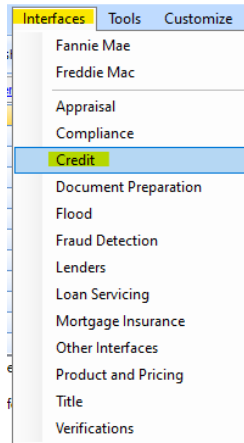


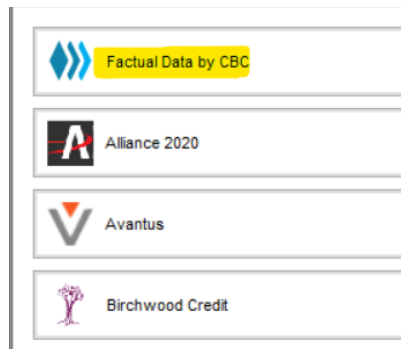
# Reissuing Credit Report

## Factual Data

After reviewing the information of the borrower matches the government issued documents provided at the time of submission, you will click "Interfaces" and then select "Credit"



You will then select "Factual Data by CBC" from the list of providers.



When the Factual Data window pops up you will change the "Request Type" to "Reissue" and under "Reference No" you will add the reference number from the credit report that was provided by the Broker. Then hit Submit. Once received, you will print to DV under "Lender Credit Report" and add "Reissue" on the comment section.

A screenshot of the 'Factual Data by CBC' application window. The window is divided into several sections. On the left, under 'Provider', it shows 'Factual Data by CBC Support (888) 824-0026'. Below that, under 'Order', there is a 'Request Type' dropdown menu with 'Submit' selected, and a 'Report Type' dropdown menu with 'Reissue' selected. There is also a 'Reference No' field. Under 'Default Bureaus', there are checkboxes for Equifax, Experian, and TransUnion, all of which are checked. At the bottom left, there is a checkbox for 'Pay with Credit Card' which is unchecked. On the right side, under 'Borrower', there are fields for Name, Street, City, State, Zip, Social Security No, DOB, Age, Marital Status, EFX PIN, and TRU PIN. Some of these fields have red question marks next to them. Below the borrower fields, there is a link that says 'Click here to add a coborrower'. At the bottom of the window, there are buttons for 'Submit', 'View', 'Import Debts', and 'Reference Update'. A 'Close' button is located in the bottom right corner.