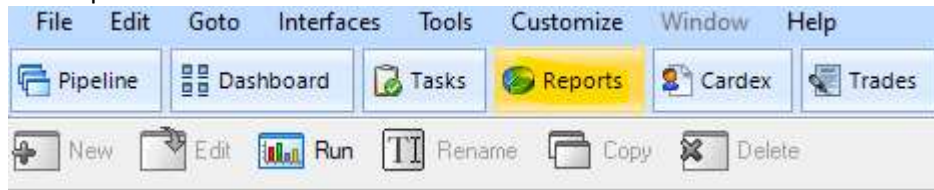# SSN Check and Pulling Credit Report

1. Verify no other loans for borrower in Acra Lending Pipeline. As loans are assigned out the SSN is checked but underwriters are encouraged to re-validate.
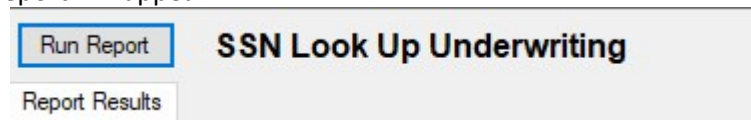
   a) Open file in BytePro
   b) Click on Reports Tab

      1) Locate SSN Lookup Underwriting

SSN Look Up Underwriting	Underwriting Dept.	Data Grid

      2) Double click on this report
      3) This report will appear

   c) Go to Home Screen in loan you are working on

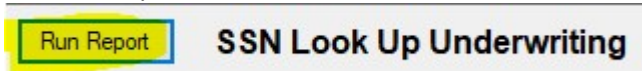   1) Mid page you will see Borrowers Panel

d) Highlight SSN and Copy
e) Go back to SSN Lookup Underwriting Tab that will be at the top of your screen

| File | Edit | Goto | Interfaces | Tools | Customize | Window | Help |

Pipeline | Dashboard | Tasks | Reports | Cardex | Trades | 1201005: Nguyen ✕ | SSN Look Up Underwriting ✕

1) Click on Run Report

Run Report   **SSN Look Up Underwriting**
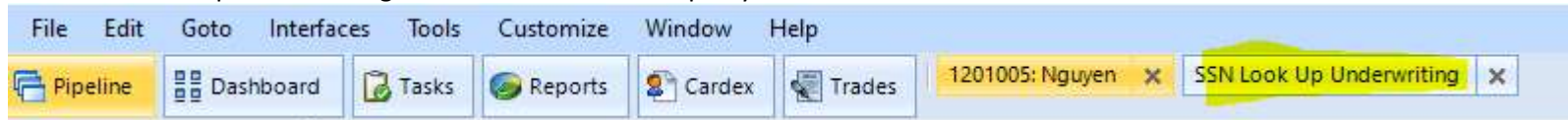
2) Click on this screen and paste the SSN into the Text Value then right click on OK

Edit Field Filter   ✕

Field Name   Bor1_SSNFormatted

Data Type   Text

Description:

Please provide the filter values to use for this field for this running of the report.

Filter   Equal To

Text Value   624-50-

OK   Cancel
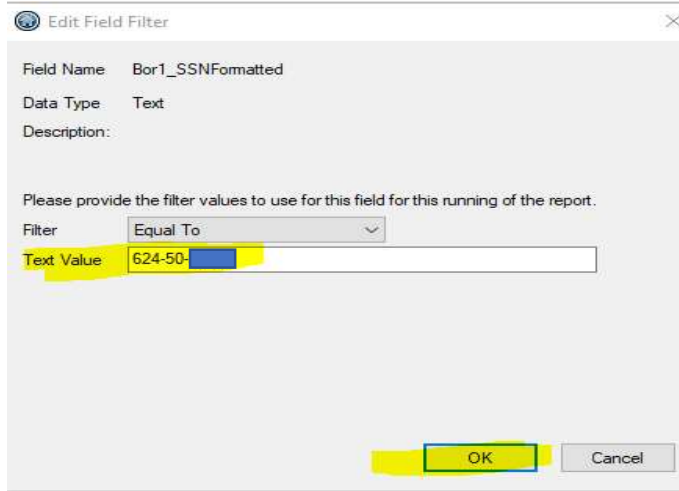
3) The loans for borrower will display. In this case, you can see that there are no other loans for this borrower in the Acra Lending Pipeline.

Bor 1 SSN Formatted	File Name	Bor 1 Last Name	Sub Prop Full Address	Sub Prop State	Account Executive First And Last Name	Loan Status	Status Date	Underwriter User Name
624-50-						Submitted	01/07/2021	LisaC

Next – Pull Credit

1. Go to Interfaces Tab and Right Click

| File | Edit | Goto | Interfaces | Tools | Customize | Window | Help |
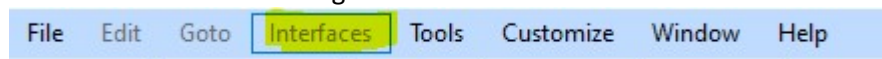
2. Scroll down and right click on Credit

3. Scroll down to Informative Research and double click

	Factual Data by CBC
	Alliance 2020
	Avantus
	Birchwood Credit
CIS	CIS Information Services
	CoreLogic Credco
	Credit Information Systems
	Credit Plus
	Credit Technologies
	Equifax
	Factual Data
	Informative Research
	Merchants Credit Bureau
	Partners Credit
	United One Resources

4. This Screen will pop-up. Verify borrower's information with 1003 to ensure that SSN is correct then right click on Submit

