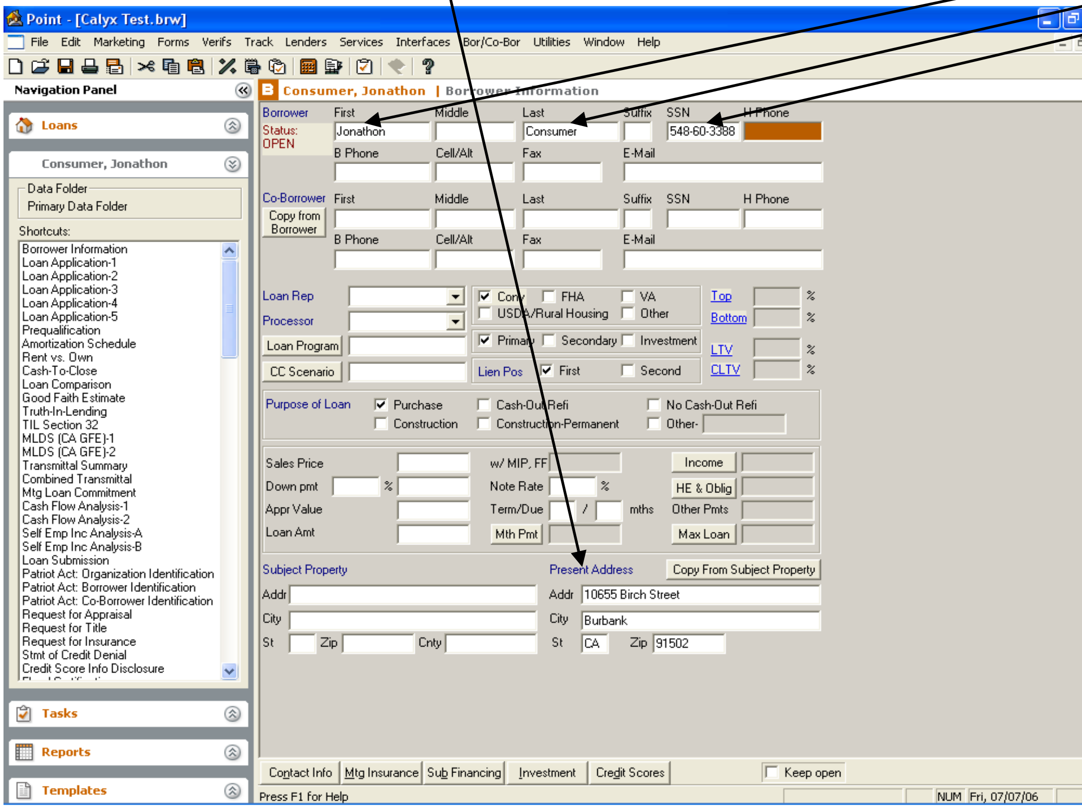
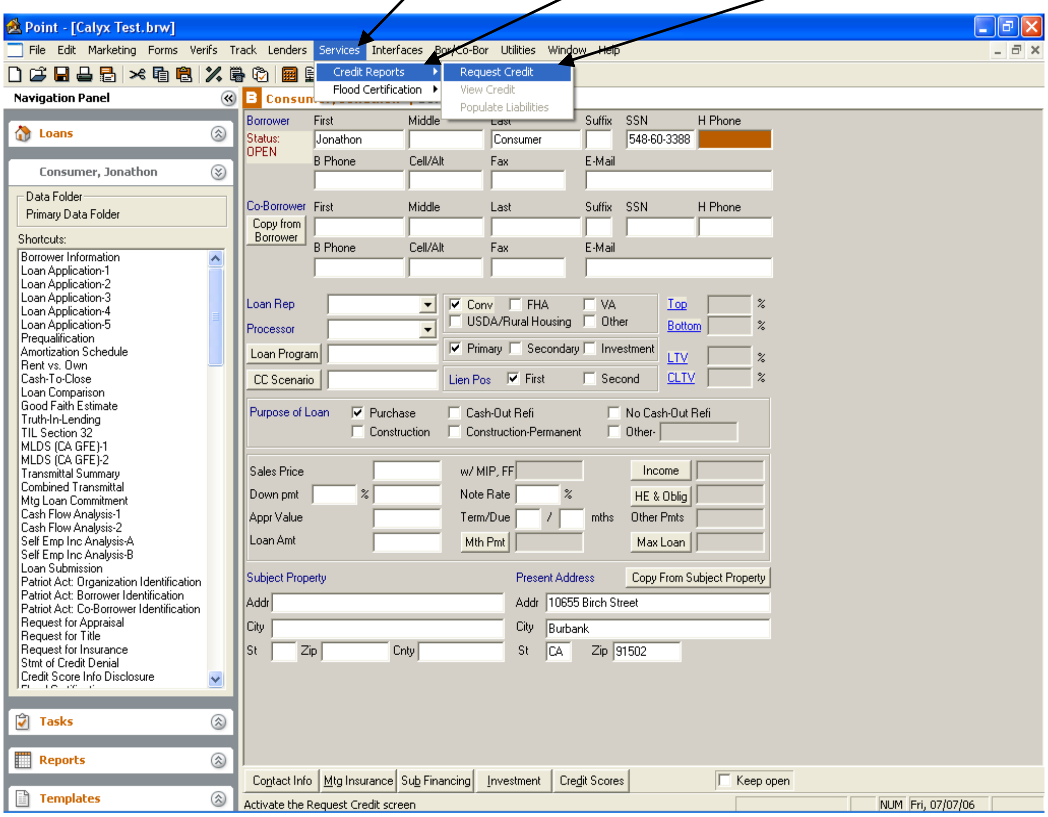
Pulling Credit via Calyx Point version 5.2 & above

