Contact Us
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www.princeparker.com

PRINCE PARKER & ASSOCIATES, INC.

Navigate

Client Account Access

PRINCE
PARKER

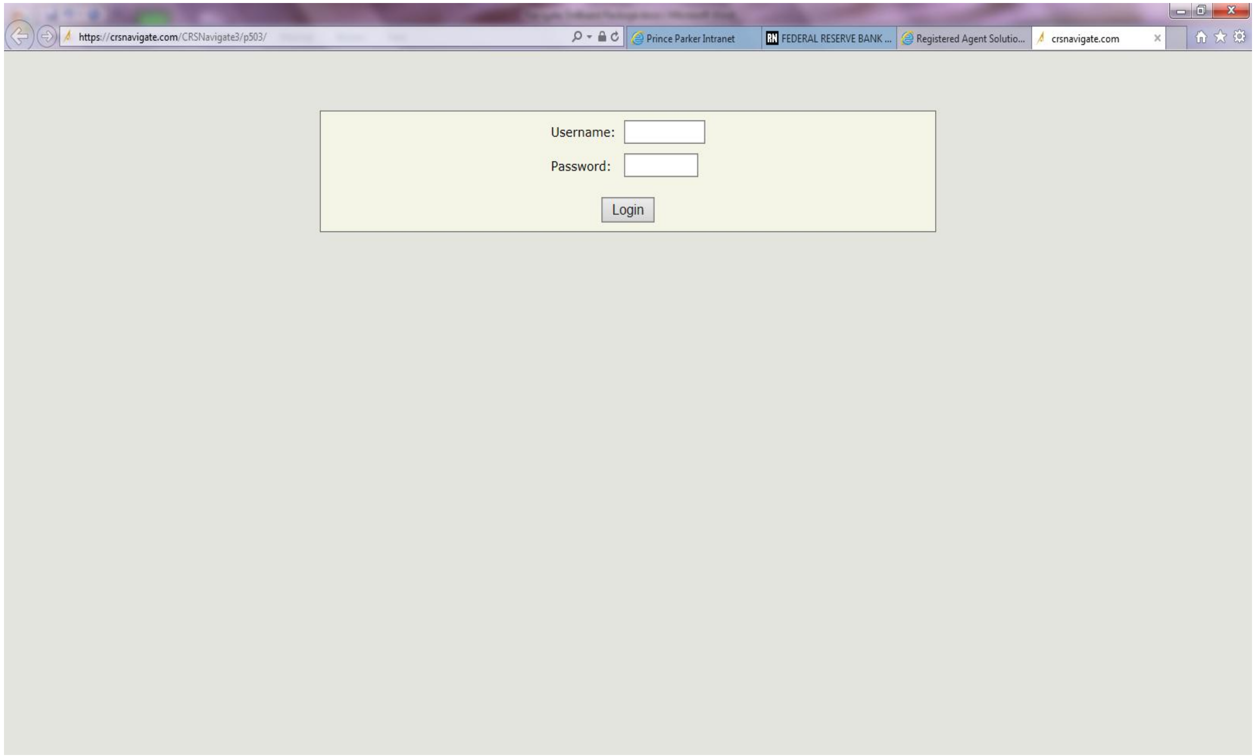
WELCOME TO NAVIGATE

- Navigate offers the ability to manage and view your accounts through a user friendly, secure website. You can upload accounts, view accounts, upload payments, generate and view reports.

- We are excited to offer this new product to our clients as it presents a more efficient method to submit your new accounts and account payments to Prince Parker for processing.

