

How to Find, View & Manage CIS Invoices

Credit File Invoice

Each credit file lists a summary of charges on the Credit File screen. View an invoice for a credit report by clicking on **View Invoice** from the credit file screen:

CIS INFORMATION SERVICES

[Main](#) ▶ [Credit File](#)

Potential Experian score change of +21 points with [Credit Analyzer](#)

[View Invoice](#) [Close](#)

FILE #: 8964411 **REF #:** 171000044

APPLICANT: BILL CHARLES TESTCASE - [*****Q015](#)

CO-BOR: BETH CHARLOTTE TESTCASE - [*****Q016](#)

ADDR: 8842 48TH AVE, ANTHILL, MO 65488

PREV:

XP: 669 TU: 683 EF: 658
+21 +19 +14

XP: 765 TU: 775 EF: 771
+14 +4 +.

Requests History

Type	Processor	Message	Ordered	Resolved	Status
TRADE	SHARIN PEET		10/26/2017	10/26/2017	Completed

Documents

Description	Date
*** NO RECORDS FOUND ***	

[Upload Borrower Authorization](#)

Submission Results

Bureau	For	Date	OK	Ordered By	Error Message
EQUIFAX	B	10/26/17 10:01 AM	YES	SHARIN PEET	
EQUIFAX	C	10/26/17 10:01 AM	YES	SHARIN PEET	
EXPERIAN	B	10/26/17 10:01 AM	YES	SHARIN PEET	
EXPERIAN	C	10/26/17 10:01 AM	YES	SHARIN PEET	
TRANSUNION	C	10/26/17 10:01 AM	YES	SHARIN PEET	
TRANSUNION	B	10/26/17 10:01 AM	YES	SHARIN PEET	

[Order Refresh Report](#) ?

Charges

Date	Description	Credit	Charge
10/26/2017	3BURJ	\$0.00	\$1.00
10/26/2017	MISC-Supplement	\$0.00	\$11.00
		Tax	\$0.00
		Total	\$12.00

[Make Credit Card Payment](#)

Contact CIS: West (866) 303-0445, SouthWest (866) 303-0445, MidAtlantic (410) 644-5020, or East (800) 275-7722

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VIEW REPORT

- [WEB / PDF /](#)
- [Pregual Analyzer](#)

-- Other Reports -- ▾

ADD-ON PRODUCTS

- [Credit Analyzer](#)
- [What-If Simulator](#)
- [Comparison Report](#)
- [Request Supplement](#)
- [Request REPOSITORY UPDATE](#)
- [Request RMCR](#)
- [Request VOE](#)
- [Add Bureaus/Spouse ?](#)
- [Liens and Judgments Report \(Borrower\)](#)
- [Liens and Judgments Report \(Co-Borrower\)](#)

UNMERGE REPORT

- BORROWER
- CO-BORROWER
- EXPERIAN
- TRANSUNION
- EQUIFAX

[Additional Options](#)

Web
 PDF

ADDITIONAL PRODUCTS

- [Automated Valuation](#)
- [Flood Determination](#)
- [ID Verification](#)
- [Tax Return Verification](#)
- [Verification of Deposit/Assets](#)
- [Verification of Employment](#)

A detailed invoice of all transactions on the credit file will appear when you select View Invoice in the screenshot above. From the invoice screen, you can print the invoice or click print, then save in PDF format (by changing your printer selection to PDF), to save a copy of the invoice. To add products to the invoice that are associated with the same loan file, see below.

Add Products to Credit File Invoice

If the cost for additional product(s) associated with the loan is not appearing on the credit file invoice, you can add those costs to create a combined invoice of all products ordered for a loan.

At the top of the credit file invoice (follow instructions above), select the link in the top left to **Find and Add other ordered products to invoice**:

12/16/2019
REFERENCE #Pending
SANDYS MORTGAGE COMPANY #CIS-8888
PO BOX 5000 PANTHER VALLEY VILLAGE SQUARE
ALLAMUCHY, NJ 07820

PANTHER VALLEY VILLAGE SQUARE, P.O. BOX 5000
 ALLAMUCHY, NJ 07820
 Tel: 800-275-7722
 Fax: 800-275-9049

INVOICE #10030172

Date	Name	Description	Payments	Charges
12/16/2019	BUILDER, SUZI	3BUR	\$0.00	\$5.00

After selecting the link shown in the screenshot above, the Settlement Services Worksheet will appear. Search and select other ordered products. The loan number, borrower name & SSN will be auto-populated. **Select the product type** and click the **Search** button:

CIS INFORMATION SERVICES
Main ► SSW ► Import Services

Import Services ⓘ

Back Clear

Note: Use asterisks to do a partial search. For example: "SMI*" will return any result starting with "SMI" such as SMITH, SMITHY, SMILE. You must also enter the last name if you want to search by the borrower's first name.

[Populate Co-Borrower](#)

Search branch accounts

Product Type
 -- ALL --
 -- ALL --
 Credit
 Flood
 AVM
 IDV
 TRV
 BCR
 VOE
 VOD/VOA
 Liens and Judgments

The search results will display. Select the checkbox next to the specific products you would like to include in the invoice and click **Import Selected**:

CIS INFORMATION SERVICES
[Main](#) | [SSW](#) | **Import Services**

Import Services ?

Note: Use asterisks to do a partial search. For example: "SMI*" will return any result starting with "SMI" such as SMITH, SMITHY, SMILE. You must also enter the last name if you want to search by the borrower's first name.

