





Step by Step Instructions for pulling credit.


1- Locate the WinCred shortcut icon on your desktop and double click.



WinCred

2- To enter a credit request, you first need to display a blank request form. On the File menu, click New (or click the corresponding button on the toolbar  or button bar ).


3- Fill out the appropriate fields for your applicant and click the “Save” icon  to save.

4- On the Tools menu, click Send/Retrieve, and then click Send/Retrieve All, (or click the corresponding button  on the toolbar or button bar).

At this point, the computer will dial out to NCO Credit Services where the report will be requested, processed, and sent back to your computer. When the process is finished, you will be able to view/print your report.

5- Display the “reports” table by clicking on the Reports tab.

6- Click on the report you wish to print.

7- On the File menu, click Print Selected, to print the selected report (or click the corresponding button  on the toolbar or button bar).

8- You can now exit WinCred by choosing File, Exit, (or by clicking the “X” in the upper right corner).

If you need further assistance please call our technical support line at (800) 944-3624.