



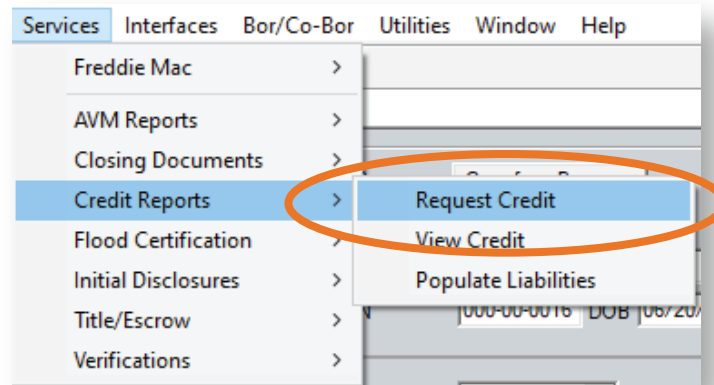
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# Ordering Birchwood Credit Services Credit Through Calyx Point

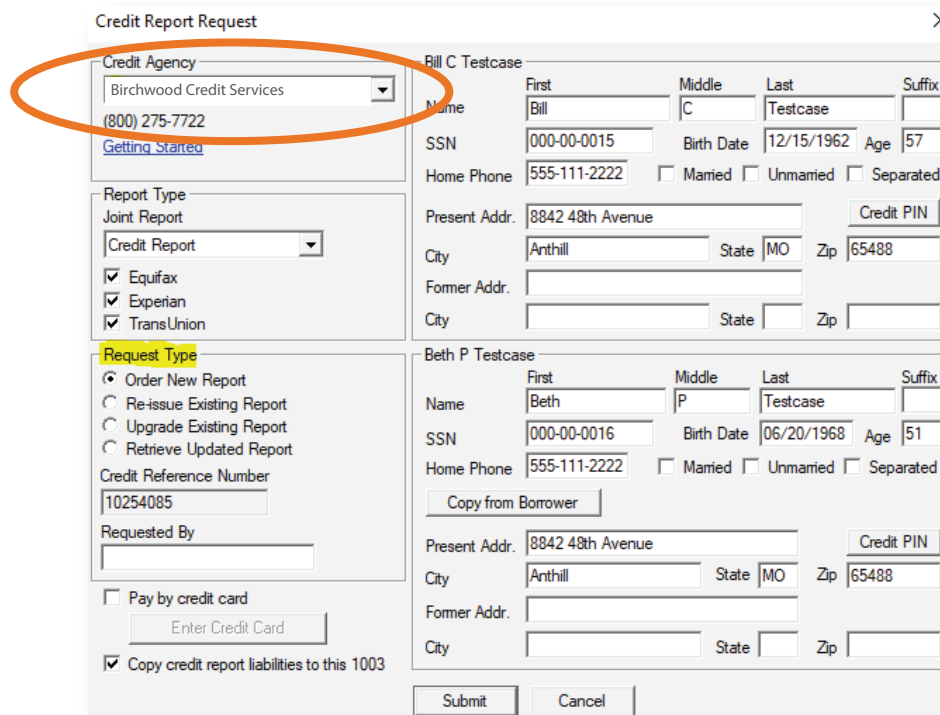


**Birchwood**  
CREDIT SERVICES, INC.

From within the Borrower file in Calyx Point, select **Services**, **Credit Reports** and **Request Credit**.



On the following screen, select **Birchwood Credit Services** from the Credit Agency dropdown list. Make sure your selection for **Request Type** and **Borrower Details** are accurate. When all input fields have been reviewed for accuracy, select **Submit**.



**Credit Report Request**

**Credit Agency:** Birchwood Credit Services (800) 275-7722

**Report Type:** Credit Report

**Request Type:** Order New Report

**Requester Information:** 10254085

**Borrower Details (Bill C Testcase):** Name: Bill C Testcase, SSN: 000-00-0015, Birth Date: 12/15/1962, Age: 57, Home Phone: 555-111-2222, Present Addr: 8842 48th Avenue, City: Anthill, State: MO, Zip: 65488

**Borrower Details (Beth P Testcase):** Name: Beth P Testcase, SSN: 000-00-0016, Birth Date: 06/20/1968, Age: 51, Home Phone: 555-111-2222, Present Addr: 8842 48th Avenue, City: Anthill, State: MO, Zip: 65488

