



Order Credit

Using the Order Credit action, you can order or reissue your credit report and import the credit report into Encompass TPO Connect. If the loan includes more than one borrower pair, you must use the same credit provider to order credit for each borrower pair.

To Order or Reissue the Credit Report

Step 1

On the **Loan Actions** menu, click **Order Credit**.

Step 2

On the Order Credit page, select the credit provider you want to use, confirm that the order information is correct, and then click the **Order Credit** button to submit the order.

NOTE: Use issuer's logins to avoid any issues when reissuing credit

Order/Reissue Credit

Select Borrower Pair

(1) John Homeowner & Mary Homeowner

Choose Provider

Credit Provider:

Request Type:

Report Type:

New Credit Order
 Re-issue Credit

Reference Number:

Credit Bureaus:
 Experian
 Equifax
 Trans Union

Borrower Information

Borrower	Present Address	Co-Borrower	Present Address
John Homeowner	175 13th Street Washington, DC 20013	Mary Homeowner	175 13th Street Washington, DC 20013
Date of Birth		Date of Birth	
SSN		SSN	
*** ** 5000		*** ** 2000	

Step 3

Once the credit report is received, a confirmation message displays.

Step 4

Click the **Import Liabilities** button to import liabilities.

NOTE: When a credit report has already been ordered for the loan file, select **Reissue Credit** option.

Step 5

Click the **URLA** button, proceed to the REO section and link any mortgage lien(s) to its associated property