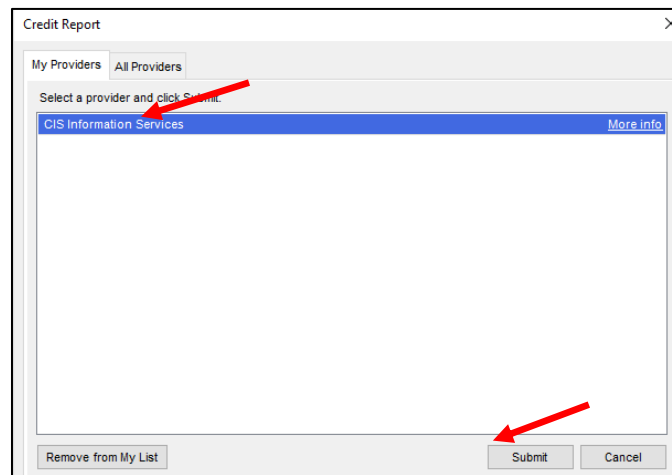


## Ordering SINGLE BUREAU CIS Credit through Encompass

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**:



Make sure your **CIS username** is listed, along with your **CIS password**. Ensure **Report Type, Order Method, Report On, Options, Credit Bureaus and Borrower Information** are all accurately selected & populated. Select **Finish** to retrieve the report.

If your IP address & password is not authenticated on the [CIS website](#) BEFORE you order credit in Encompass, you will get an error, "Account is not accessible from (an IP address). Please log on to the [CIS website](#) to register your computer/network." [Log in](#), enter your CIS credentials & register your IP address. AFTER authenticating, return to Encompass to request credit.

**CIS Information Services**

Username:  Password:  Branch ID:

Save Password

Report Type:  Order Method:  Report On:

Options:  FICO Score  Fraud Search  Get Fannie Mae Reference ID

Credit Bureaus:  Experian  Equifax  Trans Union

File Number:  Requested By:  Loan Number:

Borrower: Last Name:  First Name:  MI:  TI:  SS#:  DOB:

CoBorrower: Last Name:  First Name:  MI:  TI:  SS#:  DOB:

Current Addr: Street Address:  City:  St:  Zip:

Prev Addr: Street Address:  City:  St:  Zip:

Enter Access Codes

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