

# How to Order a PreQual Soft-Pull Report from CIS

[Log in to the CIS website](#) using your PreQual username & password. PreQual (PQ) usernames are unique from mortgage credit usernames. The unique PQ username is required for accurate fulfillment!

From the main desktop screen in the [CIS website](#), 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. Input required fields, choose the bureau(s) & score(s) required, which may be pre-populated, then select **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>?</sup>

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

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

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

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

Full Address<sup>?</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"/>

Order

**Options**

Automatic Print<sup>?</sup>

Pay by credit card

[Enter Access Codes...](#)

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.

After selecting Order, the report will process for a few moments and then you will be returned to the Credit File screen, from which you can view or print the PreQual credit report.