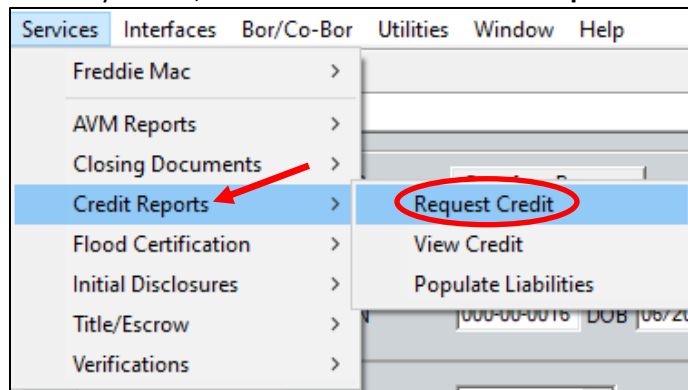


## Retrieving a previously-pulled CIS credit report in Calyx Point

From within the Borrower file in Calyx Point, select the **Services > Credit Reports > Request Credit:**



On the following screen, ensure **CIS** appears in the Credit Agency field. Select **Retrieve Updated Report** under Request Type. **Enter the CIS file number for Credit Reference Number.** Select if you wish to copy liabilities. After input fields are complete and reviewed for accuracy, select **Submit:**

**Credit Report Request** ✕

<p><b>Credit Agency</b></p> <p>CIS</p> <p>(800) 275-7722</p> <p><a href="#">Getting Started</a></p> <hr/> <p><b>Report Type</b></p> <p>Individual Report</p> <p>Credit Report</p> <p><input checked="" type="checkbox"/> Equifax</p> <p><input checked="" type="checkbox"/> Experian</p> <p><input checked="" type="checkbox"/> TransUnion</p> <hr/> <p><b>Request Type</b></p> <p><input type="radio"/> Order New Report</p> <p><input type="radio"/> Re-issue Existing Report</p> <p><input type="radio"/> Upgrade Existing Report</p> <p><input checked="" type="radio"/> Retrieve Updated Report</p> <p><b>Credit Reference Number</b></p> <p>10308853</p> <p>Requested By</p> <p><input type="text"/></p> <p><input type="checkbox"/> Pay by credit card</p> <p><input type="text" value="Enter Credit Card"/></p> <p><input checked="" type="checkbox"/> Copy credit report liabilities to this 1003</p>	<p><b>Abby Testcase</b></p> <table border="0" style="width: 100%;"> <tr> <td>Name</td> <td>First: Abby</td> <td>Middle:</td> <td>Last: Testcase</td> <td>Suffix:</td> </tr> <tr> <td>SSN</td> <td>000-00-0014</td> <td>Birth Date:</td> <td>Age:</td> <td></td> </tr> <tr> <td>Home Phone</td> <td>555-222-1111</td> <td><input type="checkbox"/> Married</td> <td><input type="checkbox"/> Unmarried</td> <td><input type="checkbox"/> Separated</td> </tr> <tr> <td>Present Addr.</td> <td colspan="2">918 D Street</td> <td colspan="2"><input type="text" value="Credit PIN"/></td> </tr> <tr> <td>City</td> <td>Anthill</td> <td>State:</td> <td>MO</td> <td>Zip: 65488</td> </tr> <tr> <td>Former Addr.</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>City</td> <td></td> <td>State:</td> <td></td> <td>Zip:</td> </tr> </table> <hr/> <p>(no co-borrower)</p> <table border="0" style="width: 100%;"> <tr> <td>Name</td> <td>First:</td> <td>Middle:</td> <td>Last:</td> <td>Suffix:</td> </tr> <tr> <td>SSN</td> <td></td> <td>Birth Date:</td> <td>Age:</td> <td></td> </tr> <tr> <td>Home Phone</td> <td></td> <td><input type="checkbox"/> Married</td> <td><input type="checkbox"/> Unmarried</td> <td><input type="checkbox"/> Separated</td> </tr> <tr> <td colspan="5"><input type="button" value="Copy from Borrower"/></td> </tr> <tr> <td>Present Addr.</td> <td colspan="2"></td> <td colspan="2"><input type="text" value="Credit PIN"/></td> </tr> <tr> <td>City</td> <td></td> <td>State:</td> <td></td> <td>Zip:</td> </tr> <tr> <td>Former Addr.</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>City</td> <td></td> <td>State:</td> <td></td> <td>Zip:</td> </tr> </table>	Name	First: Abby	Middle:	Last: Testcase	Suffix:	SSN	000-00-0014	Birth Date:	Age:		Home Phone	555-222-1111	<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried	<input type="checkbox"/> Separated	Present Addr.	918 D Street		<input type="text" value="Credit PIN"/>		City	Anthill	State:	MO	Zip: 65488	Former Addr.	<input type="text"/>				City		State:		Zip:	Name	First:	Middle:	Last:	Suffix:	SSN		Birth Date:	Age:		Home Phone		<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried	<input type="checkbox"/> Separated	<input type="button" value="Copy from Borrower"/>					Present Addr.			<input type="text" value="Credit PIN"/>		City		State:		Zip:	Former Addr.	<input type="text"/>				City		State:		Zip:
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Press F1 for help

