

Searching for a Report

- From the **Report Status** screen, users can find existing credit reports in the Factual Data system
- Users can search by **various criteria**:
 - Name
 - Status
 - Loan/Reference Number
 - SSN
 - Date
- Clicking **Retrieve All/Selected** will download reports from Factual Data – This option does incur a charge and should only be used to initially retrieve a report
- Clicking **Search** will return all **previously pulled reports**

Report Status

Retrieve All/Selected

Search

Days

All Dates

Date Range

Start

End

Products

Credit

Select All

Credit Report

Credit Report with Workflow Solutions

Mortgage Only

Consumer Copy

ID Cross Check

Supplements

Loan Quality Cross Check

CreditXpert™

Select All

Wayfinder™

What-If Simulator™

Status

Select All

Complete

Pending

Requires Action

In Process

Error

Message

First Name

Last Name

Search By

Loan Number

Enter a Loan number

Sort By

Date

Applicant	Loan #	Reference #	Requested By	Date	Status	Type	Services
SAMPLE, SAM	XXXX1216	722192115489971	Test User 602001-99991	2022-07-11 12:44:34	Complete / View Report	Credit Report XPN,EFX,TRU	Select a service

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For more information, please contact us at **800.216.3463** or email **TrainingRequests@factualdata.com**.
For customer support, please email **ClientSuccess@factualdata.com**

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Version_11_01_22

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