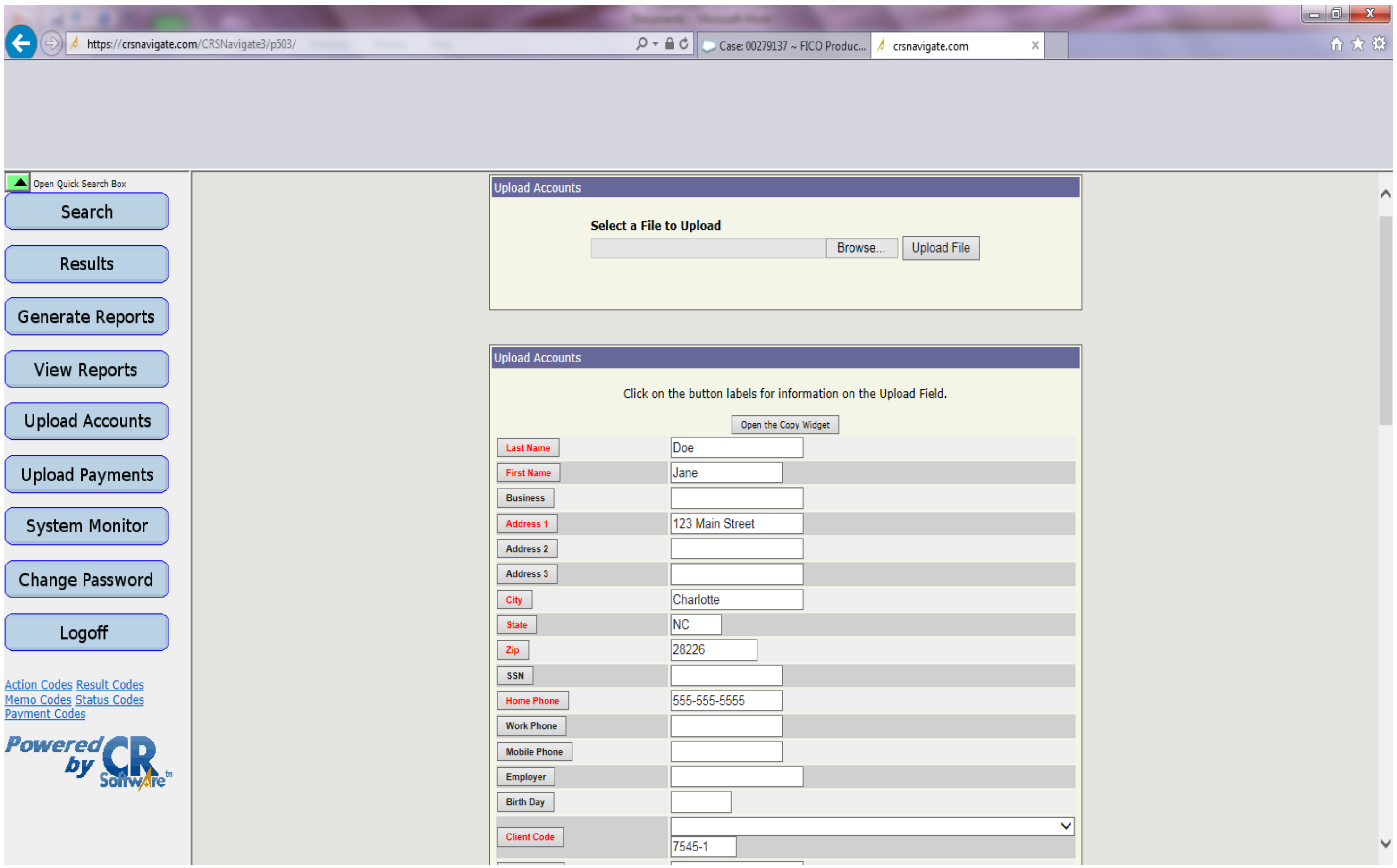
ADMIN LOGIN

- At your request, a Navigate account can be created for your company and a user name and password will be provided to you.
- Log on to the Navigate website: https://crsnavigate.com/CRSNavigate3/p503/