[Populate Co-Borrower](#)

Loan #/Ref # First Name Last Name / Business Name SSN Product Type

Search branch accounts

Import Selected Select services to add to invoice then click Import Selected.

Type	Details	Loan #/Ref #	Description	Date	Status	Price	User	Customer
<input type="checkbox"/>	Credit XP/TU/EF	HOWARD TEST3	8844869: ABBY TESTCASE *****0014	8/2/2017 8:02:38 AM	COMPLETED	\$0.00	BILL WILEY	SANDYS MORTGAGE COMPANY
<input type="checkbox"/>	Credit XP/TU/EF	TESTCASE	8829463: BILL TESTCASE *****0015	7/21/2017 1:50:07 PM	COMPLETED	\$0.00	SHARIN PEET	SANDYS MORTGAGE COMPANY
<input type="checkbox"/>	Credit XP/TU/EF		8796624: ABBY TESTCASE *****0014	6/28/2017 9:35:24 AM	COMPLETED	\$0.00	MIKE BROWN	SANDYS MORTGAGE COMPANY
<input type="checkbox"/>	Credit XP/TU/EF		8794000: ABBY TESTCASE *****0014	6/27/2017 5:19:45 AM	COMPLETED	\$0.00	MIKE BROWN	SANDYS MORTGAGE COMPANY
<input type="checkbox"/>	Credit TU	TESTCASE	8788021: ABBY TESTCASE *****0014	6/22/2017 7:15:42 AM	COMPLETED	\$0.00	SHARIN PEET	SANDYS MORTGAGE COMPANY
<input type="checkbox"/>	Credit XP/TU/EF	TESTCASE	8735213: ABBY TESTCASE *****0014	5/17/2017 7:09:54 AM	COMPLETED	\$0.00	SHARIN PEET	SANDYS MORTGAGE COMPANY
<input type="checkbox"/>	IDV INSTANTID	TESTCASE	52638: ABBY TESTCASE *****0014	6/22/2017 7:15:51 AM	COMPLETED	\$0.00	SHARIN PEET	SANDYS MORTGAGE COMPANY
<input type="checkbox"/>	IDV INSTANTID	TESTCASE	51003: ABBY TESTCASE *****0014	5/17/2017 7:09:54 AM	COMPLETED	\$0.00	SHARIN PEET	SANDYS MORTGAGE COMPANY

A Settlement Services Worksheet will be created including the cost of the credit file and the additional product(s) selected. To view an invoice for all products on the Settlement Services Worksheet, click on the link labeled **View or pay SSW invoice**:

Settlement Services Worksheet (SSW)

Worksheet #: 45712 Loan #: 1608000042 Current Address: 784 BEACH BLVD ANTHILL, MO 65488 [View/Edit Loan Info](#)

Borrower: CONDI X TESTCASE Co-Borrower: Property Address:

[Additional Actions](#) ▾

	Service	Details	Description	Date Ordered	Price	Status
View report	Credit	TU	8846808: CONDI TESTCASE	08/03/17 07:36:18 AM	<u>\$1.00</u>	COMPLETED
	L&J		13610: CONDI TESTCASE	08/03/17 07:36:23 AM	<u>\$2.50</u>	NOHIT



TOTAL: \$3.50 [View or pay SSW invoice](#)

Manage CIS Invoice for Company and/or All Users

For CIS Account Administrators and Authorized Users

Click on the Invoices link under the Tools section located on the main desktop:

Tools

Documentation Requests Import Report Total cost for borrower Management Reports	User Setup Invoices  Change Credit Report Owner Generate Auth Code 
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The list of invoices will display with the most recent date at the top. Options at the top of the screen enable you to filter invoices by sub-account (if applicable) and by individual user. Click on the column headers to filter the list of invoices by ascending or descending order for the column type. **View** or **Download** the invoice required:

CIS INFORMATION SERVICES

[Main](#) ▸ [Invoices](#)

Invoices

Options: Include sub-accounts' invoices User: -- ALL -- Show most recent: 50

Include Sales Tax (CSV Only)

50 records returned.

Invoice#	Customer	User	Created	Due Date	Amount	View	Customize	Download
294994	SANDYS MORTGAGE COMPANY		10/31/2017	11/30/2017	\$12.00	View	Customize	csv
293995	SANDYS MORTGAGE COMPANY		9/30/2017	10/30/2017	\$23.00	View	Customize	csv
292990	SANDYS MORTGAGE COMPANY		8/31/2017	9/30/2017	\$21.00	View	Customize	csv
291993	SANDYS MORTGAGE COMPANY		7/31/2017	8/30/2017	\$5.00	View	Customize	csv
291003	SANDYS MORTGAGE COMPANY		6/30/2017	7/30/2017	\$0.00	View	Customize	csv
290020	SANDYS MORTGAGE COMPANY		5/31/2017	6/30/2017	\$11.00	View	Customize	csv
289038	SANDYS MORTGAGE COMPANY		4/30/2017	5/30/2017	\$0.00	View	Customize	csv
288042	SANDYS MORTGAGE COMPANY		3/31/2017	4/30/2017	\$0.00	View	Customize	csv
287078	SANDYS MORTGAGE COMPANY		2/28/2017	3/30/2017	\$0.00	View	Customize	csv
286132	SANDYS MORTGAGE COMPANY		1/31/2017	3/1/2017	\$0.00	View	Customize	csv

Note: Red arrows in the original image point to the 'User' dropdown menu and the 'Download' column header, with the text: 'Filter the invoice list to your preference. Select view for pdf format or download the invoice.'