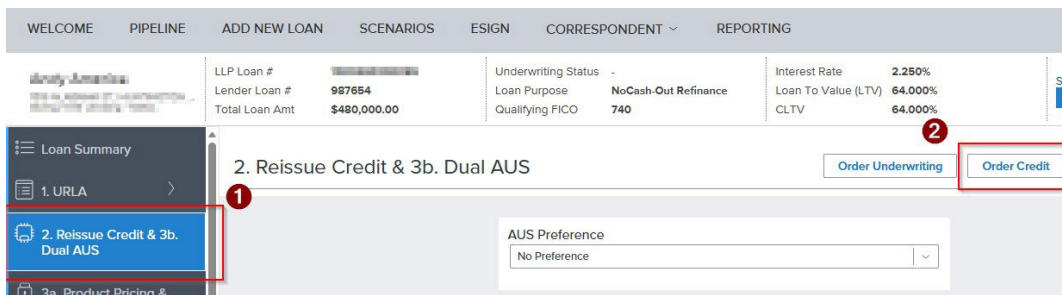
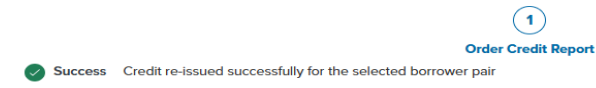


Step 2: Re-Issue Credit

In the left navigation bar, click '2. Reissue Credit &' and then click 'Order Credit':

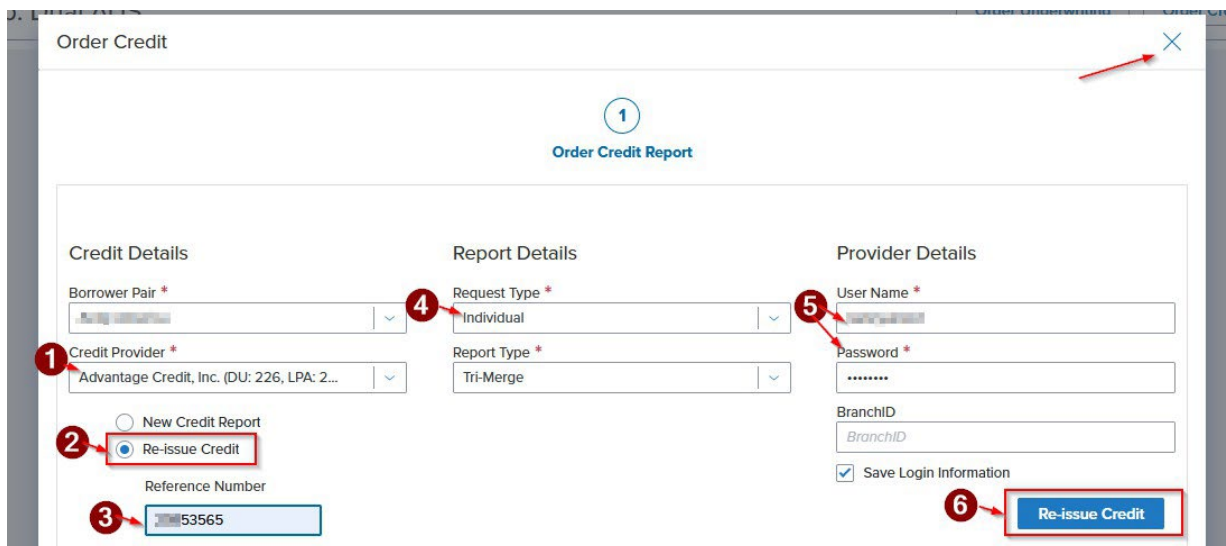


1. Select your Credit Provider from the list.
2. Do not order a 'New Credit Report'. Click the button for 'Re-issue credit'.
3. Enter the Reference Number from the original credit report.
4. Choose the 'Request Type' (Joint/Individual).
5. Enter your User Name and Password for your credit vendor. This is NOT your user name and password for the portal. You can save the login information for this vendor for the next time you use this vendor on subsequent loans.
6. Once all required information has been entered, the 'Re-issue Credit' button will turn from grey to blue. Click 'Re-issue Credit' and give the system time to confirm that the re-issue was successfully completed. A bar across the top of the screen will appear) giving this confirmation:

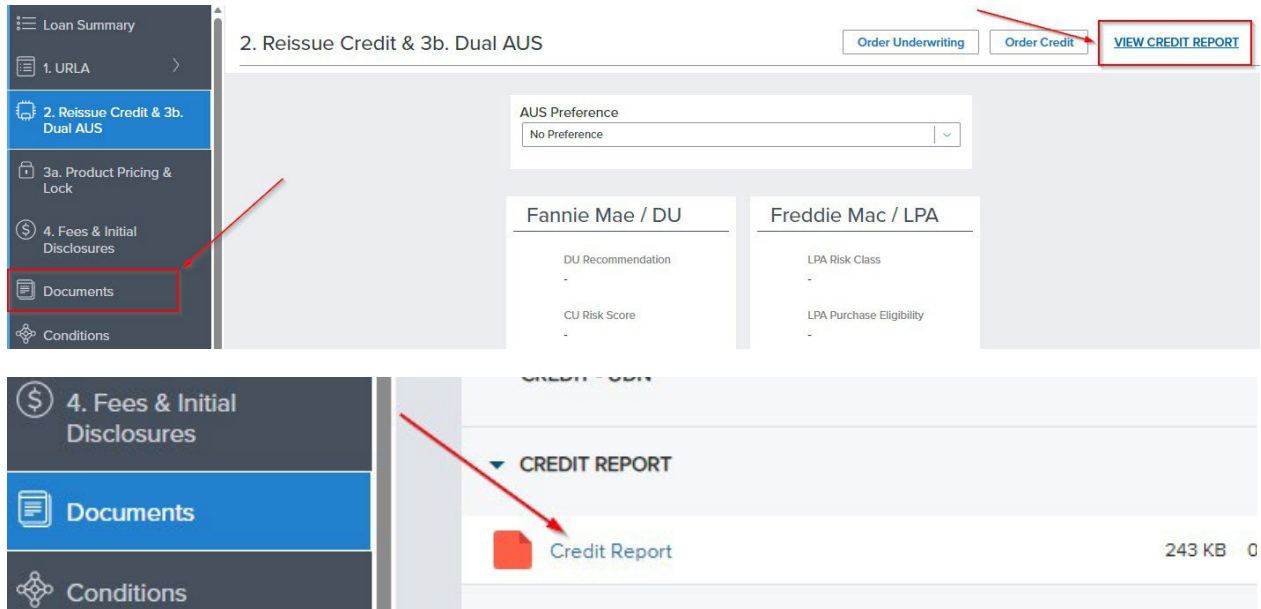


Click the 'X' in the top right to exit this screen.

Note: Be sure to perform this task for all borrower pairs, when applicable. Select the applicable 'Borrower Pair' by clicking the down arrow next to the borrower name and follow steps 1-6 above.



You can view the borrower's credit report either by clicking 'View Credit Report' in the top right of the screen or by clicking Documents (in the left navigation bar), scrolling down to 'Credit Report', clicking the caret, and clicking the applicable Credit Report:



You can now proceed to Step '3a. Product Pricing & Lock'.