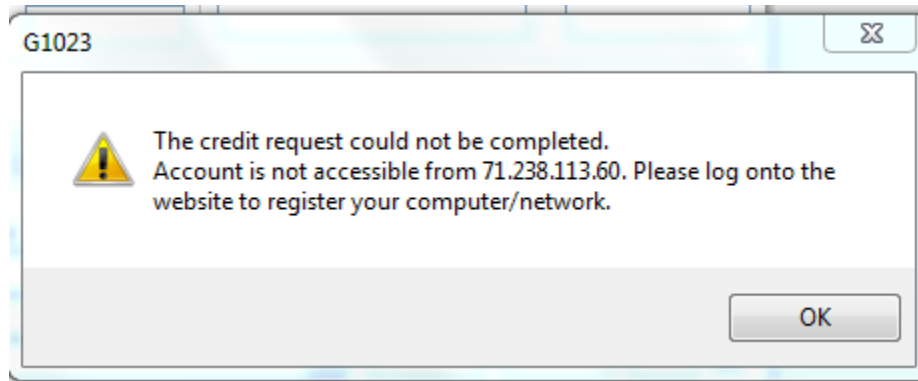


How to Authenticate IP Address/Register Computer

Credit security protocol may prompt you to authenticate the IP address on your connected network. Each time you order credit from a different network/location, your IP address will change, even if you are using the same computer. When logging in through your Loan Origination Software (LOS), you may get a warning similar to the screen below if the IP address has not been registered:



When you see this warning (or one similar), follow these steps:

1. [Click to log into the CIS website.](#)
2. Enter your CIS login & password.
3. Enter the 4-digit authentication code (see screen below). The authentication code is sent via text to your cell phone or delivered to your email.
4. **Register your computer** (see red arrow). Once you have registered a particular IP address, you will not have to go through this process again for that network location.

Site Security: Authentication Code Required
 An authentication code is required to proceed. Please follow the steps below to complete the login process.

ENTRY PAD : Clear		
4	8	7
2	6	9
3	5	1

Step 1. Do you have a valid authentication code?
 If not, the system can email you a new authentication code or you can contact your account administrator for one.

Step 2. Enter your authentication code using the entry pad

Step 3. Submit authentication code and register computer/network
 To avoid having to enter an authentication code every time you access the system, please register your computer/network. Please also record your cell phone number.

Register computer/network (leave unchecked if you are accessing from someone else's computer/network)

Cell Phone Number
[why is this needed?](#)

5. **Click Continue.** The IP address is now authenticated with your login. Proceed to order credit from the CIS webpage or the LOS.

Note: **It is recommended to register your cell phone number** to receive the authentication code via text, especially if you order credit from random or multiple locations. CIS does not share or sell the cell number. The cell number is used solely for delivery of authentication codes.