

Reissuing a Credit Report

If you previously generated a three-in-file merged credit report, you can request a reissue of the credit report in the FundLoans web portal, likely without incurring a charge from your credit agency for pulling new credit. However, please note that the credit agency may charge a fee for the reissuance. Check with your specific credit agency for pricing questions.

Note: If a valid credit report does not yet exist for a loan, you may order a new credit report in the FundLoans web portal instead.

Before reissuing the credit report: You must complete the “III. Borrower Information” section on the “1003 page 1” screen in the FundLoans web portal.

- Make sure the credit report you are reissuing has the borrower(s) first, middle, and last name matching exactly how it appears in the 1003 screen.
- Make sure the borrower Social Security Number(s) match(es) exactly between the credit report and the 1003 data.
- Make sure the present address (current residence) of each borrower on the credit report matches the 1003 data. Check spelling, abbreviations, and punctuation as the credit agency may validate the information matches before reissuing the report.

Note: In order to reissue a joint credit report for two applicants, both applicants need to be on the same 1003 loan application and appear in the same order as they appear on the credit report you are reissuing.

Contact your credit agency if you need to make any corrections or changes prior to reissuing.

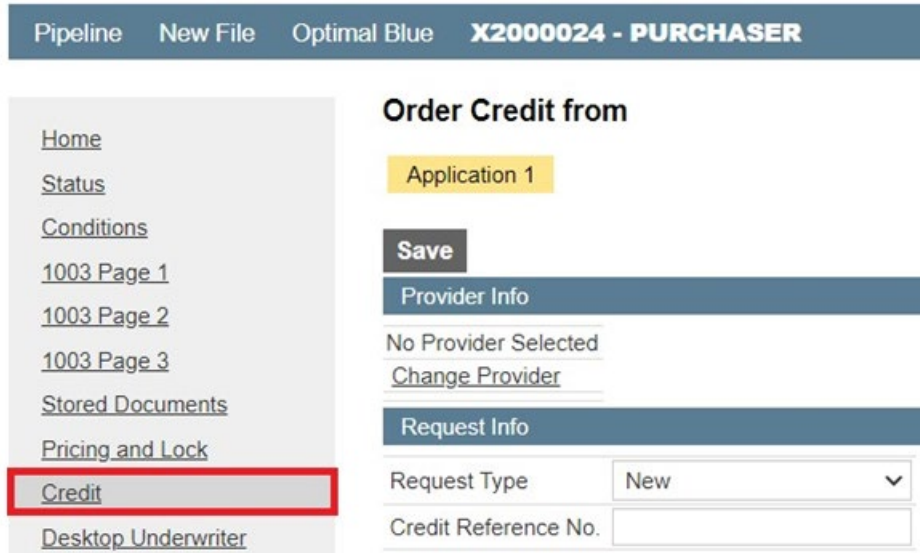
Reissuing the report:

1. In the existing credit report, find the reissue number, reference number, or order number. This number usually appears at the top of the first page of the credit report. Your credit agency may refer to the number differently. Contact your credit agency if you are unsure which number to use for the reissue request.

Important: If a reissue number on the credit report contains spaces, dashes, or other punctuation characters, please ask your credit information provider whether these characters should be included in the reissue request.

```
-----  
*** TEST CREDIT REPORT ***  
  
DATE ORDERED: 01-01-2019          ACCOUNT #: 99999FNMA ORDER #: 50048  
REPORT PRICE: $0.00              REQUESTED BY:  
PREPARED FOR: FANNIE MAE TESTING BUREAU SIMULATION  
  
BORROWER: HOMEOWNER, JOHN          SSN: 999405000  
PRESENT ADDRESS: 175 13TH STREET  
                WASHINGTON, DC 20013  
  
SPOUSE: HOMEOWNER, MARY           SSN: 500222000  
-----
```

2. Go to the **Credit** screen to order/reissue credit.



Pipeline New File Optimal Blue X2000024 - PURCHASER

[Home](#)
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Credit
[Desktop Underwriter](#)

Order Credit from

Application 1

Save

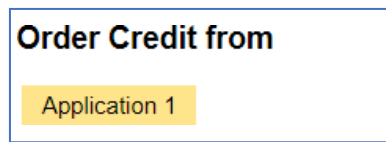
Provider Info

No Provider Selected
[Change Provider](#)

Request Info

Request Type: New
Credit Reference No.:

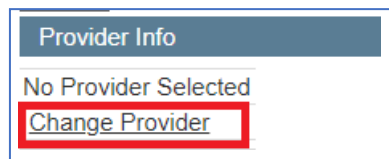
3. If your loan has multiple 1003 applications, make sure you select the correct Application for the report you are currently reissuing.



Order Credit from

Application 1

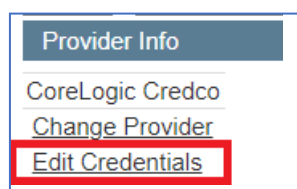
4. Under **Provider Info**, if the provider shows as “No Provider Selected” or is a credit provider that does not match your credit report, click on “Change Provider” to select the correct credit agency. Then select the credit agency from which you requested the original credit report.



Provider Info

No Provider Selected
[Change Provider](#)

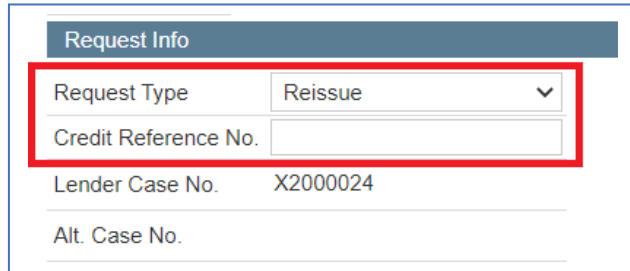
5. Once the correct credit provider is displayed, you can edit your login credentials. Check with your credit agency to confirm what ID and password you will need to use for a reissue.



Provider Info

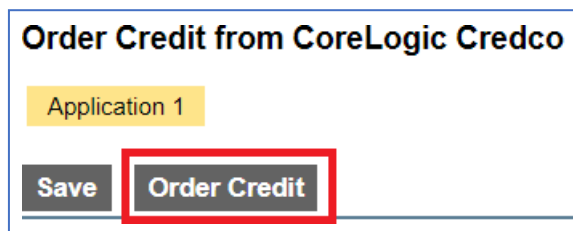
CoreLogic Credco
[Change Provider](#)
[Edit Credentials](#)

- In the **Request Info** section, select either “Reissue” as the Request Type if you are reissuing an existing credit report, or select “New” if you want to order a completely new credit report. If you are reissuing an existing report, enter the reissue number you identified from step #1 above and enter it in the “Credit Reference No” field.



The screenshot shows a form titled "Request Info" with a dark blue header. Below the header, there are several input fields. A red rectangular box highlights the "Request Type" dropdown menu, which is currently set to "Reissue", and the "Credit Reference No." text input field. Below these fields, the "Lender Case No." is pre-filled with "X2000024", and the "Alt. Case No." field is empty.

- Click the **Order Credit** button to submit your request.



The screenshot shows a form titled "Order Credit from CoreLogic Credco". Below the title, there is a yellow button labeled "Application 1". At the bottom of the form, there are two buttons: "Save" and "Order Credit". A red rectangular box highlights the "Order Credit" button.

- If you get an error back when ordering/reissuing, you may need to contact your credit provider to resolve. If the error references an unknown IP Address, you just need to contact your credit agency and let them know you are ordering on a lender website and just need to add the IP Address that the error provides. Once the error is resolved, try your reissue/order request again.