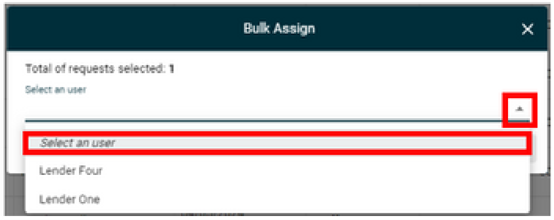
3. Make any individual Post-Sale request selection(s)...



or select requests of which you want to assign in bulk by choosing "**Bulk Selection Options**" and "**Select all rows**."



4. After making the Post-Sale requests selection, click "**Assign**," then click the drop-down menu and select a user.



5. Lastly, select "**Assign**" again and your requests will be assigned to the selected user. You will receive the below "**Request(s) assigned**" notification that this action was successful.