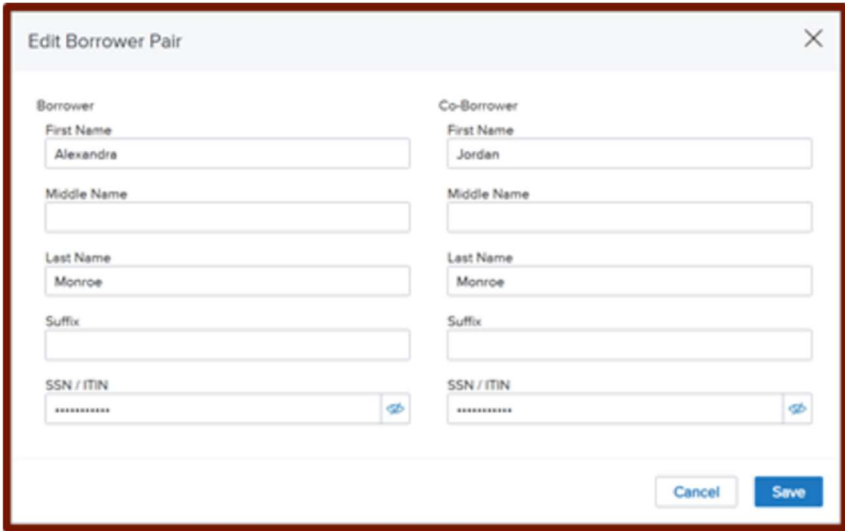


Purpose: This job aid explains how to manage borrower pairs, allowing you to add, edit, reorder or delete borrowers as needed while completing the application.

DESCRIPTION	STEP / ACTION
MANAGING BORROWER PAIRS	<p>While completing the URLA 2020, you can select, edit, add, reorder, or delete borrower pairs from any page using the Select Borrower Pair drop-down at the top of the screen.</p> <p>Select a Borrower Pair</p> <ol style="list-style-type: none"> At the top of the page, locate the Select Borrower Pair drop-down. Click the drop-down and select the desired borrower pair.  <p>Edit a Borrower Pair</p> <ol style="list-style-type: none"> In the Select Borrower Pair drop-down, select the borrower pair you want to edit.  <ol style="list-style-type: none"> Click Edit.  <ol style="list-style-type: none"> In the Edit Borrower Pair window, add or update the borrower and co-borrower information. Click Save to apply changes.

Add a Borrower Pair

1. At the top of the page, locate the **Select Borrower Pair** drop-down.

2. Click **Add**.

3. In the **Add Borrower Pair** window, enter the borrower and co-borrower information and Click **Save** to add the new borrower pair.

Reorder Borrower Pairs

1. At the top of the page, locate the **Select Borrower Pair** drop-down.

2. Click **Reorder**.

Note: The Reorder option only appears when there are **two or more** borrower pairs.

PAIR	BORROWER	CO-BORROWER
1	Alexandra Monroe	Jordan Monroe
2	Casey J. Hart	Avery L. Hart

3. In the **Reorder Borrower Pairs** window, click and drag the **Move** icon to change the order and Click **Apply** to save the new order.

Delete a Borrower Pair

1. In the **Select Borrower Pair** drop-down, select the borrower pair you want to delete.

Select Borrower Pair

Alexandra Monroe & Jordan Monroe

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↑↓

2. Click **Delete**. **Note:** The Delete option only appears when there are two or more borrower pairs.

3. In the confirmation prompt, click **Delete** to confirm.

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