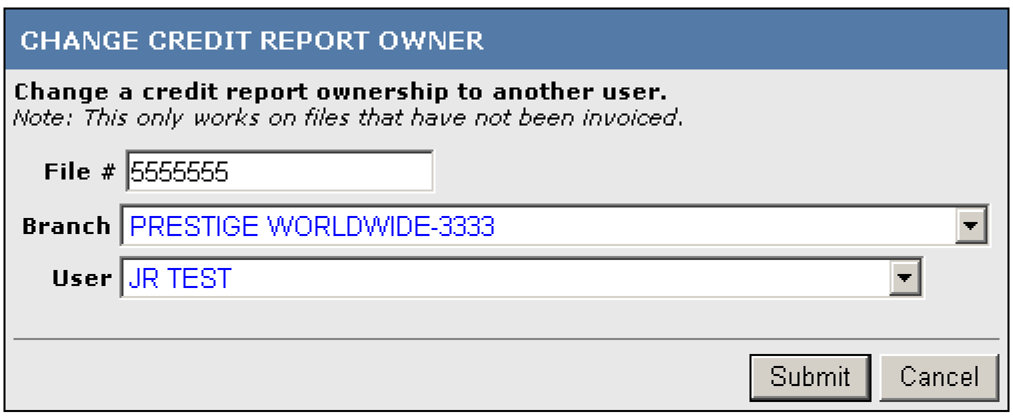
The ownership of files can be transferred by administrators. This transfers the ability to view and edit a file among users.

1. Click on the **Change Credit Report Owner** Link in the "Administrative Tools" section located on the main desktop.

2. The Change Credit Report Owner window will now display. Enter the file number you wish to change ownership into the **File #** field.

3. Select the **Branch** from the Branch drop-down menu.

4. Next, select the **User** who will become the new owner of that specified file from the User drop-down menu.



3. Finally, click the **Submit** button to change ownership of the file.