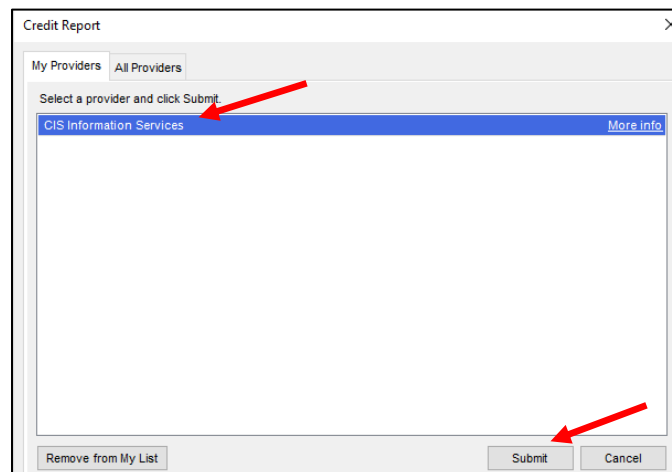


Re-pull CIS credit through Encompass

From the **Loan** screen for the applicant within Encompass, select the **Services** tab (bottom left menu), then select **Order Credit Report**. Alternatively, select **Services** from the top tool bar, then select **Credit Report**. From the Credit Report screen, select **CIS Information Services**, then choose **Submit**:



On the Credit Report Request screen, select **New Report** from the drop-down for Order Method, which will remove the File Number for the applicant's previous credit pull:

Review all report selections for accuracy, then select **FINISH** (bottom right).

After following these steps, if the original credit report appears, the re-pull limit permissions that are profiled with your CIS username may be the reason. Please contact your CIS account administrator for details.