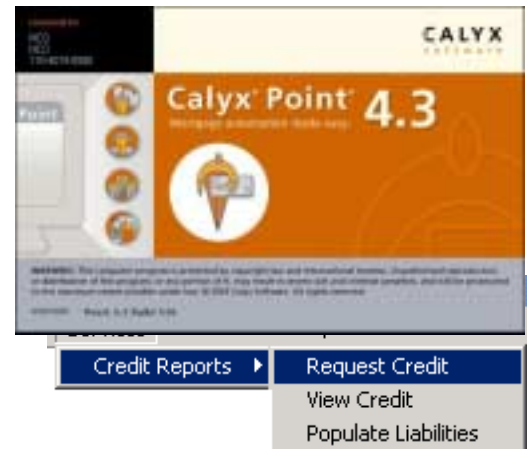


Calyx Point Embedded Interface for use with www.creditworkbench.com

In order to use the Calyx Point Embedded Interface you must first have Internet Explorer version 5.5 or greater, have Adobe Acrobat version 4.0 or greater, and have Calyx Point for Windows versions 4.3 or greater.

To begin using the new interface for Calyx Point 4.3 you must follow the screens below.

First open your calyx software, and open a file you want to pull credit on.



Next click on **Services** then **Credit Reports**, then select **Request Credit**

Please verify that all the borrower information is correct before continuing.

Make sure under **Credit Agency** that **NCOcreditworkbench** is selected.

Under **Report Type:**
Select **Infile**

Select the **Bureaus** you wish to pull.

Under **Request Type:**

Select **Order New Report**

to receive a new report

Select **Re-issue Existing Report**

to print the report again

Credit Report Request

Credit Agency: NCOcreditworkbench
1-800-944-3624
[Getting Started](#)
[Administration](#)

Report Type: Individual Report
Infile

Request Type:
 Equalize
 Experian
 TransUnion
 Order New Report
 Re-issue Existing Report
 Upgrade Existing Report
 Retrieve Updated Report

Credit Reference Number:

Borrower Information:
Jonathan D CONSUMER
Name: Jonathan D CONSUMER
SSN: 540-60-3980 Age: [] Credit PW: []
Marital Status: Married Unmarried Separated
Present Address: 19055 Birch Street
City: Burbank State: CA Zip: 91502

Copy from Borrower:
Name: [] [] [] []
SSN: [] [] [] [] [] [] Age: [] Credit PW: []
Marital Status: Married Unmarried Separated
Present Address: [] [] [] [] [] [] Copy from Borrower
City: [] [] State: [] Zip: [] []

Copy credit report liabilities to this 1000

Submit Cancel

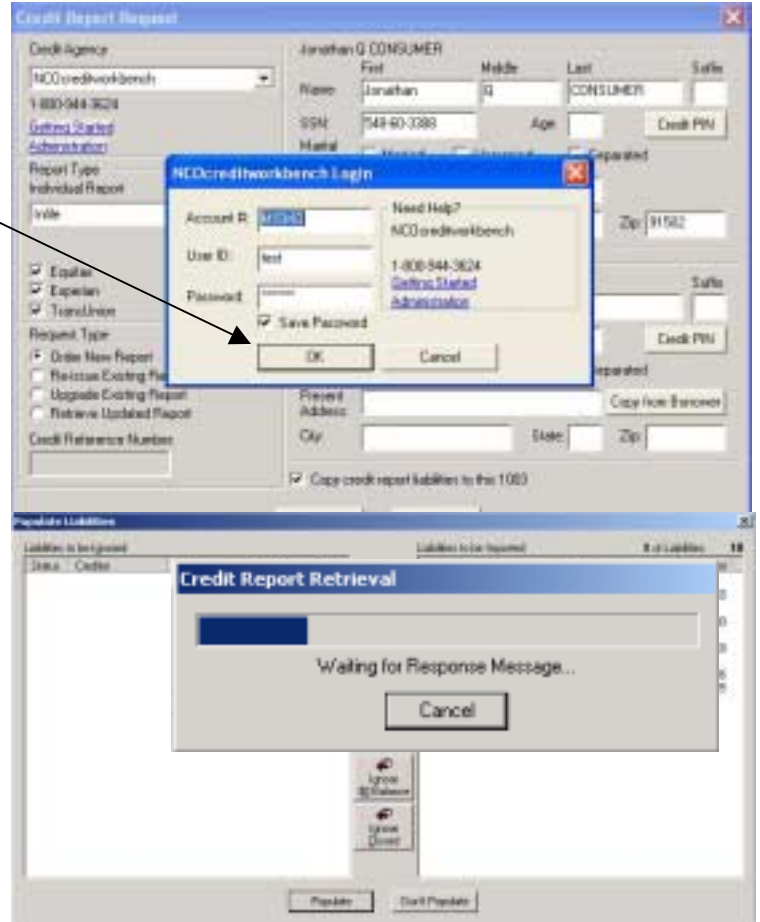
Press F1 for help

Select **Upgrade Existing Report** to add/remove bureaus
Select **Retrieve Updated Report** to get any work that Customer Service has done.

