

How to Request Additional Products from CIS

View the CIS credit report in your Loan Origination System (Encompass, Calyx Point, etc.). Select the **Add Product** hyperlink, found on the top right when viewing the report:

Add Product

MERGED INFILE CREDIT REPORT

You are navigated to the CIS website. Log in with your CIS username and password. The Settlement Services Worksheet appears, select **Request New Service**:

CIS INFORMATION SERVICES
[Main](#) | [Settlement Services Worksheet \(SSW\)](#)

Settlement Services Worksheet (SSW)

Worksheet #: 60848 Loan #: 1906000044 Current Address: 23 FAKE WAY TIGARD, OR 97223

Borrower: LUCKY A KNOWSCORE Co-Borrower: Property Address:

[Request New Service](#)

Service	Details	Description	Date Order
View report	Credit	XP/TU/EF 9829574: LUCKY KNOWSCORE	08/02/19 05:
View report	L&J	449089: LUCKY KNOWSCORE	08/02/19 05:

Select Service to Order

- ▶ Credit Verification
- ▶ Property Verification
- ▼ **Employment/Income/Asset Verification**
 - [Order Verification of Employment](#)
 - [Order TRV \(4506-T\)](#)
 - [Order Verification of Deposit/Assets](#)

Select report-type required by expanding product category needed

The request screen for the selected report will appear with the borrower credentials pre-populated. **Confirm details, complete required fields & upload documentation. Select Order when complete:**

Tax Return Verification

Branch: SANDYS MORTGAGE COMPANY-CIS-8888
 User: SHARIN PEET

Loan Identifier: 1805000046 Notification Email: speet@cisinfo.net

Taxpayer Information

Full name or Business Name on tax form: ANDY A AMERICA SSN/EIN: 999603333

Spouse's Name for Joint Returns: AMY B AMERICA Spouse's SSN: 500-60-2222

Current Address
 Full Address: 123 MAIN STREET, ALLAMUCHY, NJ 07820

Previous Address (shown on last tax return, if different from above)
 Full Address:

Order Detail

Tax Forms: 1040 Transcript Type: 6a - Return Transcript Year(s) Requested: 2017 2016 2015 2014

4506-T Delivery Method

Please upload the signed 4506-T form.
 Document was electronically signed?
 Yes
 No

4506-T (PDF or TIF) file smaller than 2 MB
 No file chosen

Options

Pay by credit card

[Order](#)

For example, to request 4506T, complete all required fields, attach 4506T request form, and then select Order (top right). Always attach supporting documentation, including borrower authorization!