

Order CIS Refresh Report in Encompass

Open the desired loan file and navigate to the **Credit Report Request** window.

Enter **CIS Username** and **Password**

Report Type: **Refresh**

Order Method: **New Report**

File Number: ensure the **original** CIS file number is showing

Confirm report Options are accurate (settings for Refresh reports are generally defaulted)

Choose **Finish**. View the Credit Report in the **Services View** tab.

Credit Report Request

Credit Agency: **CIS Information Services**

Username: Sharin

Password: ●●●●●●●●

Branch ID:

Save Password

Report Type: Refresh

Order Method: New Report

Report On: Joint

Order new refresh report.

File Number: 8315502

Requested By: admin

Loan Number: 1607000040

Options

- FICO Score
- Fraud Search
- Get Fannie Mae Reference ID

Credit Bureaus

- Experian
- Equifax
- Trans Union

	Last Name	First Name	MI	TI	SS#	DOB
Borrower:	Testcase	Bill			000-00-0015	
CoBorrower:	Testcase	Beth			000-00-0016	

	Street Address	City	St	Zip
Current Addr:	8842 48th ave	Anthill	MO	65488
Prev Addr:				

Please Enter the Credit card Information below:

Account Name	Billing Address	Billing City:	Billing State:	Billing Zipcode:

Account Number:	Expiration (MM/YY):	Secondary Account Number:

< Back **Finish** Cancel