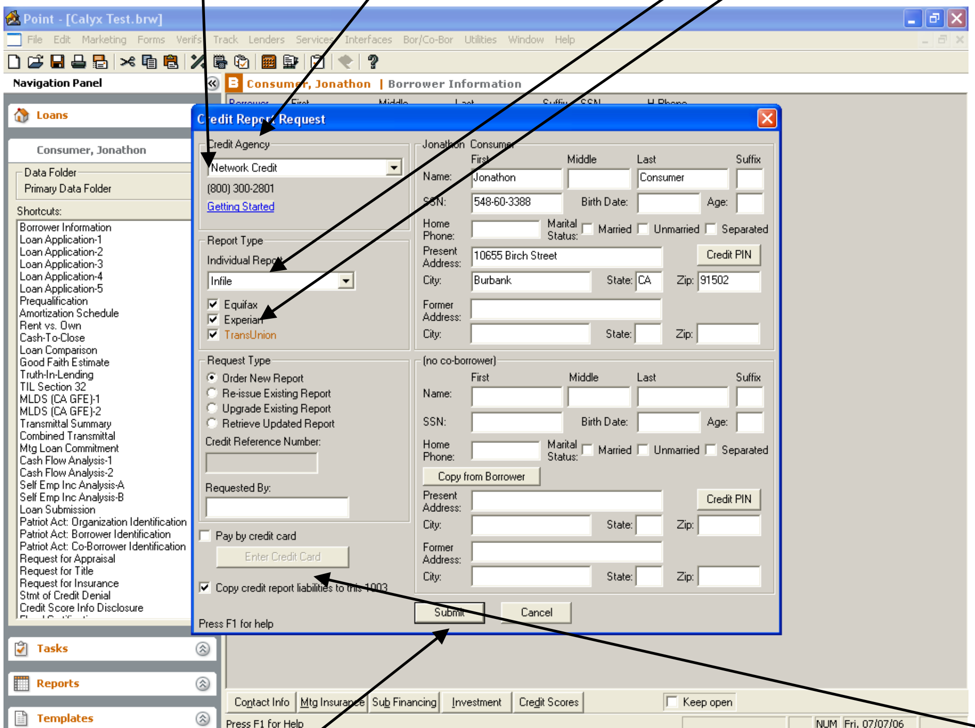
You must have a file already created and saved in Calyx. You must have the first name, last name, social security number and address in the fields shown below.



After the file is saved, click on Services, Credit Reports the Request Credit.

