

CIS UNDISCLOSED DEBT NOTIFICATIONS

Undisclosed Debt Notifications is a type of product that actively monitors a borrower’s file for new trade-lines, inquiries, secondary reissues, and other credit changes. Undisclosed Debt Notifications are generally used between application and closing to stop unwanted surprises that prevent successful closings.

How Is Undisclosed Debt Notifications Accessed?

Undisclosed Debt Notifications are accessed from the main credit file screen for an applicant, under “ADD-ON PRODUCTS”:

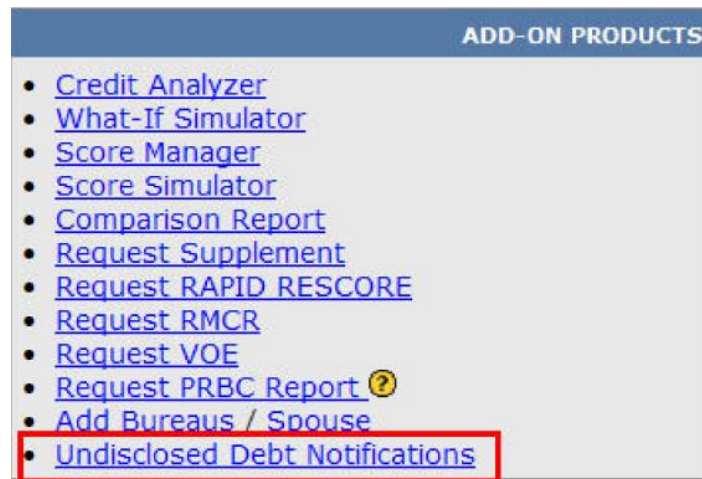


Figure 1: Accessing Undisclosed Debt Notifications

If there are no pre-existing Undisclosed Debt Notification orders for the credit file, the user is taken to the Undisclosed Debt Notifications Order Options screen (Figure 2, below). Otherwise, the user is taken to the Undisclosed Debt Notification Results screen (Figure 3, next page).

The screenshot shows the "Undisclosed Debt Notifications" screen. At the top left, there is a blue header bar with the text "Undisclosed Debt Notifications". Below the header, there are two dropdown menus: "Branch" with the value "SANDYS MORTGAGE COMPANY-CIS-8888" and "User" with the value "SHARIN PEET". To the right of the "User" dropdown is a "Cancel" button. To the right of the main form area is a separate "Options" box with a blue header bar. It contains a checkbox labeled "Pay by credit card" which is unchecked, and an "Order" button below it. The main form area contains the following text: "Please click on Order to confirm purchase. Please allow 24-48 hours for order to process." Below this text are two columns of fields: "Reference #" with the value "Pending" and "Start Date" with the value "5/7/2021". Below these is a "Notification Email(s)" field with the value "speet@cisinfo.net" and a note "(Separate multiple addresses with semicolon.)". Below this is a section titled "Consumer Information (Applicant and/or Spouse)". It contains two rows of fields: "First Name", "Last Name", and "SSN". The first row has values "SUZIE", "BUILDER", and "999606666". The second row has empty fields. Below this is a "Full Address" field with the value "123 TESTING, IRVINE, CA 92606" and a "more detail" link.

Figure 2: Undisclosed Debt Notifications Order Options

Descriptions for fields on the Undisclosed Debt Notifications Order Options screen (figure 2):

- **Start Date:** The start date is defaulted to the credit file’s creation date. (See note on page 4 to change the start date.)

- **Notification E-mail(s):** Debt notifications will be sent to the provided email. The email field will default to that of the person submitting the order. Multiple email addresses are accepted.
- **Pay by credit card:** Check this box to bring up the credit card information screen prior to the order being submitted.
- **Order:** Submit the order.
- **Cancel:** Go back to the previous screen.

If a user accesses **Undisclosed Debt Notifications** on a file that already has been placed on monitoring, the below screen will appear:

Undisclosed Debt Notifications

Close Activate Deactivate

Borrower: CHRISTPHER GZPYGZKX

Bureau Status: Equifax **Active** TransUnion **Processing** Experian **Processing** [View Notification Report](#)

Notification E-Mail: davidt@MERIDIANLINK.COM [edit](#)

Notification Summary

(No notifications on file)

Activity Log

Time	User	Bureau	Description
10/18/2013 11:00:08 AM		EF	Order active for borrower. Start Date 10/16/2013.
10/16/2013 2:38:36 PM	JOHNNY DAVID	XP	Order activation submitted for borrower
10/16/2013 2:38:36 PM	JOHNNY DAVID	TU	Order activation submitted for borrower
10/16/2013 2:38:36 PM	JOHNNY DAVID	EF	Order activation submitted for borrower

Figure 3: Undisclosed Debt Notifications Results

Descriptions for fields on the Undisclosed Debt Notifications (UDN) Results screen (figure 3):

- **Borrower:** Name of borrower(s).
- **Bureau Status:** Current status of the order by bureau.
 - Inactive – no UDN have yet been ordered on this borrower.
 - Processing – UDN have been ordered and are processing. Processing generally takes up to 48 hours from time of UDN order. If the order can be cancelled, there will be a “Deactivate Monitoring” button at the top of the page.
 - Error – This message is returned by the bureau with a description of the error.
 - Active – The borrower is actively being monitored.
 - Deactivating Monitoring – a request to stop monitoring the borrower was submitted. Deactivations will normally take up to 48 hours to process. If the deactivation request can still be cancelled, a “Cancel Deactivation” button will be at the top of the page.
 - Deactivated – UDN was ordered on this borrower and has ended.
- **View Notification Report:** The link will open a detailed report. This link will only appear if there are active or previous notifications on the borrower(s).
- **Notification Summary:** This table shows all received notifications for the borrower(s) on the file. For a detailed report, click the “View Notification Report” link.

- **Activate:** This button takes the user back to the Undisclosed Debt Notifications Order Options page to activate an Inactive or Deactivated order.
- **Deactivate:** This button provides the option to cancel all Active or Processing UDN orders for the borrower(s).
- **Close:** Close the window and go back to the credit file screen.

Changing the Start Date for Monitoring

When the credit file has been ordered, the start date for UDN will be defaulted to the credit file’s creation date. **If a different start date is required, “Save” the credit file request. Do Not Order the Credit File at this point!** Enter the Undisclosed Debt Notifications Order Options screen. The ordering screen will look like Figure 4 below.

The user can set the start date for notifications. The start range can be the current date or up to 58 days in the past. The start date cannot be set to a future date.

The maximum window for monitoring is 120 days. The 120 days includes the “look-back” period to the credit file’s creation date or to a start date chosen by the user. Monitored files will automatically deactivate after 120 days. If further monitoring is needed beyond the 120 days, a new credit file order, along with a new UDN order, is required.

Figure 4: Undisclosed Debt Notifications Order screen on a Saved Credit File Request

Once UDN monitoring has begun, the order is processed and charges apply. If a UDN file is deactivated before the maximum 120-window is expired, there is no refund for the unused monitoring time. Undisclosed Debt Notifications can be ordered in batch by a file upload process. Contact your CIS representative for more information.