

Ordering a Credit Report

Tuesday, November 18, 2014 9:52 AM

The borrower's name, social security number and present address are the minimum fields required for ordering credit reports. In this example, the data has already been entered in the loan account, and we are ready to proceed ordering a report.

Louis D Amaccommon	16. Borrower One
248-48-0031	17. Social Security Number
	18. Phone Number
	19. E-Mail Address
	20. Date of Birth
0	21. Age
	22. Years School
Married	23. Marital Status
	24. Number of Dependents
	25. Age of Dependents
11 99th St. Fantasy Island, IL 60750	26. Present Address

While in a loan file of the individual you wish to order a credit report for, click on the Credit Card icon to open the Credit Report Orders dialog box.



Notice, that Setup may also be accessed from here as well.

Credit Report Orders

For	Posted	Outcome

See Reports NEW Setup Detail

You will click on "New" to proceed ordering a credit report for the first time.

Clicking "New" loads the Order Credit Report dialog.

Question #1. Credit Report Identifier will not be answered unless you are retrieving an RMCR report, and the corresponding bureau has provided you with an identifier number.

If your company will not be ordering RMCR reports, you may hide this question by setting an opinion if so desired.

If you marked to use a particular bureau by default, then #2. Credit Report Agency will automatically be answered.

Click on #3. Credit Report For, to load a dialog which will display potential borrowers already entered in the account file.

Notice an "Other Subjects" button is also available, in the event you wish to select an alternate individual, such as a guarantor or a co-signer on the account.

Click to highlight the borrower and then click to select.

Field	Value
1. Credit Report Identifier	<< To Be Assigned >>
2. Credit Report Agency	KROLL FACTUAL DATA
3. Credit Report For	Louis D Amaccommon
4. Social Security Number	248-48-0031
5. Present Address	11 99th St. Fantasy Island, IL 60750
6. Joint Credit Report	<input type="checkbox"/>
7. Joint Credit Report For	n/a
8. Social Security Number	n/a
9. Ordered By	Watson-Williams, Jennifer S.
10. Product/Service ID	Merged InFile (MIF)
11. Printable Report Only (No Import)	<input type="checkbox"/>

You may select to include the Co-borrower on the account, only if they are the spouse of the borrower. You cannot order a joint credit report for two individuals unless they are married.

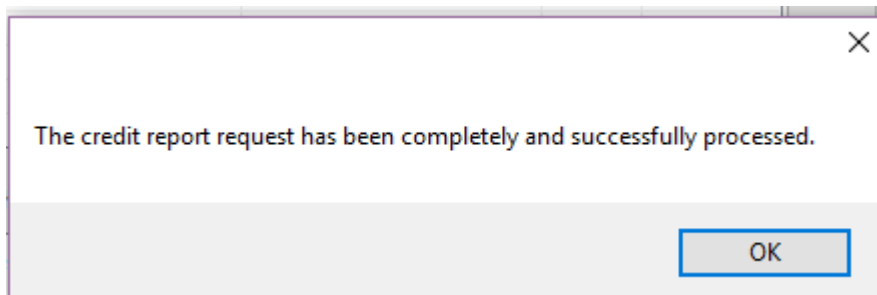
The default answer for Product/Service ID is set to Merged Infile because it is the most commonly used. You will notice RMCR is also available for certain bureau's. Keep in mind that the RMCR is more complex and could take days to receive a response, whereas Merged Infile will just take a couple minutes to receive a response.

If you have selected to order a credit report for an individual who is not the borrower, then **#11. Printable Report Only (No import)** will be checked, so as not to import liabilities that are not the borrower's. You also have the option of checking this box, if you would like to order the credit report without importing liabilities.

<input type="checkbox"/>	11. Printable Report Only (No Import)
<input type="button" value="Submit"/>	12. Action Code
<input checked="" type="checkbox"/>	13. Use EXPERIAN(TRW) Repository
<input checked="" type="checkbox"/>	14. Use TRANSUNION Repository
<input checked="" type="checkbox"/>	15. Use EQUIFAX Repository
<input type="button" value="Submit Order"/>	16. Order Credit Report

If you preselected the repositories you wish to order from in Setup, then your answer(s) will automatically be entered in #'s 13., 14. and 15.