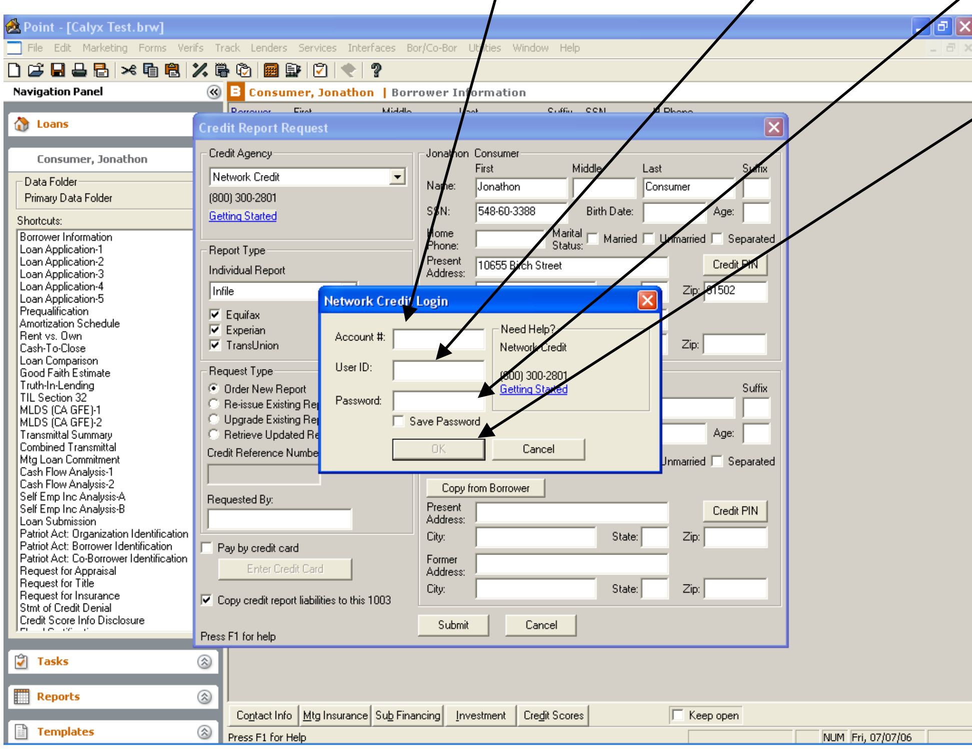


On this screen, you will notice Credit Agency at the top left of the new screen. Click the down arrow, and choose Network Credit from the drop down list. Make sure Report Type is set to Infile. Choose the bureaus you desire for the pull. If you want a Trimerge, make sure all 3 boxes are selected. Order New Report will already be selected.

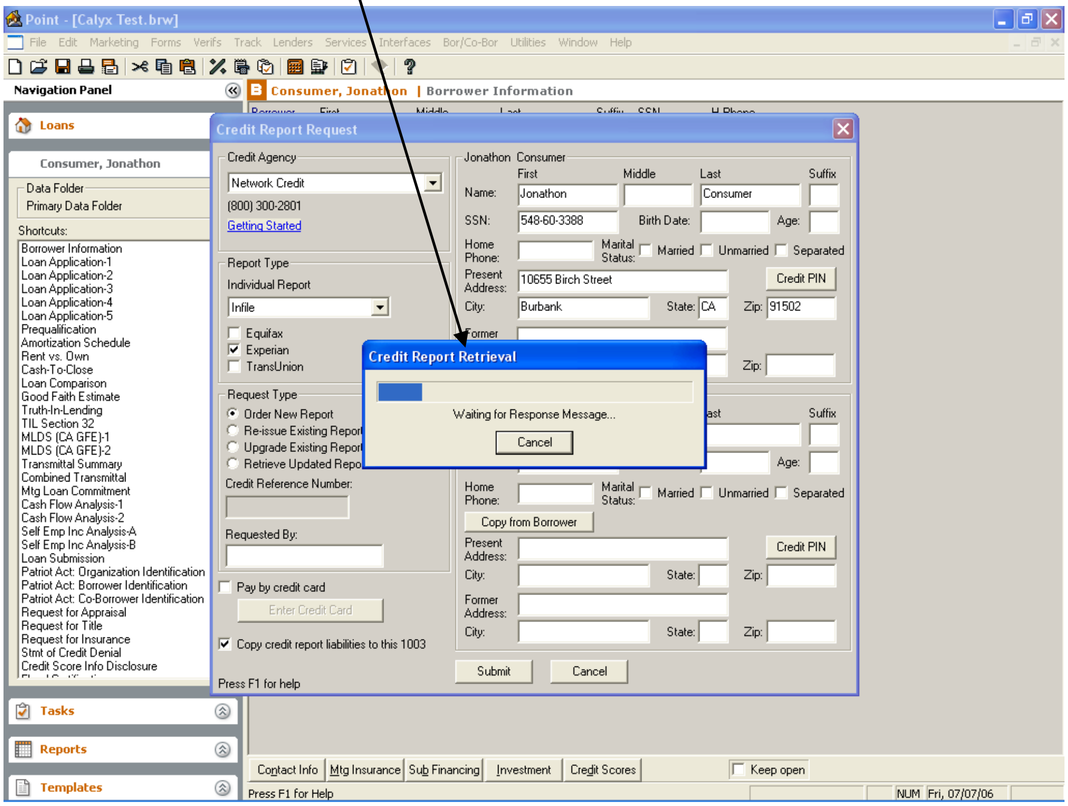


Simply click on Submit at the bottom of the page, or if you wish to pay by Credit Card, Check the box for Pay by credit card, and click Enter Credit Card.

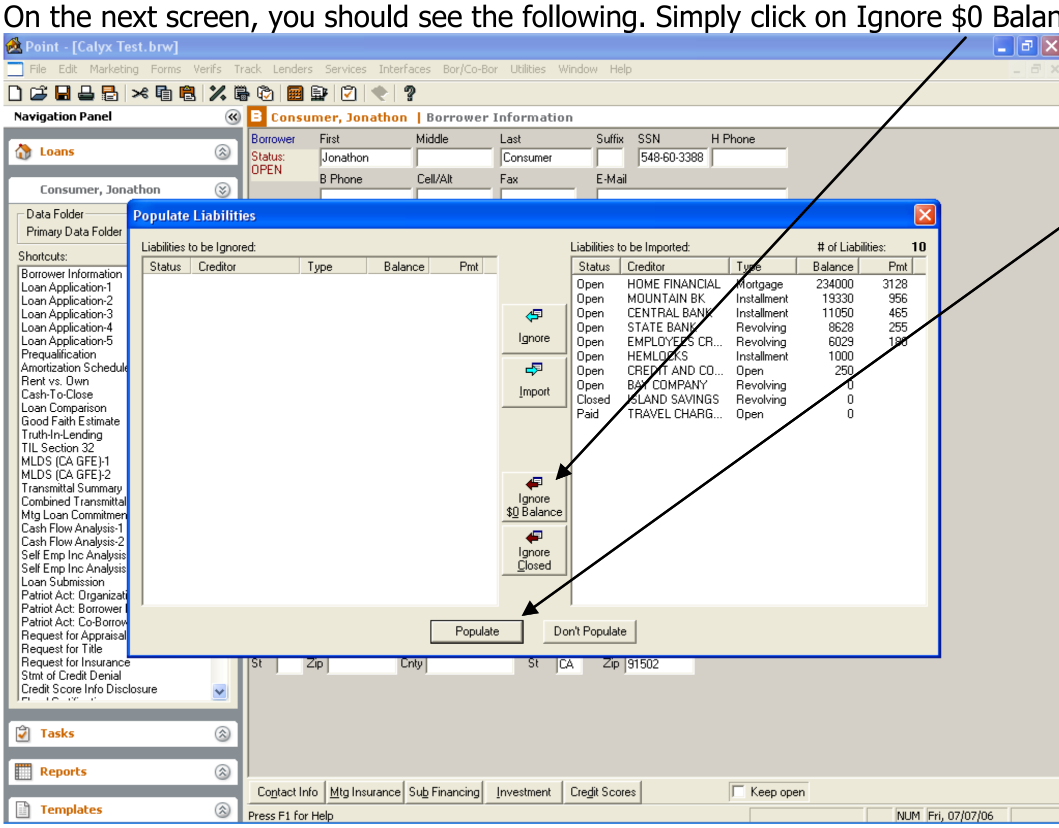
On this screen, simply enter your Account # (not 219), User ID and Password. Then click OK.



You should see Waiting for Response Message…



On the next screen, you should see the following. Simply click on Ignore $0 Balance, then click on Populate.



You all done. At this point, your Credit Report should appear on your screen.