On the following screen, make sure your **CIS username** is listed, along with your **CIS password**, then select **OK**.  
 If your IP address & password is not authenticated on the [CIS website](#) BEFORE you request credit in Calyx Point, you will get an error. Please log into the [CIS website](#), enter your CIS credentials & register your IP address. AFTER authenticating, return to Calyx Point to request credit.

The credit request will process momentarily, then the Populate Liabilities window will appear. **Make your selections** (see below), then click **Populate**. If you do not wish to populate liabilities, select Don't Populate below the liabilities chart:

- **Ignore** - select single or multiple liabilities that you do not want to populate, moving them to the Liabilities to be Ignored list (move right to left).
- **Import** - select single or multiple liabilities from the Liabilities to be Ignored list and move them back to the Liabilities to be Imported list (move left to right).
- **Ignore \$0 Balance** – select \$0 balance accounts, moving to the Liabilities to be Ignored list
- **Ignore Closed** - select closed accounts, moving to Liabilities to be Ignored list

Liabilities to be Ignored:					Liabilities to be Imported:				
Status	Creditor	Type	Balance	Pmt	Status	Creditor	Type	Balance	Pmt
Open	Account888888...	Mortgage	263168	1235	Open	Account777777...	Mortgage	32249	250
Open	Account111111...	Installment	8360	231	Open	Account111111...	Revolving	1798	28
Open	Account111	Revolving	1798	28	Open	Account11B	Revolving	691	10
Open	Account5	Revolving	576	28	Open	Accoun6	Revolving	227	6
Open	Acco6	Revolving	189	5	Paid	Account101010	Revolving	0	0
Paid	Account4	Installment	0	0	Paid	Account22B22B2...	Revolving	0	0
Paid	Account444	Revolving	0	0	Paid	NEXTCARD INC	Revolving	0	0
Paid	Account22B22B2...	Revolving	0	0	Paid	INDYMAC BANK	Mortgage	0	0
Paid	NEXTCARD INC	Revolving	0	0	Paid	DISCOVER FIN ...	Revolving	0	0
Open	Inq5	Revolving	0	0	Open	Account5	Revolving	0	0
Open	Inq5	Revolving	0	0	Paid	Account181	Revolving	0	0
Open	Account5	Revolving	0	0	Paid	Account181	Revolving	0	0
Paid	Account181	Revolving	0	0	Paid	Account181	Revolving	0	0

The credit report will appear after you make your selections. From the bottom right, select Print or use the Print option to save as pdf.