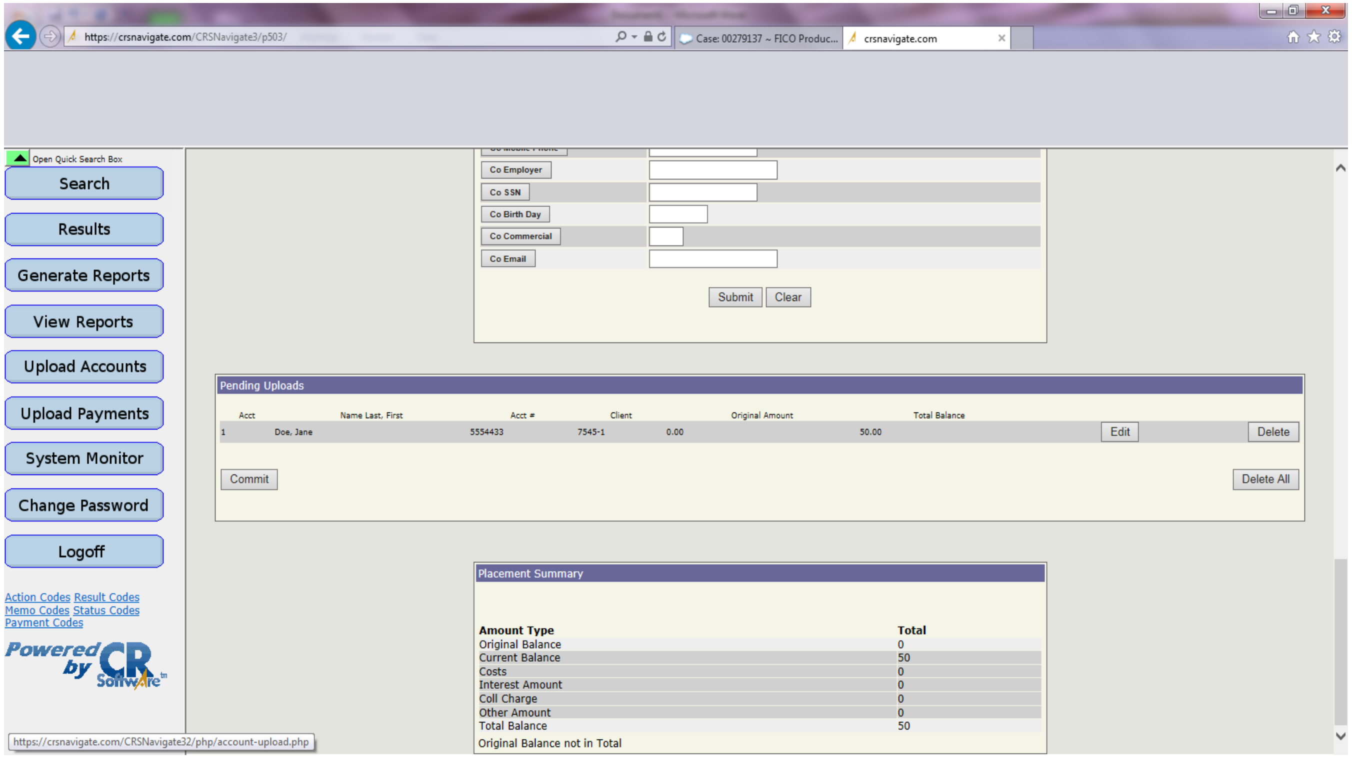
UPLOAD ACCOUNTS

- Input as much info as needed into the Upload Accounts section.



