

How to Order CIS Rescore



Navigate to the **Credit File** screen in the CIS website for your borrower.

If viewing the credit report in a Loan Origination System (Encompass, Calyx Point, etc.), select the Add Product link on the top right of the report. You will be taken to the [CIS website](#). Log in with your CIS credentials, retrieve the file number for your borrower and follow the below instructions.

Select **Request REPOSITORY UPDATE** under Add-on Products:

The Repository Update Request screen appears, check the box next to the Creditor name that requires Rescore. Multiple creditors can be selected in one request. Fields will expand as shown:

After selecting Next (top right above), the Confirm Request screen will appear. Review the Rescore Details and Estimated Charge. Click **Submit Request**.

A CIS Rescore specialist will reach out directly with questions and concerns. Please review the [CIS Rescore Documentation Requirements](#) to ensure documents will be accepted by the credit bureaus.