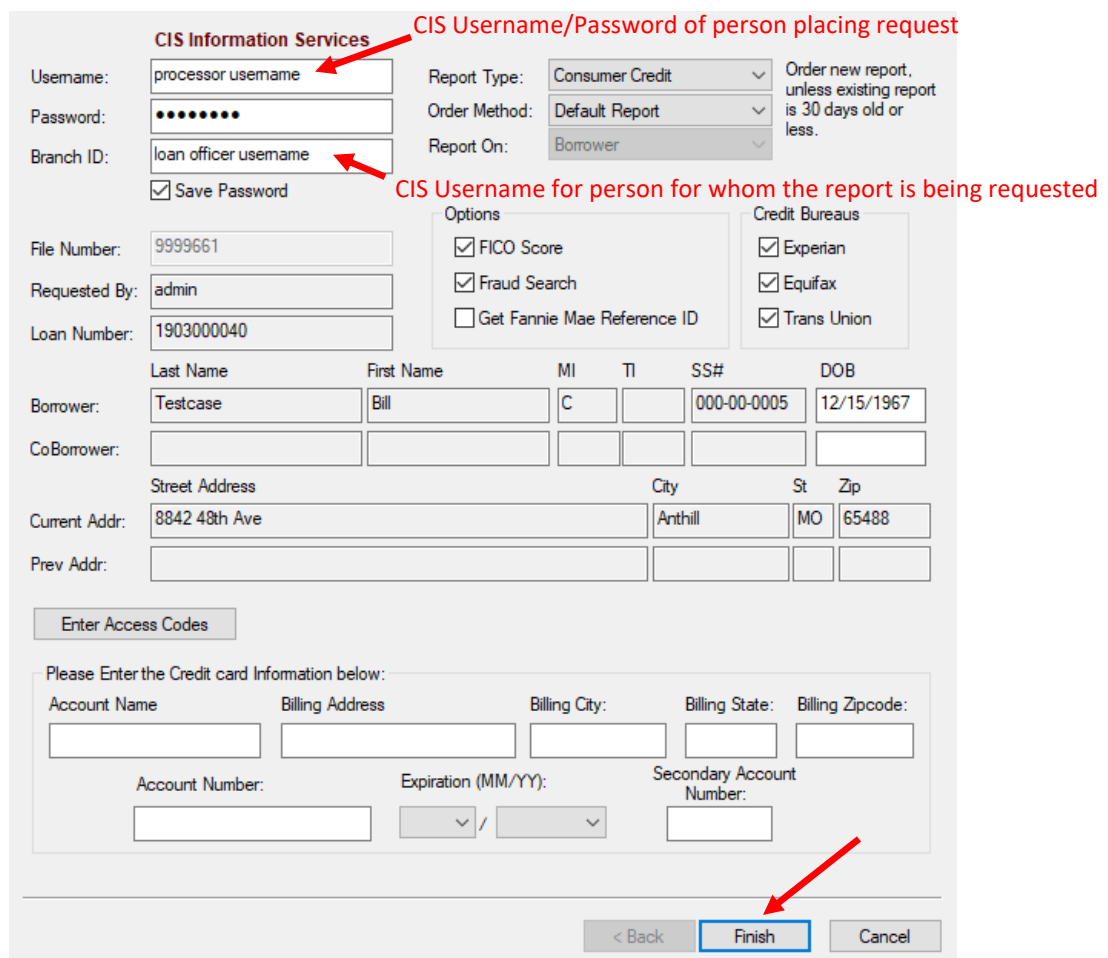


Ordering CIS credit through Encompass For Another User

(a.k.a. Surrogate Ordering)

This feature is used when a user requires the ability to place credit requests on behalf of another user. This feature requires the Username of the individual you are pulling the report for (Report Owner/Loan Officer), along with your CIS credentials. Your CIS profile must have access to view files belonging to others and have the `USR_SEL` special option enabled. Contact tech@ciscredit.com for assistance.

1. From within the loan file, Choose the **Services** tab on the bottom left, then click on **Order Credit Report** (or choose **Services** at the top, and then select **Credit Report**).
2. Select **CIS Information Services** as your Credit Report provider, and select **Submit**.
3. In the Credit Report Request window, **enter your CIS credentials in the Username & Password fields**.
4. **Enter the Username of the individual for whom you are pulling the report into the Branch ID field**. The Report Owner will be the Branch ID individual. (NOTE: the Save Password checkbox will ONLY save your Username & Password. The Branch ID field will NOT save).
5. Populate the remaining fields required to order the Credit Report. When all selections have been made, choose **FINISH**:



CIS Information Services

Username: processor username *CIS Username/Password of person placing request*

Password: ●●●●●●

Branch ID: loan officer username *CIS Username for person for whom the report is being requested*

Save Password

Report Type: Consumer Credit

Order Method: Default Report

Report On: Borrower

Options

FICO Score

Fraud Search

Get Fannie Mae Reference ID

Credit Bureaus

Experian

Equifax

Trans Union

File Number: 9999661

Requested By: admin

Loan Number: 1903000040

Borrower: Last Name: Testcase, First Name: Bill, MI: C, TI: , SS#: 000-00-0005, DOB: 12/15/1967

CoBorrower: , , , ,

Current Addr: Street Address: 8842 48th Ave, City: Anthill, St: MO, Zip: 65488

Prev Addr: , , ,

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

The credit report appears in the **Services View** tab.