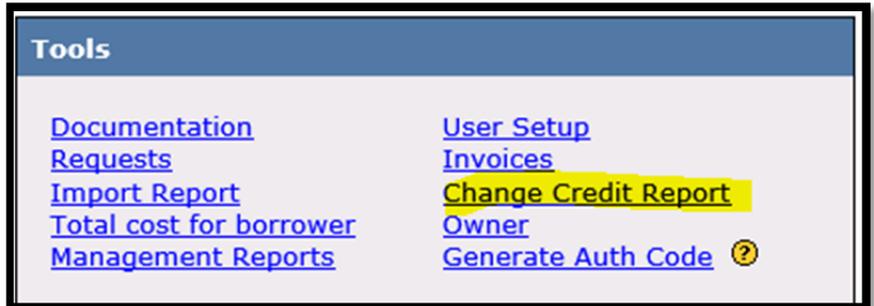


## Change Credit Report Owner

From Advantage Credit's main page  
(logged in as an **Administrator**)  
From the **Tools** section

Click on **Change Credit Report Owner**

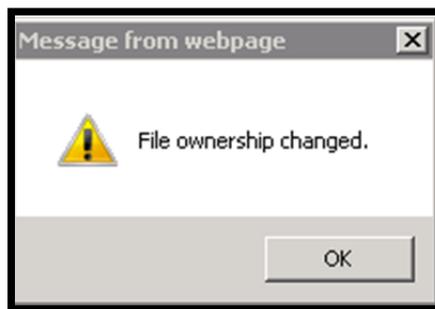


Enter **File** number  
Select **Branch** (if applicable)  
Select **User** to change the credit report to  
Click Submit



The form is titled 'CHANGE CREDIT REPORT OWNER' and contains the following fields and instructions:

- Change a credit report ownership to another user.**
- Note: This will also move invoiced items. The charge will remain with the original invoiced user.*
- File #** 2855456
- Branch** Evergreen Credit Acct dba the best credit e-1101099
- User** HAPPY DAZE
- Buttons: Submit, Cancel



7.2017