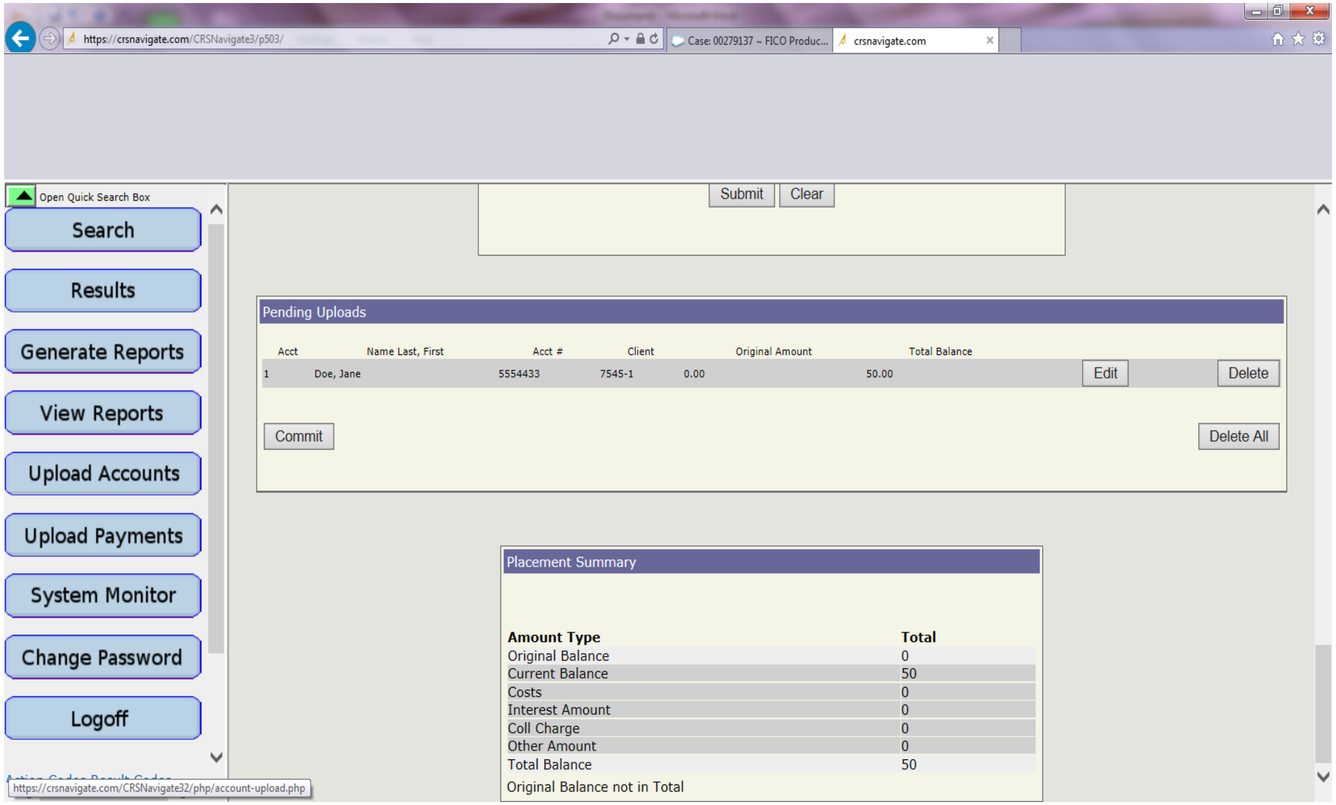
UPLOAD ACCOUNTS CONTINUED

- When you've completed your account input, click Submit at the bottom of the screen. You will see the account that was uploaded in the Pending Uploads sections as well as a Total Balance in the Placement Summary.



UPLOAD ACCOUNTS CONTINUED

- After you have input and uploaded all of your accounts, you will review the accounts in the Pending Uploads section and click "Commit" if you are ready to finalize the upload.



