Order Credit

Note: **This functionality is for retail business operations only. It is not used by wholesale brokers.**

The **Order Credit** function allows you to order credit directly from one of the supported credit vendors in OpenClose:

- Universal Credit Services (Midwest) - MeridianLink, Inc.

NOTE: Before you order credit make sure you have provided the borrower's full name, social security number, and address. If you do not provide this information your credit transaction will fail.

- Select one or more borrowers by checking the checkbox to the left of the borrower's name. If you have already pulled credit, provide the credit reference number in the Credit Reference # box. If you wish to pull joint credit on a borrower/co-borrower pair, check the **Joint?** Checkbox.

Credit Options

Borrower	Subject Property Address
John Homeowner	5863 Military Road
SSN:300-40-5000	Bethesda, MD
Loan:7724	20729-1234

1 **Select borrowers and enter Reference Numbers**
(All fields for at least one individual must be completely filled in)

Borrower
☐ John Homeowner (300-40-5000)   Credit Reference #: [_____]   ☐ Joint?
Co-Borrower
☐ Mary Homeowner (500-22-2000)   Credit Reference #: [_____]

2 **Select a Credit Agency to use and verify authorization**

Credit Agencies: [_____ ▼]

Account #: [_____]
Password: [_____]

Have the individuals signed a loan application or authorized you to order their credit?
☐ **Check Yes!**
Authorization is required.

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Figure 1 - Order Credit

NOTE: If you provide a credit reference number make sure that the account information you use to run the transaction is the same account information you used when pulling credit outside of OpenClose. If you try to pull credit with a credit reference number using a different credit vendor account (i.e. login ID) you will receive an error.

- Select a credit agency from the Credit Agencies drop-down box. If you do not see one of the supported OpenClose credit vendors contact your Administrator to have it added.

- Provide your account number and password if it does not auto-populate.

- Be sure to check the **Check Yes!** checkbox indicating that you are authorized to order credit for the borrower(s). The **Order Credit** button will be grayed out until you check YES.

- Click the **Order Credit** button at the bottom of the screen. You will be provided with a confirmation message and will have the option to go to your **Pipeline Summary** screen or to the loan's **Loan Snapshot** screen.

- To view the credit findings, go to the loan's **e-Doc Manager** in the **Loan Snapshot** screen, expand **Findings**, and click the magnifying glass 🔍 next to the credit document. If you do not see your credit findings they may not have been returned yet. Return to the screen again in 30-60 seconds to retrieve your findings.

- To merge liabilities from the credit findings click the **Merge Liabilities** option in the loan's action menu.

  - ⬚ This option is only available after credit has been ordered.