

# How to Order CIS Rescore

Navigate to the **Credit File** screen in the CIS website for your borrower.

If viewing the credit report in a Loan Origination System (Encompass, Calyx Point, etc.), select the Add Product link on the top right of the report. You will be taken to the [CIS website](#). Log in with your CIS credentials, retrieve the file number for your borrower and follow the below instructions.

Select **Request REPOSITORY UPDATE** under Add-on Products:

The Repository Update Request screen appears, check the box next to the Creditor name that requires Rescore. Multiple creditors can be selected in one request. Fields will expand as shown:

**File #** AMERICA, ANDY - \*\*\*\*\*3333  
9244920 AMERICA, AMY - \*\*\*\*\*2222

**Ordered By:** SHARIN PEET **Phone:** 8002757722 **Email:** (please verify) speet@cisinfo.net **Preferred Contact:** Phone E-mail

**RUSH (There may be an additional fee)**

**General Comments:** Check the Bureau(s), select the Reason(s), add Comments, attach Documentation. When complete, select Next (top Right).

Select the tradeline or public record that you would like to update and specify the bureau/borrower and update reason.

TRADELINES						
<input checked="" type="checkbox"/>	BEST EVER MORTGAGE	ACCOUNT #502088				
	SOURCE	ECOA	REPORTED DATE	DLA	HIGH CREDIT	CREDIT LIMIT
	XP/TU/EF	B	04/18	04/18	220000	220000
<input checked="" type="checkbox"/>	TU-B	B	04/18	04/18	220000	220000
	REMARK: NOW PAYING; REAL ESTATE MORTGAGE					
<input type="checkbox"/>	XP-B	B	04/18	04/18	220000	
<input type="checkbox"/>	EF-B	B	04/18	04/18	220000	220000

Reasons:  Update balance  Update status  Remove lates  Delete account

Comments:  I have provided or will provide document(s) for this request

**Document Description**  **Attach Documentation**  No file chosen [Attach more ...](#)

**Enter the Creditor Name for Document Description.**  
**Choose File to attach documents.**

After selecting Next (top right above), the Confirm Request screen will appear. Review the Rescore Details and Estimated Charge. Click **Submit Request**.

A CIS Rescore specialist will reach out directly with questions and concerns. Please review the [CIS Rescore Documentation Requirements](#) to ensure documents will be accepted by the credit bureaus.