5. This screen will pop-up. Right click on Yes

6. Borrower's credit report will pop-up on your screen. Next we need to upload to DocVelocity. Right click on the Print Icon
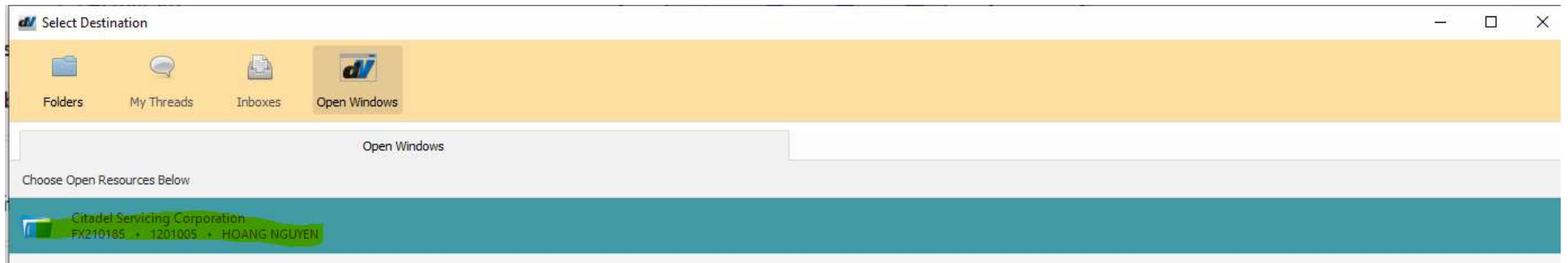
7. This screen will pop-up. Right click on Print. Make sure that the file you are working on is open in DocVelocity.
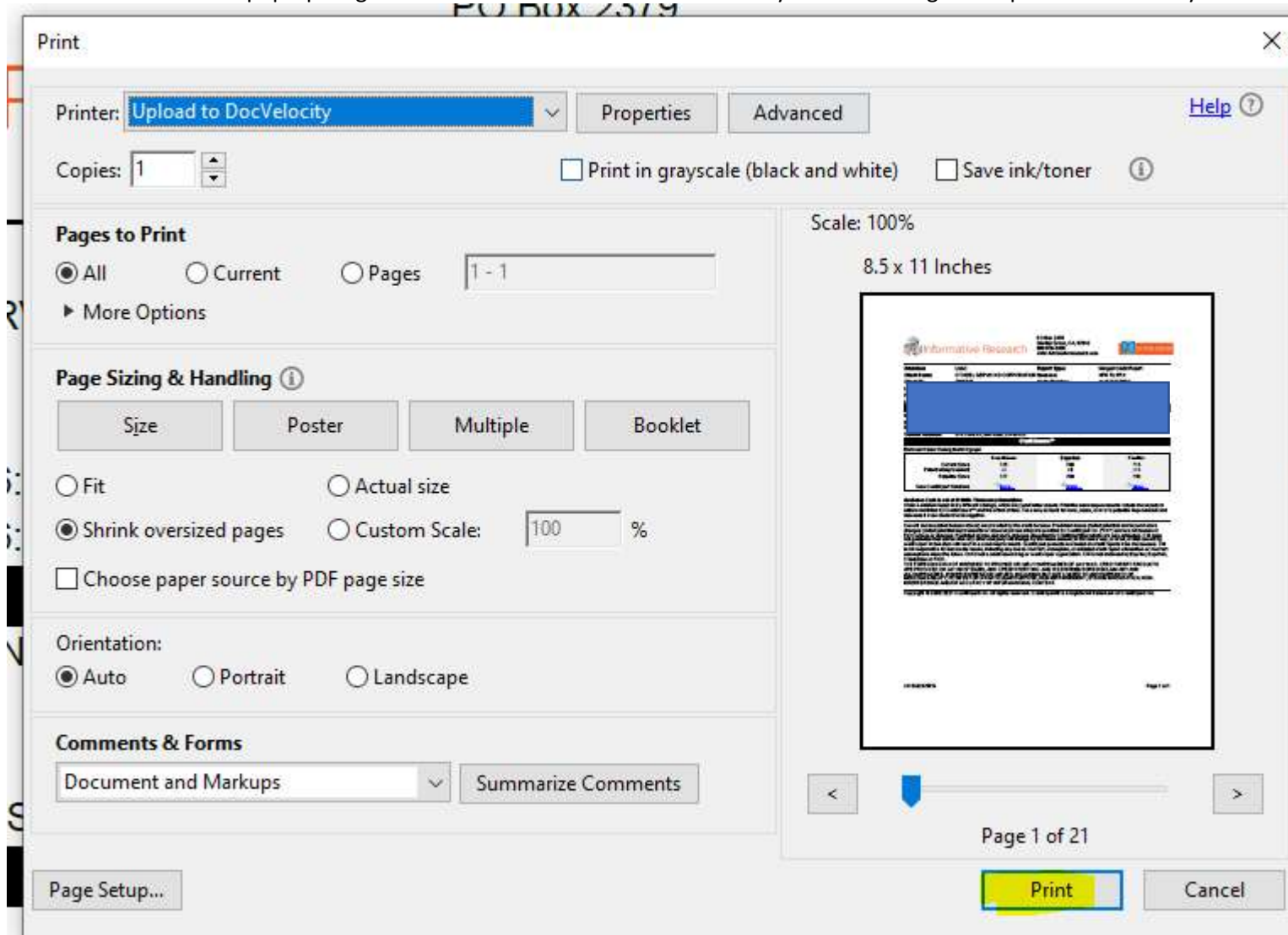
8. After you click on Print, this screen will pop-up. Double click on the highlighted file.

9. This screen will pop-up and at the highlighted section start typing in Lender Credit Report. After you type in Lender file name options will populate – select Lender Credit Report

Then right click on send

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Lender Credit Report (21 pgs)

1 | 1

Lender Credit Report (21 pgs)

1

Informative Research

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800-676-3338
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Attention: LisaC | Report Type: Merged Credit Report