

## Services Menu:

(All versions of Calyx Point version will have access to our reports using this method)

From a loan file (saved and named)

1. Click on **Services**
2. Click on **Credit Reports**
3. Click on **Request Credit**
4. Select **Advantage Credit, Inc of Colorado** from Credit Agency Drop down list

**Report Type:** Select Bureaus

### Request Type

5. **Order New Report:**
6. **Re-issue Existing Report:** Retrieve existing file with out any updates (enter credit reference/file number)
7. **Upgrade Existing Report:** add a bureau or a co-borrower to an existing file (enter credit reference/file number)
8. **Retrieve Update Report:** retrieve an existing file that has been update by our customer service department (enter credit reference/file number)

*\*Please note, Request Services will not indicate that there is an existing file in our system. Please be careful not to pull a duplicate file*

**Requested by:** please leave this field blank, currently we are experiencing some difficulty with this field and can cause an error

9. Click **Submit**

Advantage Credit, Inc of Colorado Login

10. **Enter your Advantage Credit User ID and Password.**

Account # and Branch ID are NOT Required

*Also, you can click on [Getting Started](#) to log directly into Advantage Credit's site in order to use our Additional services such as What-if, Credit Analyzer and Request a Supplement*

### Populate Liabilities:

Click Ignore \$0 Balance to remove/not import any account with Zero Balance

Click Ignore Closed to remove/not import any accounts with a closed status

11. Click **Populate**

The credit report will be available to view from the View Credit button from the liabilities section on page 3 as well as from the services menu

### Page 3, Liabilities Section

Click on **Request Credit**

Follow above instructions from Services



**Advantage Credit**

Credit Reporting Services

www.advcredit.com 800-670-7993