

## First Time Online Portal Login

1. Click on the portal URL sent in your Welcome email, in the login box type in either your hard pull or soft pull username and the temporary password that was sent in your Welcome email and then click on the Login button. \*\*\*You must use Google Chrome or Microsoft Edge as your browser.\*\*\*

2. The next window will show a pin pad, you will need to click on Text Me Authentication Code for a code to be sent to your cellphone number, once you've entered in the code be sure to check off the Register computer/network box before clicking on the Continue button.

3. If your company does not cover your credit report and add-on product costs a billing agreement form will pop up in the next window. Once you've entered in your payment and billing information, checked off both acknowledgement boxes and entered your name and social you will be able to click on Accept Agreement.

4. You will now be taken to a new window where you can enter your own password, once you've entered your password and re-typed your password again click on the Save button.

5. Once you've updated the password you will be taken to the Main page of our portal where you will have access to order credit reports as well as other products. You will need to complete the above steps twice, once using your hard pull credentials and once using your soft pull credentials. If you have any question or run into any issues, please reach out to our support team via phone or email.