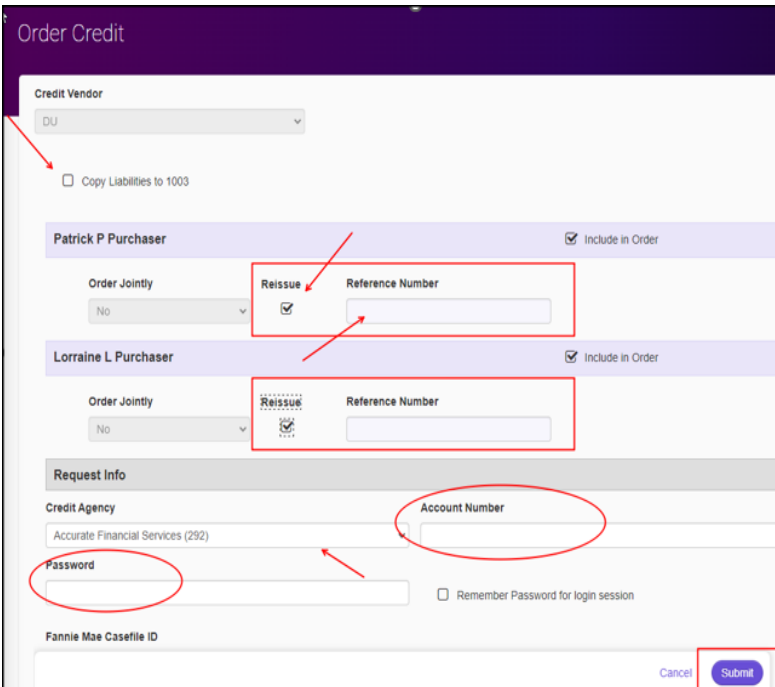


To reissue credit

Click **Order Credit** under the **Services Menu** from the left navigation menu. The **Order Credit** screen will launch.



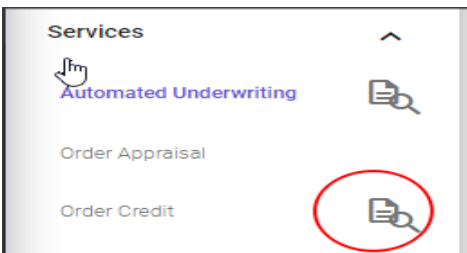
In the Order Credit Screen:

Uncheck the Copy Liabilities to 1003 check box 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 input the credit reference number from the existing credit report.

Select your Credit Agency from the drop-down. Input the Account Number/Username and Password. Click on **Submit** when complete

Press F5 on your keyboard to refresh the screen.



Once completed the screen refreshes back to the loan information.

Go back into the **Services Menu** from the left navigation menu.

Click on the paper/magnifying glass icon next to **Order Credit**.



The **View Credit Reports** window will open, confirming that the existing credit report has now been reissued