**Payment:**  Pay by credit card

Copy credit report liabilities to this 1003

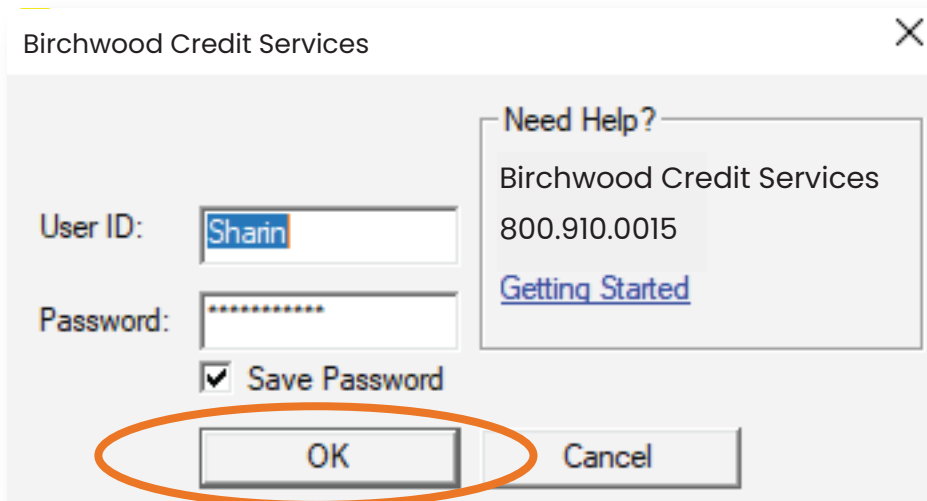
**Buttons:** Submit, Cancel

**Request Types:**

- Order New Report** - Obtain a credit report for the borrower(s)
- Re-Issue Existing Report** - Access a previously-pulled credit report using the existing BCS file number
- Upgrade Existing Report** - Add a bureau(s) and/or co-borrower to a report using the existing BCS file number
- Retrieve Updated Report** - Find an updated credit report using the existing BCS file number, such as a report that was updated to show a higher credit score, different liabilities, etc.

On the following screen, ensure your **Birchwood Credit Services** username is listed, along with your **Birchwood Credit Services** password, then select OK.

*Note: If your IP address and password are not authenticated on the Birchwood Credit Services website BEFORE you request credit in Calyx Point, you will get an error. Please log into the Birchwood Credit Services website, enter your BCS credentials and register your IP address. AFTER authenticating, return to Calyx Point to request credit*



Birchwood Credit Services

Need Help?  
 Birchwood Credit Services  
 800.910.0015  
[Getting Started](#)

User ID:

Password:

Save Password

**OK** Cancel

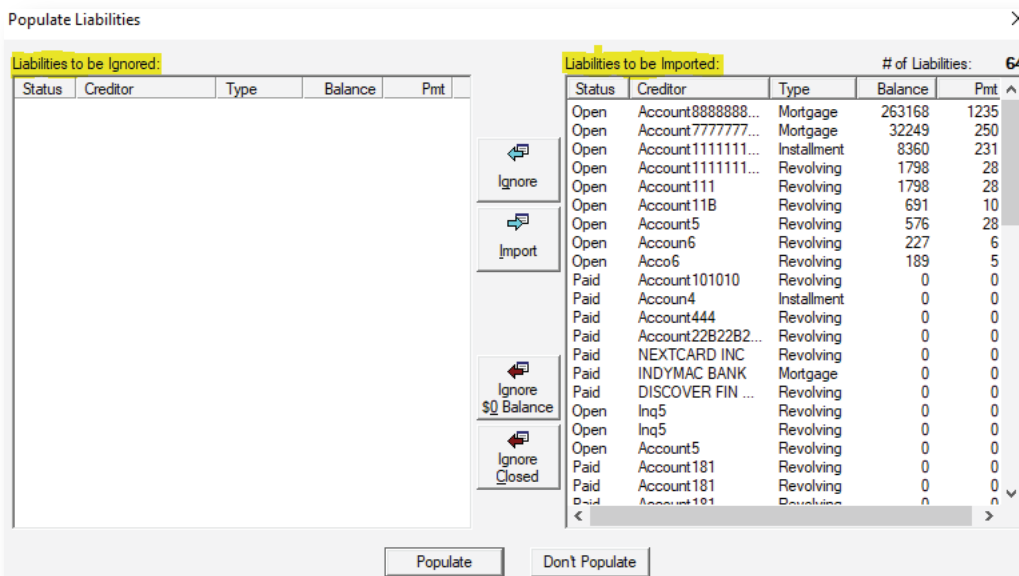
The credit request will process momentarily, then the **Populate Liabilities** window will appear. Make your selections (see below), then click **Populate**.

**Ignore** - Select single or multiple liabilities that you do not want to populate, moving them to the Liabilities to be Ignored list (move right to left).

**Import** - Select single or multiple liabilities from the Liabilities to be Ignored list and move them back to the Liabilities to be Imported list (move left to right).

**Ignore \$0 Balance** - Select \$0 balance accounts, moving to the Liabilities to be Ignored list.

**Ignore Closed** - Select Closed Accounts, moving to Liabilities to be Ignored list.



Populate Liabilities

Liabilities to be Ignored:					Liabilities to be Imported:					# of Liabilities: 64
Status	Creditor	Type	Balance	Pmt	Status	Creditor	Type	Balance	Pmt	
Open	Account8888888...	Mortgage	263168	1235	Open	Account7777777...	Mortgage	32249	250	
Open	Account1111111...	Installment	8360	231	Open	Account1111111...	Revolving	1798	28	
Open	Account111	Revolving	1798	28	Open	Account11B	Revolving	691	10	
Open	Account5	Revolving	576	28	Open	Account6	Revolving	227	6	
Open	Acco6	Revolving	189	5	Paid	Account101010	Revolving	0	0	
Paid	Account4	Installment	0	0	Paid	Account444	Revolving	0	0	
Paid	Account22B22B2...	Revolving	0	0	Paid	NEXTCARD INC	Revolving	0	0	
Paid	INDYMAC BANK	Mortgage	0	0	Paid	DISCOVER FIN ...	Revolving	0	0	
Open	Inq5	Revolving	0	0	Open	Inq5	Revolving	0	0	
Open	Account5	Revolving	0	0	Paid	Account181	Revolving	0	0	
Paid	Account181	Revolving	0	0	Paid	Account181	Revolving	0	0	
Paid	Account181	Revolving	0	0						

Ignore Import Ignore \$0 Balance Ignore Closed

Populate Don't Populate

The credit report will appear after you select **Populate**. From the bottom right, select **Print** or use the Print option to save as a PDF.