

## Upgrade an existing CIS Credit Report in Encompass

Note: This order selection is used for adding a co-borrower AND/OR adding a credit bureau(s) to previously-pulled credit.

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

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

Order Method: **Upgrade**

Add the information you would like to have upgraded onto the report:

- select desired bureau(s) in the **Credit Bureaus** section
- fill in co-borrower details (name, SSN, DOB)
- Ensure the CIS file number matches the report you wish to upgrade

Choose **Finish**. The additional information will be included on the credit report file in Encompass and in the CIS platform:

**Credit Report Request**

Credit Agency: **CIS Information Services**

Username: Sharin

Password: [Redacted]

Branch ID: [Empty]

Save Password

Report Type: Consumer Credit

Order Method: Upgrade

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	
<b>CoBorrower:</b>	Testcase	Beth			000-00-0016	

Street Address: 8842 48th ave

City: Anthill

St: MO

Zip: 65488

Prev Addr: [Empty]

Please Enter the Credit card Information below:

Account Name: [Empty]

Billing Address: [Empty]

Billing City: [Empty]

Billing State: [Empty]

Billing Zipcode: [Empty]

Account Number: [Empty]

Expiration (MM/YY): [Empty] / [Empty]

Secondary Account Number: [Empty]

< Back **Finish** Cancel

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