Quick Reference Guide……………

How do I pull online consumer credit reports?

1) Access the website at http://www.onecreditsource.com
   - OneCreditSource.com is accessible 7 days a week 24 hours a day!

2) On the upper left side of the screen click ***"Log On"*** – then enter in your User Name & Password Remember that your **User Name** and **Password** are case sensitive. 3 failed attempts will send an alert to a OneCreditSource.com representative, who will contact you with assistance.

   Note* "**Message Center"**. Here you can view the system status, and find new messages from your manager or an OneCreditSource.com representative.

3) On the left side of the screen under the drop down menu ***"Searches"***, please click ***"Consumer Credit"***

4) Please fill out the on-line **"order entry form"** with your consumer's information –
   i. All fields with a blue asterisk are required
   ii. Default fields can be preset per your request
   iii. SS# is not required, but highly suggested for positive identification purposes
   iv. Please note that Street number, and Street name are separate fields

5) Upon completing the on-line application, click ***"Submit."*** This will submit your transaction and request the credit report.

   Note* Typical transactions take 15 seconds or less

6) Before the transaction occurs, a "Warning" box will appear. This warning allows you to double check your entry information and prevents you from "double clicking" and ordering 2 reports. If everything entered is correct then click "OK." If you find mistakes or need to add any information, click "Cancel" and modify your entry.

How do I print a report?

To print the report you are currently viewing, simply click on the printer icon located on your tool bar or the word "Print" on the top right of the web page.

How do I view reports I pulled in the past?

Begin by clicking the ***"Transaction"*** button on the left side of your screen. This allows you to view a 30-day history of your submitted transactions. Simply click on the blue underlined ID field (43567) adjacent to the applicant's last name to view the report. For managers, choose ***"Cli transactions"*** under the ***"Account mgmt"*** field to view the activity of all users at your division.

How do I read this report?

Under the ***"downloads"*** menu, choose "***help guides.***" Here you can view and print detailed guides on reading Trans Union, and Equifax Consumer Credit Reports.
