



QuickStart Guide

Credit Bureau Submission – Credco
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ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to submit credit bureau requests to First American Credco.

1. To request a credit report, take the following steps:

- a. Take option **14=Credit Bureaus** from the Business Office menu to display the Credit Bureaus screen.
- b. Use function **F6=New Applicant** to display the database search screen.
 - Search your name database for a customer name by keying in the first few characters of the last name; or
 - Use function **F6=Add** to display the Credit Bureau Inquiry screen.
- c. Fill in the applicant information and press [ENTER] to display the co-applicant screen.
 - Use function **F4=Co=Applicant Search** to display the database search screen.
 - Search your name database for a customer name by keying in the first few characters of the co-applicant's last name; or
 - Use function **F6=Add** to return to the Co-Applicant screen and key in the co-applicant information to run a joint credit bureau.
- d. Press [ENTER] after keying in the co-applicant information or press [ENTER] to go past the Co-Applicant screen if there is no co-applicant.
- e. Take option **1=Select** by the type of credit bureau desired and press [ENTER] twice to submit.
 - The credit bureau request takes seconds to process and will return to the Credit Bureaus screen with a score.

2. To display and print a credit report, take the following steps:

- a. Take option **14=Credit Bureaus** from the Business Office menu.
- b. Key in the first few characters of the customer's last name on the Position To line and press [ENTER].
- c. Take option **1=Select** by the credit request date beneath the customer's name.
- d. Key in your credit bureau password and press [ENTER].
- e. Use function **F18=Print** to print the report.