



Step by Step Instructions for pulling credit.

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



After you double click, the computer will come up to the Main System Menu screen. On that screen locate the "Credit Reports button"



- 2- Click the "Credit Reports" button
After you click the "Credit Reports" button, the Infolynk Program will start to load and will bring you to an Infolynk login screen.

- 3- At the Infolynk Login screen, enter you User I.D. and Password
This will get you in to Infolynk at the main menu
- 4- To enter a new request, click the "New Request" button on the main menu
- 5- Fill out the appropriate fields for your applicant and choose "OK" to save
- 6- Choose "Communications" on the main menu.
- 7- Choose "GO" to send the report
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, click "OK" to confirm the communication log and that will get you back to the main menu. From here you have a few different options.
- 8- From the main menu, choose the "View / Print Reports" option to view and/or print the report.
When the report is printed, choose "close" to close the list of reports
- 9- Click "Close" to close InfoLynk
This will get you back to the Main System Menu screen
- 10- Click "Exit and Logoff" to close the program.
This will close the Credit program and put you back into the Windows Desktop.

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