

How to Order a Canadian Credit Report from CIS

Canadian credit reports are provided through Equifax. Tri-bureau is not an option for Canadian credit. Canadian credit must be requested through the CIS platform.

NOTE: If you are placing your first request for Canadian credit, you must notify CIS to enable your account profile for the features below. Please contact tech@ciscredit.com and request the Canadian credit option be activated in your account.

On the applicant entry screen, select the drop-down for Loan Type and choose Canadian:

The screenshot shows the 'CIS INFORMATION SERVICES' interface. At the top, there are tabs for 'Single Order' and 'Batch Order'. Below this, there are fields for 'Branch' (SANDYS MORTGAGE COMPANY-CIS-8888) and 'User' (SHARIN PEET). A 'Loan Type' dropdown menu is open, showing options like 'CONV', 'FHA', and 'FMHA', with 'CANADIAN' highlighted. To the right, there is a 'Credit Order' section with checkboxes for 'REPORT', 'SCORE', and 'FRAUD', and sub-sections for 'XP TU EF' and 'TU EF'. An 'Order' button is visible below these options. Red arrows indicate the 'Loan Type' dropdown, the 'CANADIAN' option, and the 'Order' button.

Select the Canadian address box to expand the address entry fields. Required fields are marked with the letter R in a green circle. After populating required fields, choose Equifax under Credit Order in the top right, then click **Order**:

The screenshot shows the applicant entry form. At the top, there are fields for 'Reference Number', 'Loan Type' (CANADIAN), 'Marital Status', and 'Dependents'. Below this is the 'Consumer Information (Applicant and/or Spouse)' section with fields for 'First Name', 'M. Name', 'Last Name', 'Suffix', 'SSN', and 'DOB'. The 'Residential Address' section is expanded, showing a 'Canadian Address' checkbox which is checked. Below this are fields for 'Num', 'Street Name', 'Type', 'Dir', 'Apt Ind', 'Apt #', 'Postal Code', 'City', 'Province', and 'Length'. Red arrows point to the 'Canadian Address' checkbox and the 'Residential Address' section.