Make sure the **Checkbox** for liabilities is checked and click **Submit**.

Next you need to fill in your login information.
Then click **OK**.

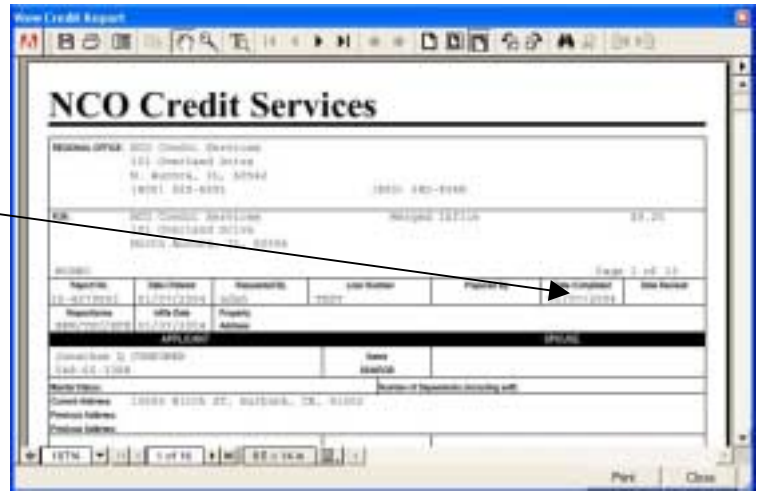
Remember login information is Lower Case.



Next you should see the following screen, which shows your request being ordered.

Once the request has been processed you will be asked to transfer the liabilities.

Click on **Populate** to transfer the liabilities.



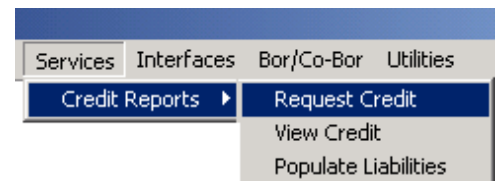
Once the liabilities have transferred, the credit report will be displayed on the screen.

Click on the **Print Button** if you wish to print the report.

Calyx Point Embedded Interface for use with www.creditworkbench.com

Transferring Liabilities from a Manually Pulled File

You may transfer liabilities from an existing report accessed from the web site (xpertonline.net).



First you will need to create a Calyx Point file with the same demographic information as on the original report. (first name, middle initial, last name, SSN, address)

Next click on **Services** then **Credit Reports**, and then select **Request Credit**

Please verify that all the information is correct before continuing.

Select the **Bureaus** that were pulled on the original report.

Select **Re-issue Existing Report**

A screenshot of a 'Credit Report Request' form. The form is divided into several sections. On the left, there is a 'Credit Agency' dropdown menu set to 'NCCreditworkbench', a phone number '1-800-944-3624', and a 'Report Type' dropdown set to 'Individual Report'. Below this are checkboxes for 'Equifax', 'Experian', and 'TransUnion', all of which are checked. There are also options for 'Order New Report', 'Re-issue Existing Report', 'Upgrade Existing Report', and 'Retrieve Updated Report'. A 'Credit Reference Number' field is at the bottom left. On the right, there are two sections for consumer information. The top section is for 'Jonathan Q CONSUMER' and includes fields for Name (First: Jonathan, Middle: Q, Last: CONSUMER, Suffix:), SSN (540-60-3388), Age, Credit PIN, Marital Status (Married, Unmarried, Separated), Present Address (10820 Birch Street, Burbank, CA, 91502), and a checkbox for 'Copy credit report liabilities to first 1000'. The bottom section is for '(no sobornovs)' and has similar fields. At the bottom of the form are 'Submit' and 'Cancel' buttons. Two arrows from the text above point to the 'Re-issue Existing Report' checkbox and the 'Copy credit report liabilities to first 1000' checkbox.

Fill in the **Credit Reference Number** from the original report.

Select **Submit**

After selecting your report will be Re-issued to Calyx Point, you will now have the option to populate (transfer) the liabilities (described earlier).