

# How to Order a Credit Report from CIS

From the main desktop screen in the [CIS ordering platform](#), choose the **Credit Verification** category of Products & Services, then click **Order Credit Report**. The credit report order screen will display (as shown below). Required fields are marked with the letter R in the green circle. Complete required fields, choose the bureau(s) required, score & fraud options (these options may be pre-selected for your company), then click **Order**:

**CIS INFORMATION SERVICES** File # ▾

[Main](#) ▶ [Credit File](#)

Single Order | **Batch Order**

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

Reference No. | Loan Type | Marital Status | Dependents

**Consumer Information (Applicant and/or Spouse)**

First Name<sup>R</sup> | M. Name | Last Name<sup>R</sup> | Suffix | SSN<sup>R</sup> | DOB<sup>R</sup>

First Name | M. Name | Last Name | Suffix | SSN | DOB<sup>R</sup>

**Residential Address** [Address Format](#)

Full Address<sup>R</sup> | Length

**Previous Address (If less than 2 years.)** [Address Format](#)

Full Address<sup>R</sup> | Length

**Others**

Property Address [Copy from Residential Address](#)

Phone | Email

**Credit Order**

	XP	TU	EF
REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCORE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRAUD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Options**

Automatic Print<sup>?</sup>

Pay by credit card

[Enter Access Codes...](#)

**Order**

XP = Experian  
 TU = TransUnion  
 EF = Equifax

Complete all required fields

Options for the address fields will appear as you type. The system will indicate if the address is in the USPS database. If an address isn't listed properly, use the Address Format link and select Parsed to manually enter address information. Under the Parsed options, there are also fields to enter PO boxes, military addresses, Rural Routes and Puerto Rico addresses.

After clicking Order, the report will process for a few moments and then you will be returned the the Credit File screen, from which you can view or print your report. If the report has been ordered previously, a Duplicate Report Detection warning will appear, from which you can choose to view a previously ordered report or order a New Report.