

Credit Bureau Setup

The Credit Bureau Setup selection is used to enter credit bureau setup information on the system applicable to the credit union. This window is also used to make changes to existing credit bureau setup information. Ordering credit reports is available as part of the Loan Application optional software package for credit unions using the Credit Bureau Interface.

The following credit bureau report options require additional setups at the credit bureau, if they will be used by the credit union. [This may involve being assigned another subscriber number, as well as, another user name and password by the credit bureau, CBC or Hart for each different report option being used.](#) This information must be received from the credit bureau then added to the Credit Bureau Setup window before a report can be ordered.

- Multiple setups per bureau.
- Soft pulls.
- CBC - Cross Checks - used for verifying a member's identity information at new account time or possibly before a loan application.

Datamatic VIEW

Credit Bureau Setup

Description	Equifax	Experian	TransUnion	ID	Format

Scoring Models:

Equifax:

Experian:

Trans Union:

Bankruptcy:

Multi Bureau:

Save

****Note:** The default credit bureau report is the "first" report format listed.

Figure 1

The Scoring Models shown above are for example purposes only.

Scoring Models:

Enter the Scoring Model name next to the appropriate credit bureau option. The scoring models apply to mismo only. This allows the credit union to choose a specialty option for a specific credit bureau. The scoring model name to enter is obtained from the credit bureau and the name is “**case sensitive**”. If the name does not match the scoring model used by the credit bureau, either no credit score or the wrong credit score will be displayed on the Decision window in Loan Application.

- Equifax:
- Experian:
- Trans Union:
- Bankruptcy:
- Multi Bureau: There needs to be at least one bureau name so that way, if someone gets a multi bureau report, valid values will be returned. This is required in case someone gets a multi bureau report to avoid a return of invalid values for scores (credit & bankruptcy).

Credit Bureau Report window

A maximum of 10 different credit report options can be setup to be selected when a credit report is ordered. As long as the products can be setup to require only a new username and password, they can be setup.

Click on the **green plus sign** on the right side of the window (on previous page) to add a new credit bureau report ordering option.

Figure 2

Description: Enter a description for the credit bureau report. This could be the credit bureau name or something more detailed. The description entered here will display as a selection when ordering a credit report. The maximum is 20 positions.

User ID: Enter the User Name assigned by the credit bureau.

Password: Enter the Password assigned by the credit bureau.

The “**User ID**” and “**Password**” fields are assigned by the credit bureau. To change the CBC or Hart password, enter the new password in the “Password” field and change on the appropriate Credit Bureau website.

Format: Select the format from the drop down box for the report being added. The options are:

- ⇒ CBC - Credit Report **
- ⇒ CBC - Credit Report (plain text)
- ⇒ CBC - Cross Check
- ⇒ Hart - Credit Report **
- ⇒ Hart - Credit Report (plain text)
- ⇒ Hart - Credit Report + letter

****These are HTML formats and require Internet Explorer.**

Mismo Options: This may be applicable, only if using the “Hart” Credit Bureau interface. This might be used for special instruction purposes from the credit bureau. This option will be “disabled” unless one of the “Hart” formats is used by the credit union. **This field should be left blank, unless otherwise instructed by the bureau.**

Credit Bureau check boxes: Click on the appropriate selection(s) to place a checkmark in the box(es). More than one bureau can be selected, if more than one credit bureau is used for a combined report. Only the scores for the checked bureau(s) will be received.

****Note:** When adding a format of “**CBC - Cross Check**”, a credit bureau selection is not required. The credit bureau options at the bottom of the window are grayed out in this instance.

Select Save, when finished, to save the changes.