

HOW-TO GUIDE



How to Order a Canadian Credit Report Through Encompass



Birchwood
CREDIT SERVICES, INC.

Ordering a Canadian Credit Report

Step One: When entering **Borrower Address**, select **Foreign Address**.

The screenshot shows the Encompass software interface for a loan application. The 'Borrower Address' form is open, and the 'Foreign Address' option is selected under the 'Current Address' section. The form includes fields for Home Phone, Cell Phone, Work Phone, Email, Street Address, Unit Type, Unit #, City, State, Zip, and Country. The current address is 220 Locust Ave, Colombo, PR, 00600. The 'Former Address' section is also visible, with a 'Does not apply' option selected.

Step Two: Select only **Equifax** under **Credit Bureaus**. Note: Experian and TransUnion do not provide international credit reports and will return a **No Record Found** error if selected.

The screenshot shows the 'Credit Report Request' form. The 'Credit Bureaus' section is highlighted, and 'Equifax' is selected. The 'Report Type' is 'Consumer Credit' and the 'Order Method' is 'New Report'. The 'Report On' is 'Borrower'. The 'Options' section includes 'FICO Score', 'Fraud Search', and 'Get Fannie Mae Reference ID'. The 'Borrower' information is Testcase Marisol L, with SS# 000-00-0001 and DOB 05/27/1980. The 'Current Addr' is 220 Locust Ave, Anthill, MO, 65488. The 'Finish' button is highlighted.

