



Credit Bureau

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Online Order Instructions

1. Go to www.accuratecredit.com
2. Click on *Members Click Here* (under the telephone and fax numbers).
3. Enter your ID and password.
4. Click on the *Submit* button.
5. Click on the *Check Credit* tab.
6. Check each report you wish to run (*Experian, Equifax, Criminal Check, or Experian Social* if applicable).
7. Check the type of screening (*Tenant or Employment*).
8. Select the property for which you are running the report.
9. Enter the first name, middle initial, last name, social security number and date of birth of the person whose report you are running.
10. Enter the person's current residence; street address, city, state and zip code.
11. Click on the *Submit and View* button.

How to Add Properties:

1. After entering the members page, click on the *properties* tab.
2. Click on *add new property* to add a new property.
3. Enter in the property name, street address, city, state, zip code, and select credit card to bill and EST # of units.
4. When you're finished, click on *add property*.

How to adjust or add a Credit Card:

1. After entering the members page, click on the *credit card* tab.
2. To add another credit card click on *add new credit card* or to adjust your current credit Card click under the reference name.
3. Put your member number id under the reference name.
4. Enter in your credit card number, expiration, credit card type, first name, last name, billing address, billing city, billing state, and billing zip.
5. When you're finished click on *add credit card or save changes to credit card*.

How to Add More Users:

1. If you are a company administrator and wish to add more users, click on the *users* tab in the members page.
2. Click on *Add New User*.
3. Fill in user ID, last name, first name, new user type-normal user, password, and all properties?-*yes or no*.
4. When you are finished, click on *add user*.

Other Notes:

- On-line criminal checks are State wide.
- E-mail criminal checks are County wide and will take 72 hours for the results to be e-mailed to you.
- all reports completed by you can be found by clicking on the *review* tab in the members page.

**For customer support please contact us at (626) 798-6670,
Monday through Friday 5am-8pm PST.**

******WARNING/CONFIDENTIAL******

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IMPORTANT DECISIONS DEMAND ACCURATE INFORMATION
www.accuratecredit.com