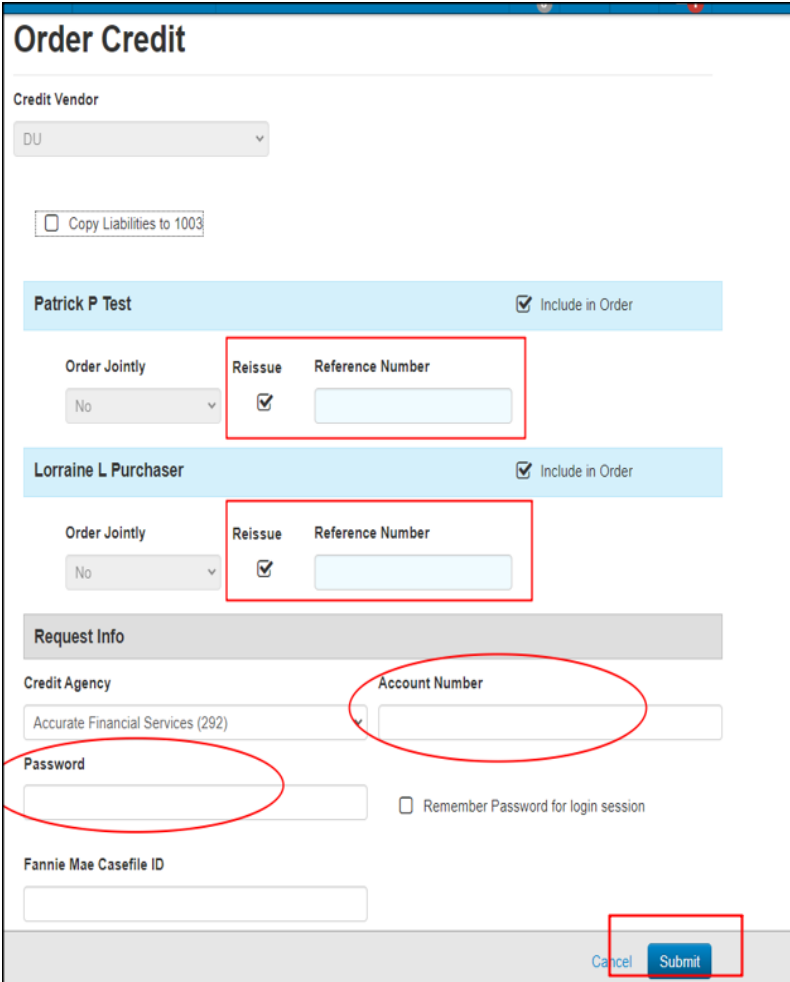


To reissue credit

Locate and click **Order Credit** under the Services Menu on the left navigation. The Order Credit Screen will appear



Order Credit

Credit Vendor
DU

Copy Liabilities to 1003

Patrick P Test Include in Order

Order Jointly: No
Reissue: Reference Number:

Lorraine L Purchaser Include in Order

Order Jointly: No
Reissue: Reference Number:

Request Info

Credit Agency: Accurate Financial Services (292) Account Number:

Password: Remember Password for login session

Fannie Mae Casefile ID:

Cancel **Submit**

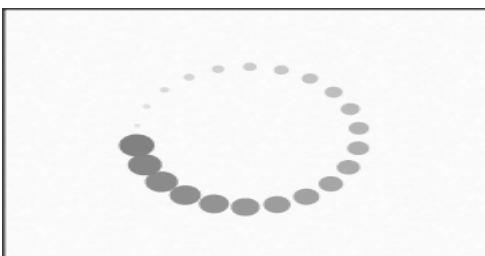
In the Order Credit Screen:

Uncheck the “Copy Liabilities to 1003” if you don’t want to duplicate the liabilities that were imported with your iLAD/FNMA 3.4 file

Under the borrower’s name, Click the “Reissue” check box and then input the credit reference number from the existing credit report.

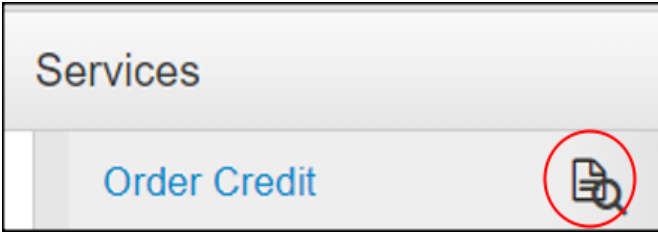
Select your Credit Agency if not already selected and then input the Account Number/Username and Password.

Click on **Submit** when complete



A processing spinner will appear while the credit is being reissued.

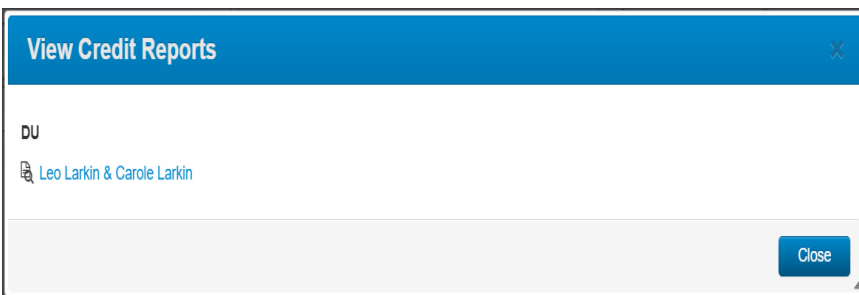
Press F5 on your keyboard to refresh the screen.



Once completed the screen refreshes back to the loan information.

Go back into **Services Menu** in the left navigation menu and **beside "Order Credit"** there will be a piece of paper with a magnifying glass.

Click on the piece of paper with the magnifying glass and "View Credit Reports" will open up.



The existing credit report is has now been reissued.