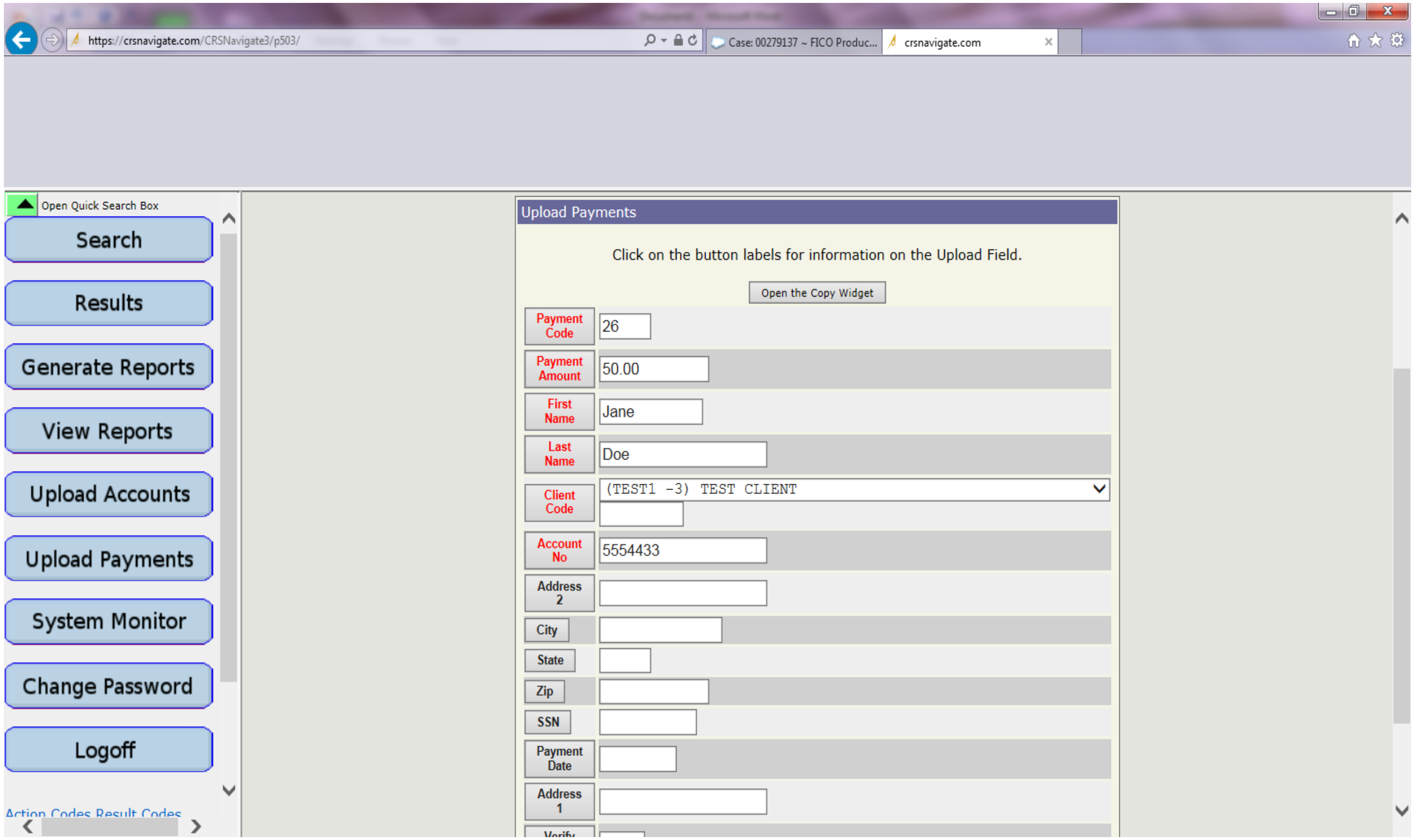
UPLOAD ACCOUNTS CONTINUED

- After you’ve submitted your accounts, you will receive a confirmation email (if contact email address is provided) noting that we have received the account information.

“Thank you for your submission. We have received your files.”

UPLOAD PAYMENTS

- Input all account information, then make sure to click submit at the bottom of the page.



