

Importing a previously-pulled CIS Credit Report into Encompass

Note: For importing specific files, you must have the CIS file number.

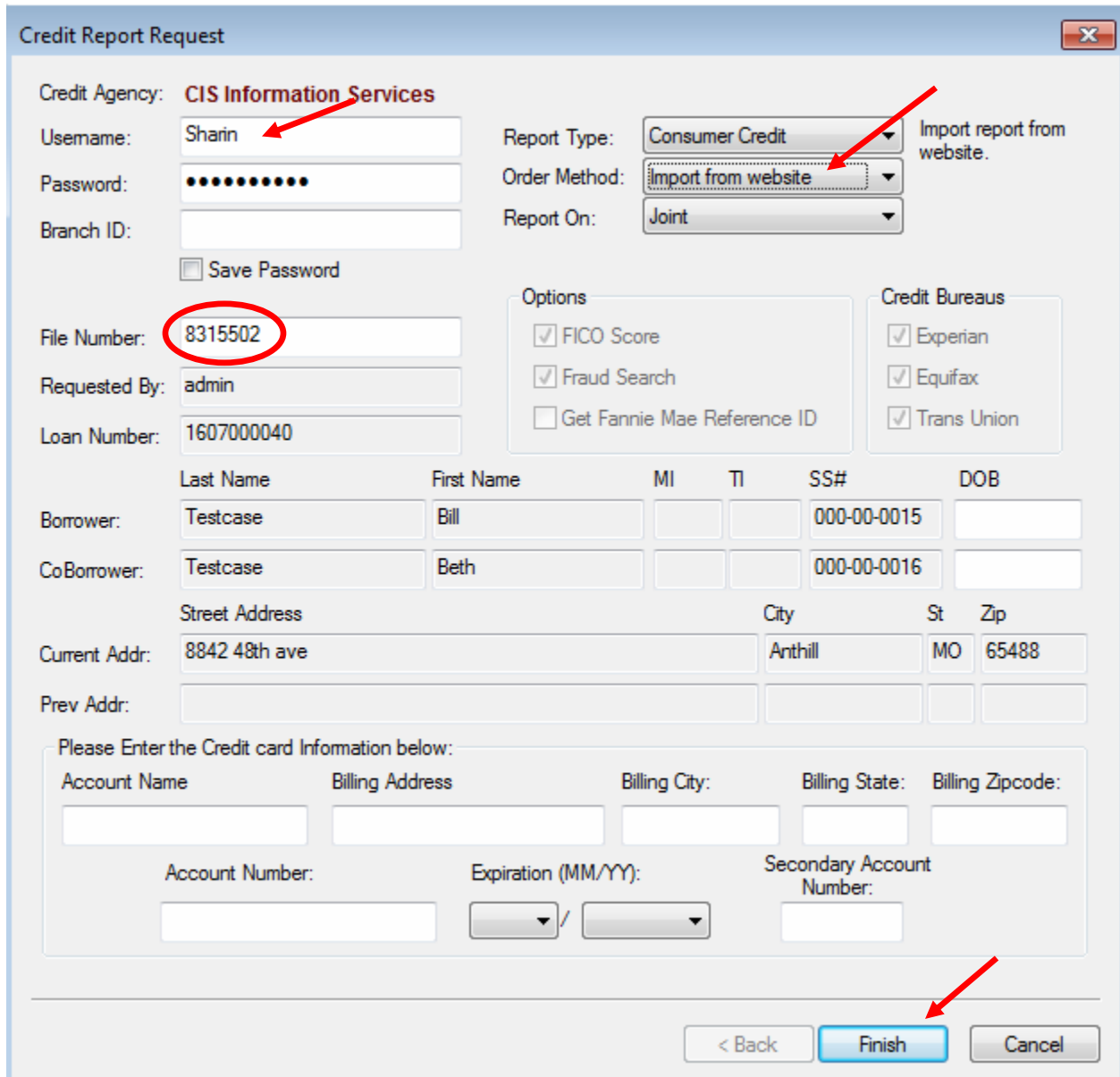
Open the desired loan file and navigate to the **Credit Report Request** window.

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

Order Method: **Import from website**

File Number: **enter CIS file number**

Choose **Finish**:



Credit Report Request

Credit Agency: **CIS Information Services**

Username: Sharin

Password: ●●●●●●●●

Branch ID:

Save Password

Report Type: Consumer Credit

Order Method: Import from website

Report On: Joint

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:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Number:	Expiration (MM/YY):	Secondary Account Number:		
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>		

< Back **Finish** Cancel

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