

Requesting Credit for another User in Calyx Point (Surrogate Ordering)

Your account must have the customer special option **USR_SEL** and the ability to **ORDER FOR ALL** to be able to utilize this feature. Please contact your account administrator to ensure your profile is setup properly.

From the Credit Report Request screen, in the **Requested By** field, enter the **Login** of the user you're ordering for. If the incorrect Login was entered the system will ignore the incorrect login and will default the person/username that is placing the request as the report owner. Proceed as normal with the rest of the request.

On the following screen, the individual placing the request will use their own CIS username and CIS password to complete the request. The request will process, and the report will become available momentarily: