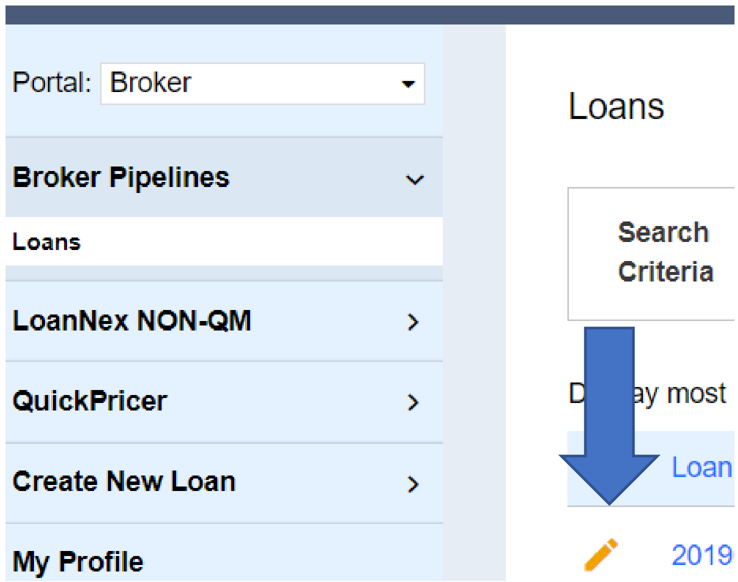
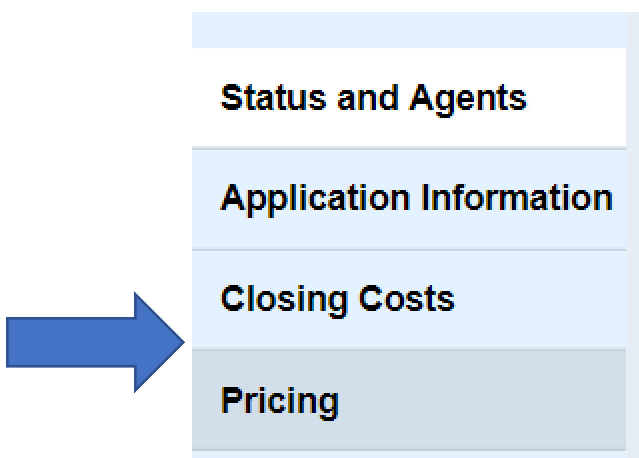
ResMac

Reissuing a credit report through the RESponse Loan Portal

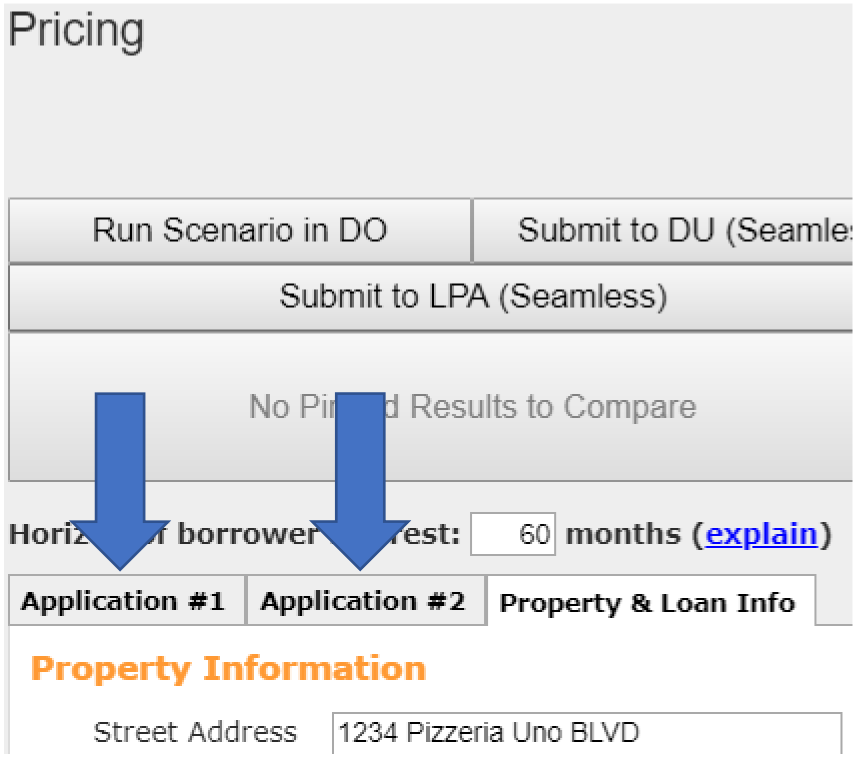
1) Log into the RESponse loan portal using the credentials provided by your Account Executive.
2) Once at your pipeline, click the pencil and enter the loan file for which you wish to re-issue the credit report.



3) Scroll down to the **Pricing** tab.

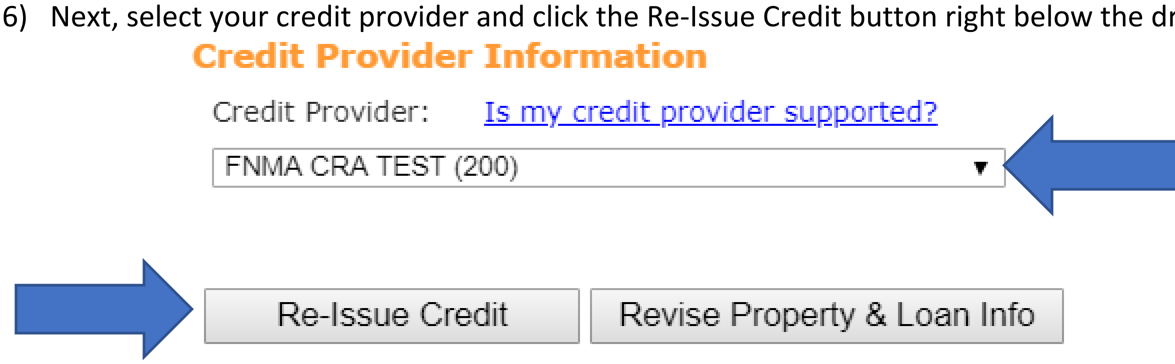


4) At this screen, select the application for which you wish to re-issue the credit report. NOTE: if you have two applications you will need to re-issue a credit report for each.



5) Once you have selected the appropriate application, scroll to the bottom of the page to the Option Selection Section and select Re-Issue Credit Report.

6) Next, select your credit provider and click the Re-Issue Credit button right below the drop down.



7) Lastly, enter in your login credentials for your credit provider, the report ID and instant view password, if prompted. NOTE: the required information will be notated with a red circle with a white X.