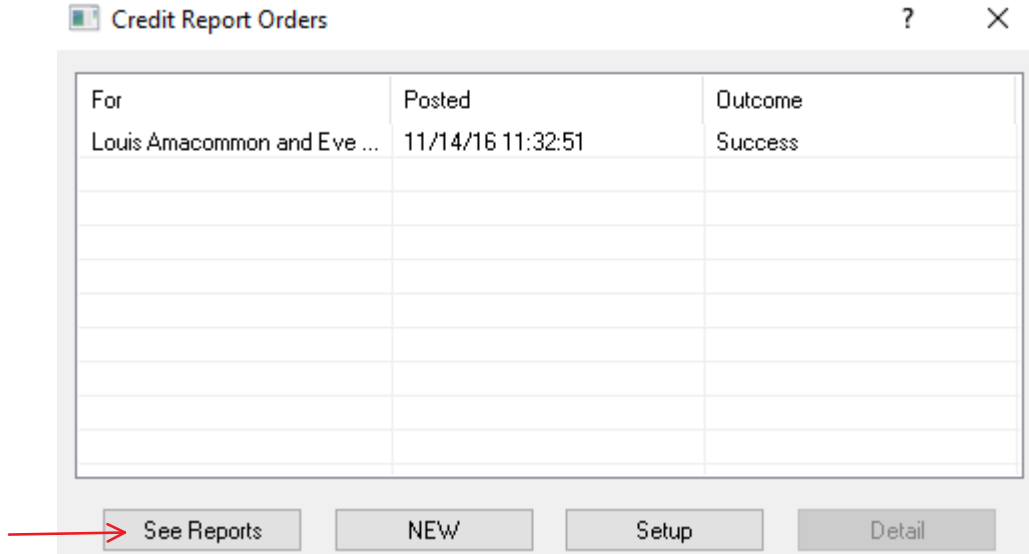
When you click to submit the order, CreativeVisions will gather and submit necessary data. Allow the system a couple minutes to process the request, and a message dialog will appear if the credit request processed successfully.



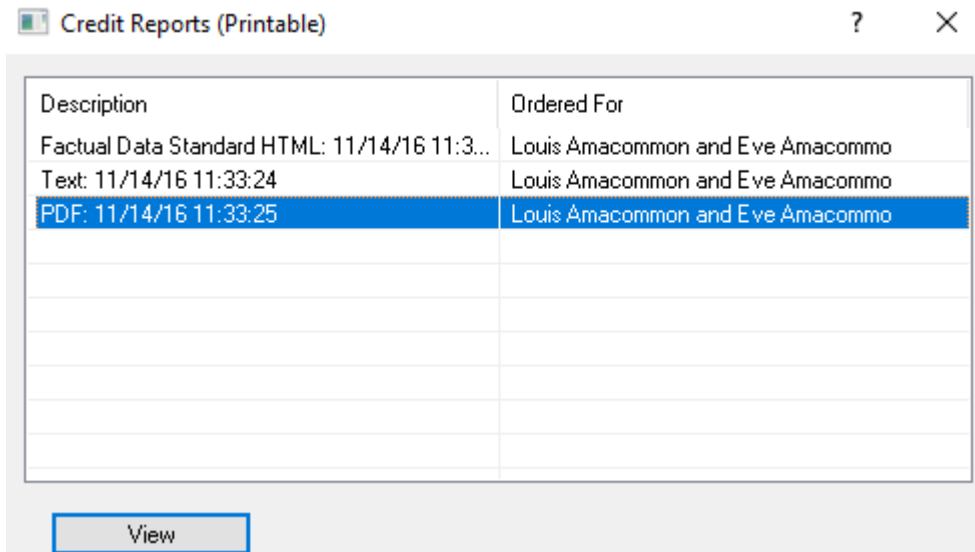
Ordering a Credit Report pg. 3

Tuesday, November 18, 2014 10:21 AM

If you wish to order another credit report for a different individual within the loan file, you may return to the Credit Request Dialog and click "New" to order another report.



Notice that once a report has been successfully ordered, you may access the "See Reports" button to preview the printable report. Depending on the credit bureau you use, you may receive the report in an HTML, PDF or TXT file format.



When a credit submission is highlighted, the "Detail" button may be useful when troubleshooting any errors if a report was not successfully processed. Reviewing the response received from the credit agency could help identify things such as an expired password with the bureau.

