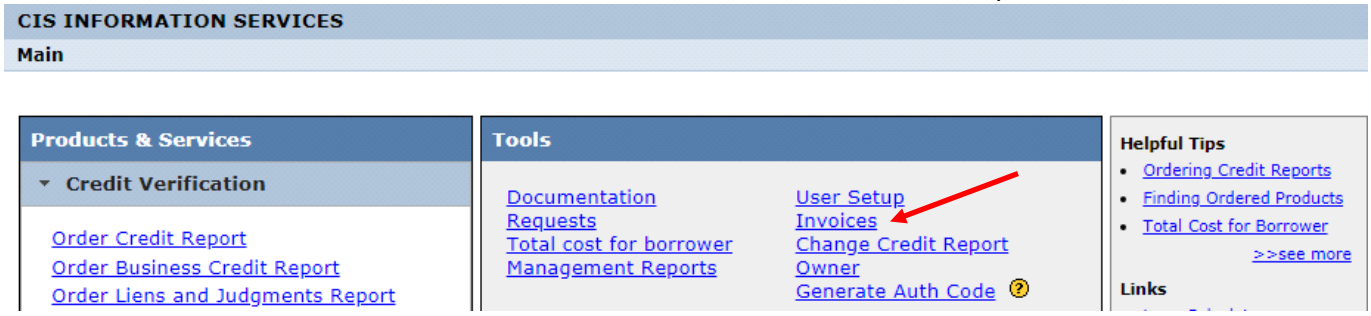
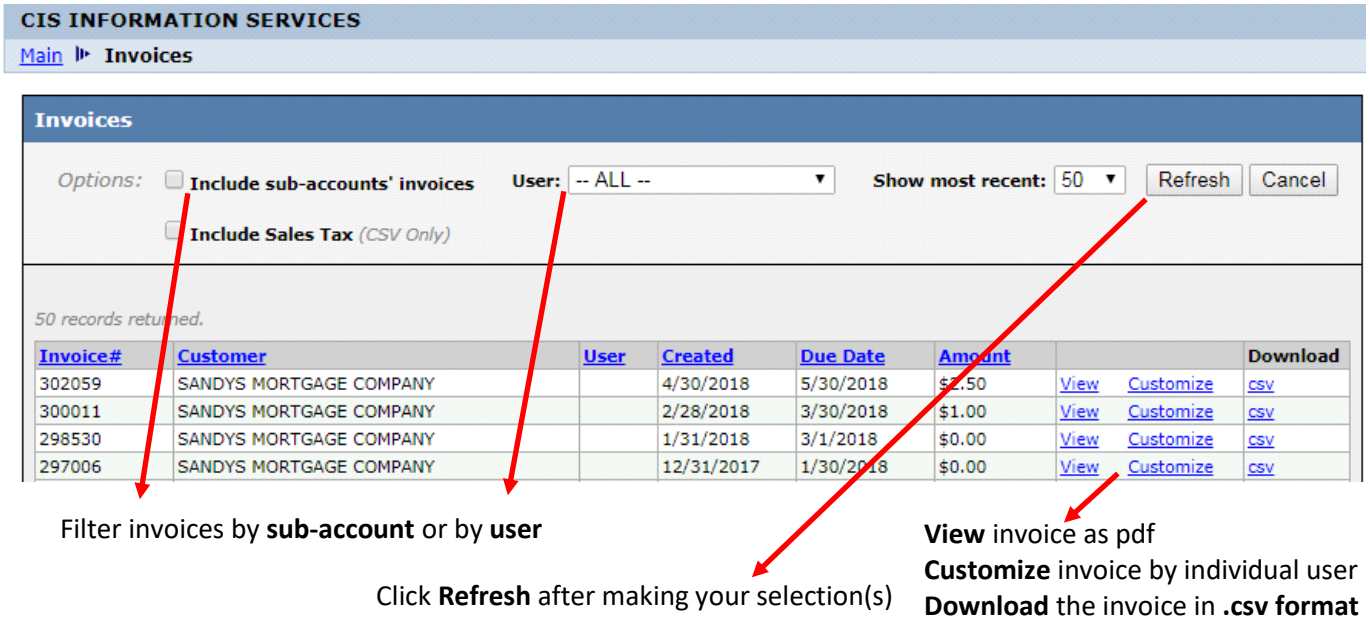
How to Find CIS Invoices

Administrators and authorized users can find monthly invoices for the entire company or for a specific user. Click on the Invoices link in the Tools section from the main CIS desktop screen:



The list of invoices will display with the most recent at the top:

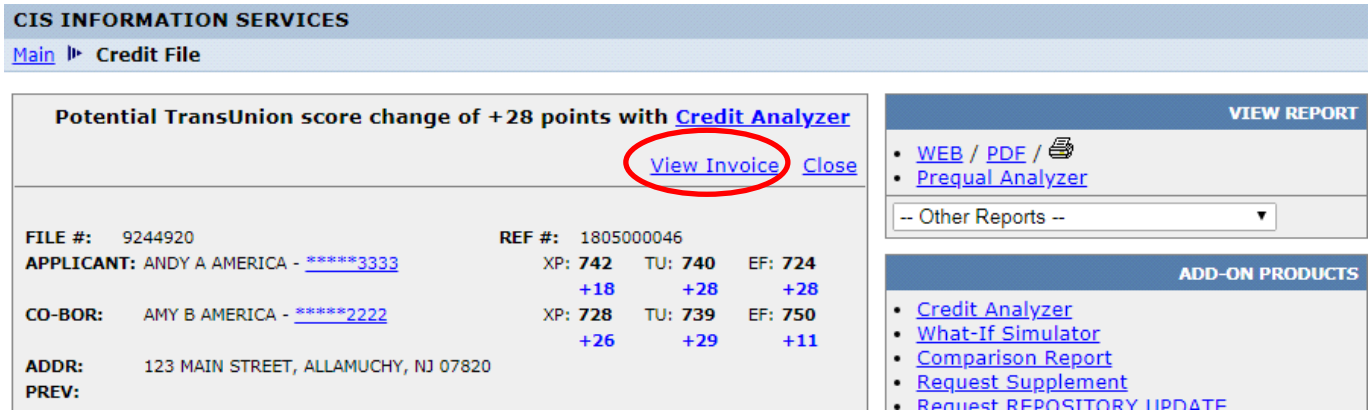


Filter invoices by **sub-account** or by **user**

Click **Refresh** after making your selection(s)

View invoice as pdf
Customize invoice by individual user
Download the invoice in **.csv format**

All users can access the invoice for a borrower from the credit file screen:



After selecting View Invoice, user can **Print** invoice (or print to pdf format to save) OR select **Find and add other ordered products to invoice** to create a combined invoice of all products requested for the loan or borrower. Contact CIS for further instruction.