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Ordering Credit

Order Credit

1. Click [Order/Re-Issue Credit] under the Loan Actions menu
2. Choose credit providers and choose the provider via the dropdown menu
3. Click [New Credit Order], input User Name & Password for credit provider then click [Order Credit] on the bottom right or
4. Click [Reissue Credit], input User Name & Password for credit provider, next enter the Reference Number, and click [Reissue Credit] on the bottom right

Order Credit

Once you have ordered credit, you will see the request is processing at the top of the screen



Processing your credit order for Andy brwMiddlename America, Amy comiddlename America.

Once the credit report is available, you will see a green bar at the top of the screen.



The credit report for Andy brwMiddlename America, Amy comiddlename America is now available.

View the Credit Report and Liabilities

1. Click [View Credit Report]
2. Click [Import Liabilities]
3. To access a copy of the Credit Report, go to the Documents tab and locate the credit report

The screenshot displays the TPO Portal interface. At the top, a grey header contains the text "Last Order". Below this, there are two columns of information:

- Borrower:** Andy brwMiddlename America
- Order Details:** Credit Plus
- Order Date:** 04-25-2019 04:27:13 PM
- Requested By:** Barbara Middleton

On the right side of the "Last Order" section, there are two blue buttons: "View Credit Report" (marked with a yellow circle containing the number 1) and "Import Liabilities" (marked with a yellow circle containing the number 2).

At the bottom of the screen, there is a navigation menu with four items: "PRODUCT PRICING & LOCK", "LOAN ESTIMATE FEE MANAGEMENT", "DOCUMENTS" (highlighted in blue), and "CONDITIONS". To the right of the "DOCUMENTS" tab, there is a grey header for "CREDIT REPORT" with a dropdown arrow. Below this header, there is a red document icon followed by the text "Credit Report" and a yellow circle containing the number 3.

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Questions?

clients@westgenloans.com