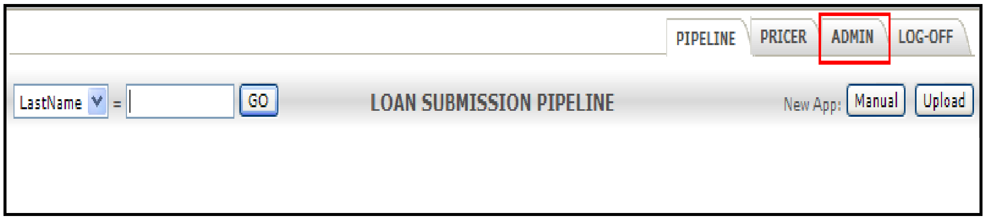
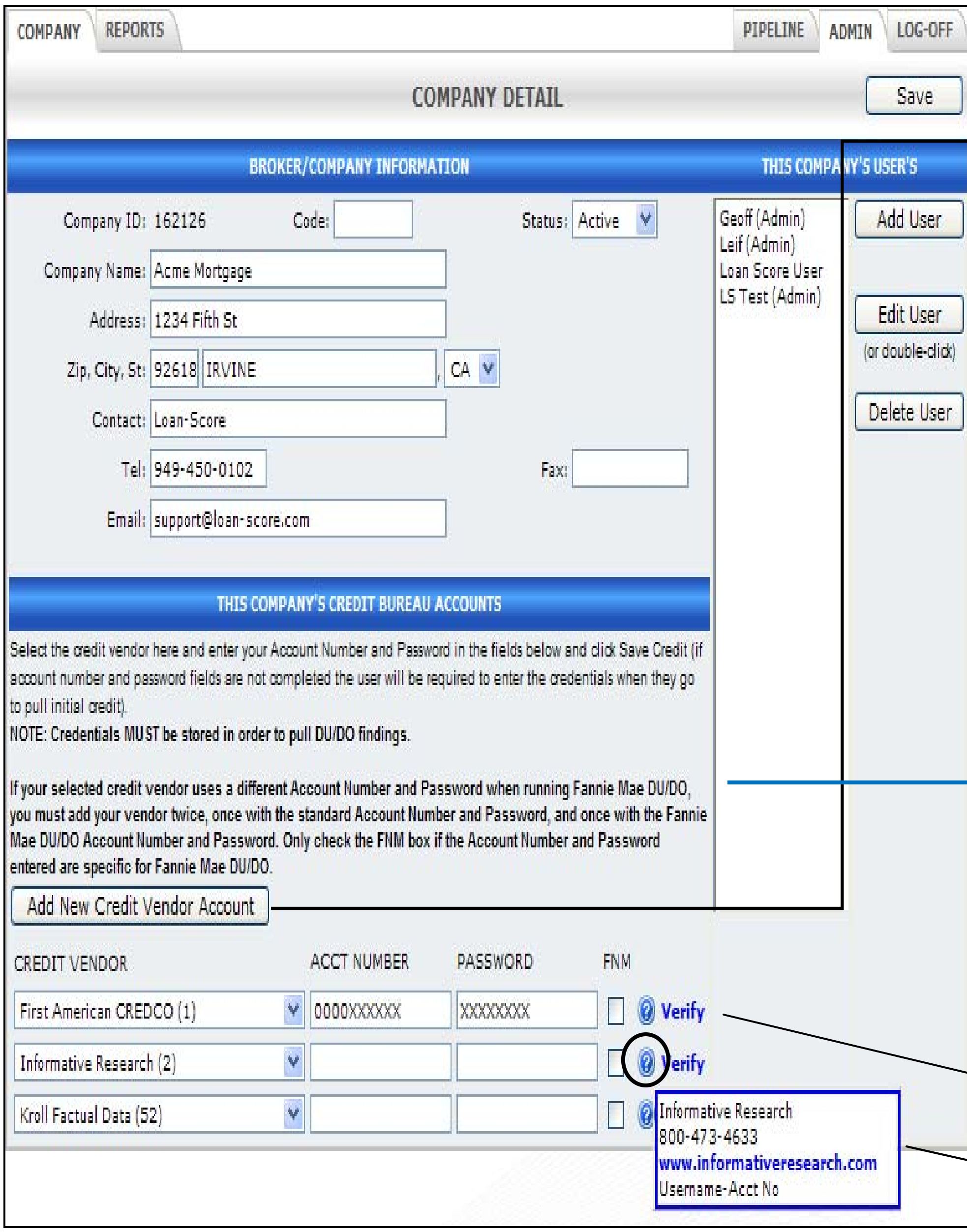
This Job Aide is intended for Admin users setting up Credit Vendors.



- From client Pipeline
- Select the Admin Tab
- Select Company



- Go the the section "*This Company's Credit Bureau Accounts*"
- Select all the allowed credit vendors from drop down list
- Use Add New Credit Vendor Account button to add additional vendors
- Enter account number and password credentials for each vendor selected **ONLY** if all users access the vendor via universal log in
- If each user has their own log in for selected credit vendor, these should be stored at the user level and NOT at the company level
- **If the selected credit vendor issues separate Website logins and FNMA/Reissue logins, the vendor must be entered twice – each with their own credentials; indicate the FNMA set by marking the FNM checkbox**

NOTES:

- **The Verify hyperlink allows a test credit request for some of the supported vendors.**
- **The BLUE question mark provides credit vendor contact info & hints for required credential formats whenever available.**