

# **“HOW TO” ORDER BUSINESS CREDIT REPORTS**

Once you log in to Advantage Credit s secure site, there are 4 tabs: **DESKTOP; ORDER; RECENT REPORTS; RECENT REQUEST**

**From the ORDER Tab:**

## **ORDERING Business Credit Report**

1. Click on **Order Business Credit** link
2. Type the Company name and address
3. Click on the “Order” button
4. The system will retrieve the information
5. Click View Report

## **RETRIEVE AN EXISTING REPORT**

1. Click on **Find Business Credit** link
2. Enter any field associated with the company to search
3. Click **Submit** button
4. Click on File number to open the report



**Advantage Credit, Inc. Credit Reporting Services**

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