

Credit Reporting Company/Agency selections for Fannie Mae Do/Du and Freddie Mac LPA:

Agency	Fannie Mae DO/DU	Freddie Mac LPA	Technical Affiliate
Xactus360	XACTUS LLC (51)	Sharper Lending (CRC# 3000) Equifax Mortgage solutions (CRC# 5000)	XACTUS LLC (TA# 5091 =Avantus/Xactus) (TA# 3091 = Sharper Lending)
Credit Plus, Inc	Credit Plus by Xactus (17)	MeridianLink (CRC# 2000) Equifax Mortgage solutions (CRC# 5000)	Credit Plus by Xactus (TA# 2017 =MCL) (TA# 5017 = EMS)

FAQ

- Does the Borrowers Information match the Credit Report/File # you are requesting?
 - Name, Address, SSN, position of borrowers matches the 1003
- Does the credit file display all bureaus returned without any error messages?
 - Freeze or Inquiry information identified as fraudulent
- Does your Login/User ID have access to the credit Report/File?
- Is the correct Credit Agency/provider selected? Use Chart above.
- How old is the credit file you are requesting?
 - If the file is over 120 days old the Lender/System you are using may require a more current file.
- Verify File/Report Number matches the File/Report Number from your report.

FANNIE MAE – ORDERING NEW CREDIT

- Here are a few pointers to keep in mind:
 - A credit report must be available within DU for every loan that is submitted for an underwriting recommendation. If you have not yet ordered a valid credit report for a loan, you can order one directly through DU.

Note: If a valid credit report does already exist for the loan, you can reissue the credit report to bring it into DU. By doing this, you can associate the loan with the existing credit report without incurring a charge from your credit agency for pulling new credit. (However, please note that the credit agency may charge a nominal fee for the reissuance.)
 - A credit report must be available in DU for every borrower and co-borrower on a loan. You can use DU to order the necessary combination of individual and joint credit reports for each loan.

The first step, below, assumes that you are in the Quick 1003 of the loan for which you want to request credit and you clicked Submit at the bottom of any screen in the 1003.

1. The Select a Submission Type screen appears. In the list box, click Credit Only.

Note: If you want to submit the loan to credit and underwriting at the same time, click Credit and Underwriting. The system will present you with all of the information you need to perform both tasks.

2. The Select Reissued or New Credit screen appears. Click Request a new credit report, then click Next.

3. The Order a New Credit Report screen appears. Take the following steps:

- a. Select a credit information provider from the Credit Agency list and enter your account number and password for the provider you selected.

Tip: Your entries in the Credit Agency, Account Number, and Password fields will remain the same until you change them.

- b. To copy liabilities from the credit report to the 1003, click Yes to auto-populate liabilities. If you do not want to automatically copy the liabilities, click No.

- c. Verify that you are requesting the correct report type (Joint or Individual). To order joint credit, click Yes and verify that a check appears in the check box for the borrower and co-borrower. To order individual credit reports, click No and verify that a check appears in the check box for the appropriate borrower.

Note: You can skip this step if there is only one borrower on the loan.

- d. When you have finished setting up your credit request, click Submit.

4. You return to the Loan Information screen so that you can check on the status of your credit request. To update the information on this screen, click Refresh Data. When the credit report has been retrieved, the Credit Status for the loan changes to Complete. Once a credit report is retrieved within DU, it is always available, and there is no need to request another report for the loan (unless you later change critical borrower data, such as the borrower's name or Social Security number).

Tip: At this point, you might want to review and print the credit report. Click the Complete link under Credit Status.

FANNIE MAE – REISSUING A CREDIT REPORT

- A credit report must be available within Desktop Underwriter® (DU®) for every loan that is submitted for a Desktop Underwriter underwriting recommendation. If you previously requested a three-in-file merged credit report for a loan, you can reissue the credit report in DU. By reissuing an existing credit report, you can associate the loan with that credit report without incurring a charge from your credit agency for pulling new credit. (However, please note that the credit agency may charge a nominal fee for the reissuance.)

Note: If a valid credit report does not yet exist for a loan, you can order one directly through DU.

If you are entering a new loan in a Quick 1003, you must complete the Types, Terms and Property screen and the Borrower Information screen before you can reissue the credit report for the loan. The following steps assume that you are in the Quick 1003 of the loan for which you want to request credit.

1. In the existing credit report, find the reissue number, reference number, or order number. This number usually appears at the top of the first page of the credit report.

Important: If a reissue number on the credit report contains spaces, dashes, or other punctuation characters, please ask your credit information provider whether these characters should be included in the reissue number you enter in DU

2. Click Submit at the bottom of any screen in the 1003.
3. The Select a Submission Type screen appears. In the list box, click Credit Only.

Note: If you want to submit the loan to credit and underwriting at the same time, click Credit and Underwriting. The system will present you with all of the information you need to perform both tasks.

4. The Select Reissued or New Credit screen appears. Click Reissue an existing credit report and associate it with the casefile. Then, click Next.
5. The Reissue an Existing Credit Report screen appears. Take the following steps:

- a. In the Credit Agency list, select the credit agency from which you originally requested the credit report. Enter your account number and password for that credit agency.

Tip: Your entries in the Credit Agency, Account Number, and Password fields will remain the same until you change them.

- b. To copy liabilities from the credit report to the 1003, click Yes to auto-populate liabilities. If you do not want to automatically copy the liabilities, click No.
- c. Verify that you are requesting the correct report type (Joint or Individual). To order joint credit, click Yes and verify that a check appears in the check box for the borrower and co-borrower. To order individual credit reports, click No and verify that a check appears in the check box for the appropriate borrower.

Note: You can skip this step if there is only one borrower on the loan.

- d. In the borrower's Reference Number field, enter the reference number that appears on the existing credit report. (See Step 1, above.) If you are reissuing

separate credit reports for the borrower and co-borrower, you will need to enter both reference numbers.

- e. When you have finished setting up your reissuance request, click Submit.
6. You return to the Loan Information screen so that you can check on the status of your credit request. To update the information on the Loan Information screen, click Refresh Data. Once a credit report is retrieved within DU, it is always available, and there is no need to request another report (unless you later change critical borrower data, such as the borrower's name or Social Security number).

Tip: At this point, you might want to review and print the credit report. Click the Complete link under Credit Status.

FANNIE MAE – VIEWING AND PRINTING A CREDIT REPORT

- You can view and print a credit report that you have already requested or reissued within Desktop Underwriter® (DU®).

The first step below assumes that you have already logged in with your password and that you are in the Loan List.

1. Click the Complete link in the Credit Status column for the loan.

Note: You can also click the Complete link under Credit Status in the Loan Information screen.

2. A new screen opens with the credit report. You can scroll down to see all of the information.

Note: If you have already submitted to underwriting, there may be two tabs, Findings and Credit. The darker color tab is the one that is currently active. You can move back and forth between the Underwriting Findings report and the credit report by clicking the tabs.

Important: Once a credit report is retrieved within DU, it is always available, and there is no need to request another report (unless you later change critical borrower data, such as the borrower's name or Social Security number).

3. To print the report you are currently viewing, click the Print Report button.

Note: You can print the credit report as many times as needed.

4. To close the report window, click the close icon (x) in the top right corner of the screen.