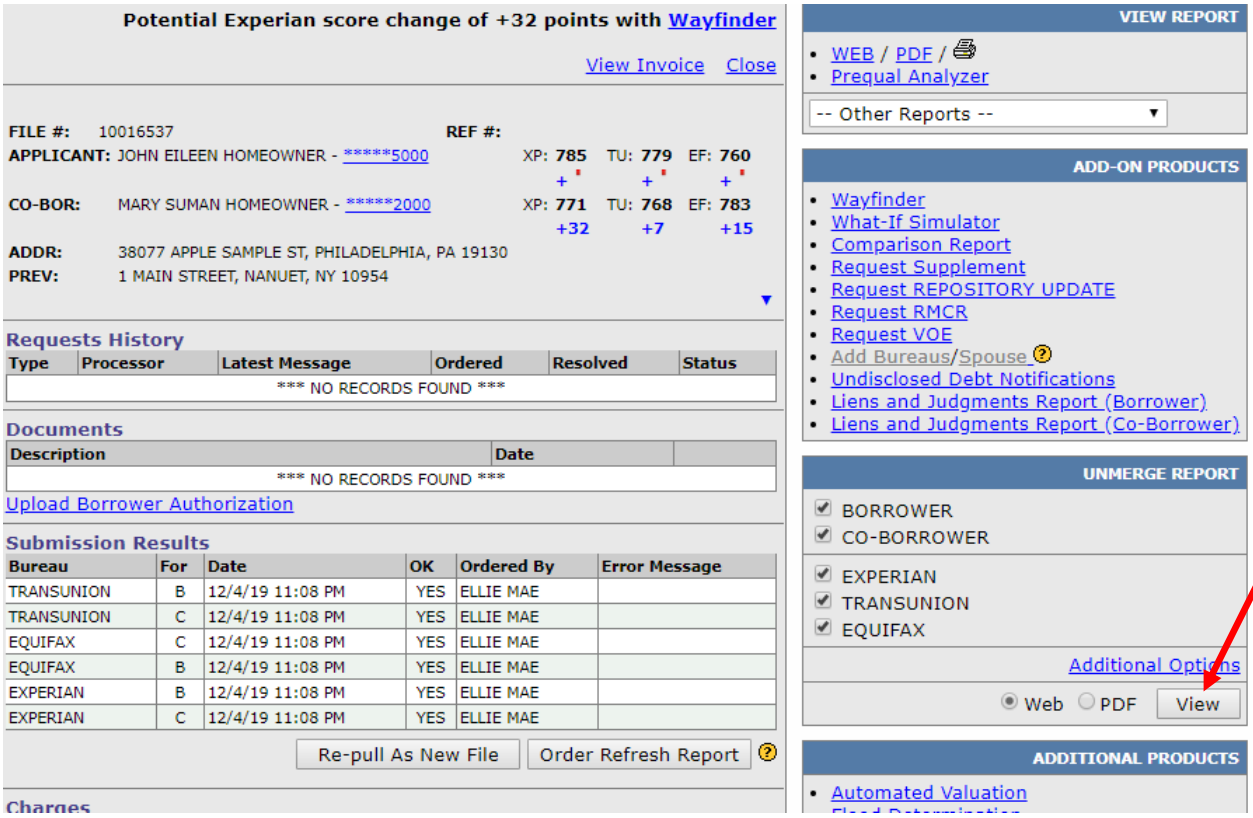
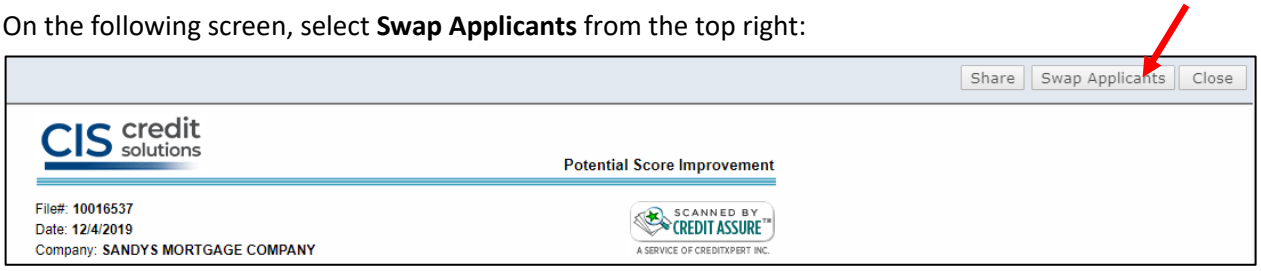
How to Swap Applicants on CIS Credit

(make the primary borrower the co-borrower; make the co-borrower the primary borrower)

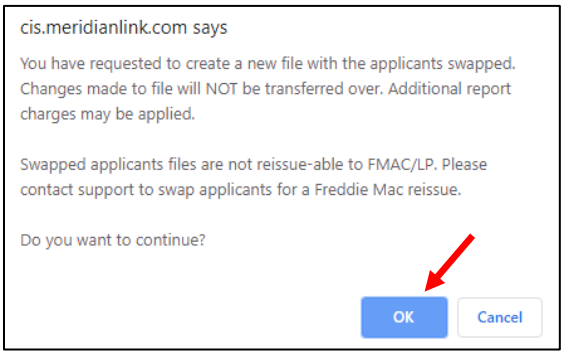
From the credit file screen on a Joint report (within the CIS website), select **View:**



On the following screen, select **Swap Applicants** from the top right:



A pop-up window appears reminding you the file with swapped applicants cannot be reissued to Freddie Mac. The file can be reissued to Fannie Mae. Select **OK** to confirm you wish to proceed:



Your file will process momentarily and then appear with the borrowers swapped!

www.ciscredit.com