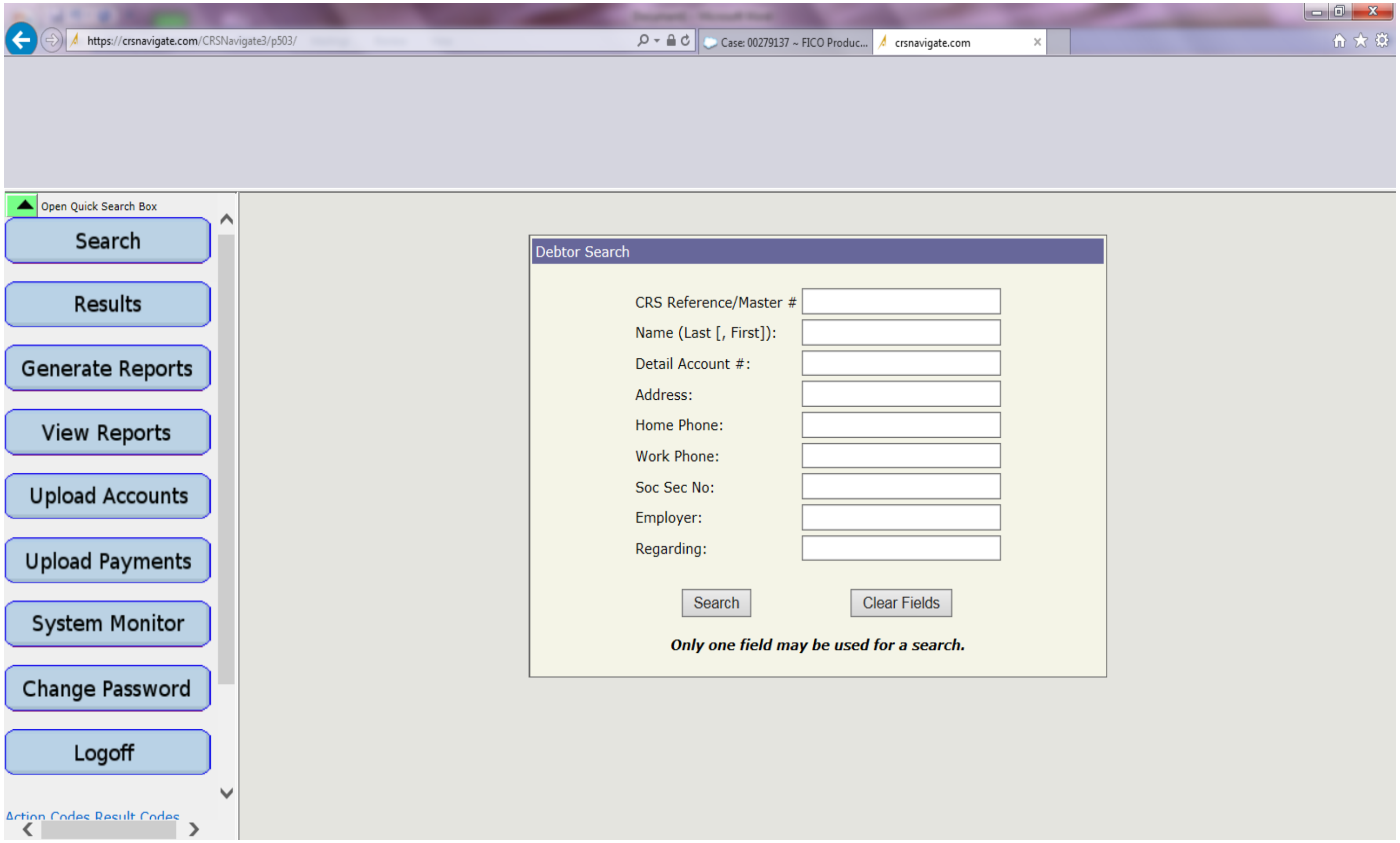
UPLOAD PAYMENTS CONTINUED

- After you’ve submitted your payments, you will receive a confirmation email (if contact email address is provided) noting that we have received the account information.

“Thank you for your submission. We have received your files.”

