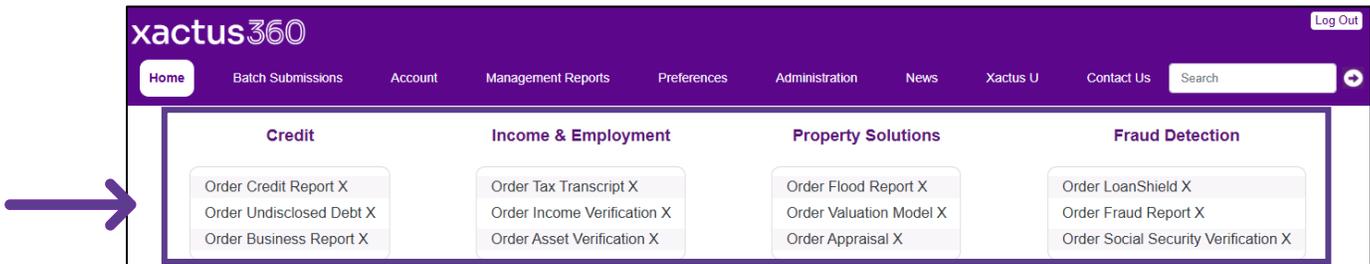


1. Surrogate ordering is used when you would like a user to be able to place orders on behalf of another user. First log into the website. From the Home page click on the product you would like to order.



2. Once the ordering screen populates, go to the Operator Field and click on the down arrow and select the person you are ordering on behalf of. Then proceed with your order.



3. This feature is available with requesting Credit X, PreQual X, Tax Transcript X, Employment & Income Verification X, , Flood X, Fraud X and Social Security Verification X.
4. This can also be requested on the left-hand side of the applicant screen.

Credit Report X Add		
Orders:		
74958574	Credit Report X (I-TUC/EXP/EOX)	05-06
	Pre-Qualification X	Order
	Undisclosed Debt VerificationX	Order
	Tax TranscriptX	Order
	Social Security VerificationX	Order
	Income VerificationX	Order
	Asset VerificationX	Order
	Flood ReportX	Order
	Fraud ReportX	Order

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP