



Ordering Credit Running DU

Rev. 8/7/2018

To Order or Reissue Credit Report:

1. On the Loan Actions menu, click Order Credit.
2. On the Order Credit page, select credit provider, then confirm that the order information is correct, and then click the Order Credit button to submit the order.
3. Once the credit report is received, a confirmation message displays.

The screenshot displays the 'Order Credit' interface. On the left, the 'LOAN ACTIONS' menu is visible, with 'Order Credit' selected. The main area features a green notification banner at the top indicating that the credit report for 'Alice Firstimer' is available. Below the banner, the 'Choose Provider' section allows selection of 'Factual Data Credit' as the provider, with options for 'New Credit Order' (selected) or 'Reissue Credit'. The 'Request Type' is set to 'Individual' and the 'Report Type' is 'Tri-Merge'. Under 'Credit Bureaus', 'Experian', 'Equifax', and 'Trans Union' are all checked. The 'Provider Details' section includes a password field and a checked 'Save Login Information' option. The 'Borrower Information' section shows details for 'Lender Case ID Confirm Test', including a date of birth of 06/16/1970 and an SSN of ***-**-8888. A blue 'Order Credit' button is located at the bottom right of the form.

NOTE: After ordering credit the Order Credit button is renamed to Reissue Credit. The View Credit Report and Import Liabilities buttons will also appear on the same page. If the loan includes more than one borrower pair, you must use the same credit provider to order credit for each borrower pair.

Run DU:

❖ **ATTENTION:** Prior to running DU, rate must be selected. Please refer to Product, Pricing & Extensions manual. You **MUST** order credit via TPO Connect prior to running DU. The order DU and LPA links will be disabled by your administration once loan has been submitted to PBM.

1. On the Loan Actions menu, click Order DU.
2. Enter your Credit Provider Username & Password (credit provider name auto populates from previously ordering credit).
3. Click Order DU and DU will process and make your findings available.

The screenshot shows the 'Order DU' form in a web application. The form is titled 'Order DU' and contains several input fields and buttons. A sidebar on the left shows the 'LOAN ACTIONS' menu with 'Order DU' highlighted. Three blue circles with numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the 'Order DU' menu item, 2 points to the 'Credit Provider Username' and 'Credit Provider Password' fields, and 3 points to the 'Order DU' button at the bottom right.

LOAN SUMMARY

- 1003
- PRODUCT PRICING & LOCK
- DOCUMENTS
- CONDITIONS
- FEEES
- DISCLOSURE TRACKING

LOAN ACTIONS

- Import Additional Data
- Order Credit
- Order DU**
- Order LPA
- Disclosures
- Submit Loan
- Re-Submit Loan
- Change of Circumstance

Order DU

DU Order

Request Type: New

Credit Provider: Kroll Factual Data

* Credit Provider User Name

* Credit Provider Password

Save Login Information

Borrower Pair 1: Alice Firstimer

Reference Number: 4FANNBX000000...

Product Description: Standard LCOR

(1) Alice Firstimer

[View Credit Report](#) [Import Liabilities](#)

[Order DU](#)

Ordering DU – Errors Found:

1. If the DU processes with error you will receive a red bar indicating error found.
2. To view underwriting check list errors, click where it says **Click Here**.
3. A pop-up window will appear with the errors DU encountered click close when you are done reviewing.
4. After the errors and necessary changes have been made click **Order DU**.

The screenshot displays the Wholesale TPO Connect interface. On the left is a dark sidebar with navigation options: LOAN SUMMARY, 1003, PRODUCT PRICING & LOCK, DOCUMENTS, CONDITIONS, FEES, DISCLOSURE, TRACKING, and LOAN ACTIONS (with sub-options: Import Additional Data, Order Credit, Order DU, Order LPA, Disclosures, Submit Loan, Re-Submit Loan, Change of Circumstance). The main content area has a red header bar with a white exclamation mark icon and the text 'Errors Found' (marked with a blue circle '1'). Below this is a message: 'Unmapped DU Error Code-113309-Casefile 1953737579 for resubmission request does not presently exist. - Click here' (marked with a blue circle '2'). The main form is titled 'Order DU' and contains the following fields: Request Type (New), Credit Provider (Kroll Factual Data), Credit Provider User Name (0605CA0880), Credit Provider Password (masked with dots), Save Login Information (checkbox), Borrower Pair 1 Reference Number (4FANNBX000000...), and Product Description (Standard LCOR). Below the form is a section '(1) For TPO Scenarios Import Perfect Test' with two buttons: 'View Credit Report' and 'Import Liabilities'. At the bottom right of the form area is a blue button labeled 'Order DU' (marked with a blue circle '4').

Order DU – Viewing Findings Report:

1. On the **Loan Actions** menu, click **Order DU**.
2. Click the **View Findings Report** and a DU Result pop-up window will open in a new tab in your browser.
3. After viewing the DU results click on one of the following:
 - **Go to Loan Summary** – returns you to the Loan Summary.
 - **Go to Documents** – takes you to the Documents and Conditions screen.
 - **Close** – will close the DU Results screen.