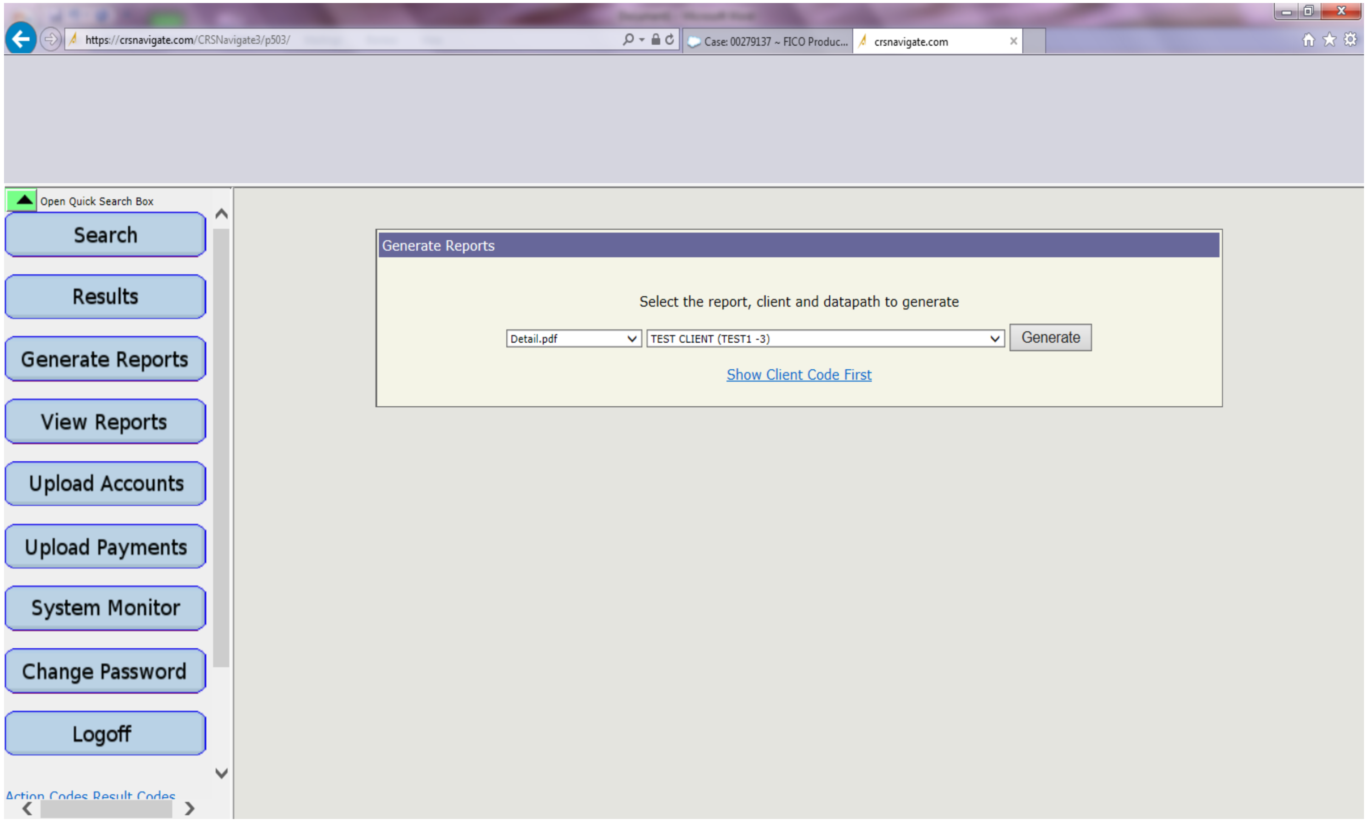
VIEW ACCOUNTS

- Input your search criteria to search for a specific account.



GENERATE REPORTS

- Click the arrow on the reports dropdown menu to select the report of interest. Report examples: History, Detail, Collection Summary, Return List, etc.



CONTACT US

- Contact us today if you'd like more information or to request a live demo.

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