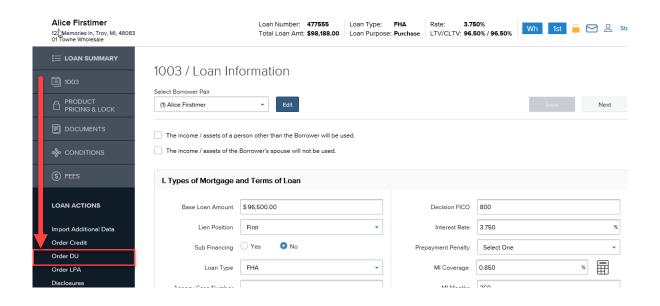


### **HOW TO: Re-Issue Credit in TPO Connect**

There are two ways to re-issue your credit in TPO Connect. One is with the DU findings, and the other is from the Order Credit function, only if your loan uses LPA findings, or manually underwritten. Please see the instructions below for each option.

### **Option 1: Re-issuing Credit with Fannie DU Findings**

Step 1: After importing the Fannie 3.2 file, review the 1003 data for accuracy.



Step 2: Access the "Order DU" function under Loan Actions.

## **TPO Connect – Re-Issuing Credit**

Step 3: Select your credit provider from the dropdown and input your credit credentials.

NOTE: After you run/re-issue credit in this order form, the credentials will save for future orders.

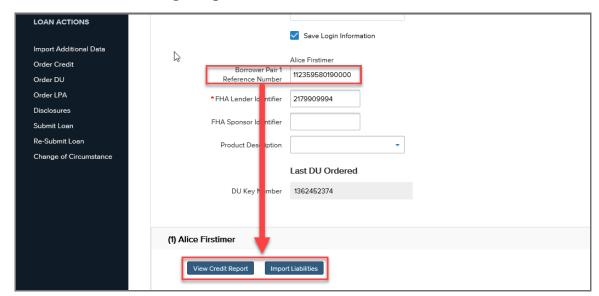


Step 4: Input the Credit Reference Number; and click "Order DU"

NOTE: If you do NOT input the reference number, a NEW Credit Report will be

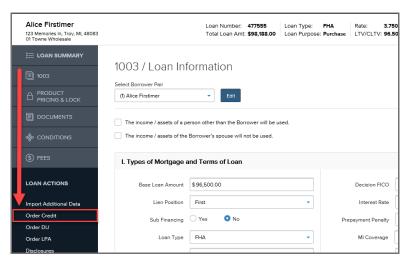
ordered.

NOTE: Your Credit Report can be viewed in the TPO Connect website after DU findings are processed.

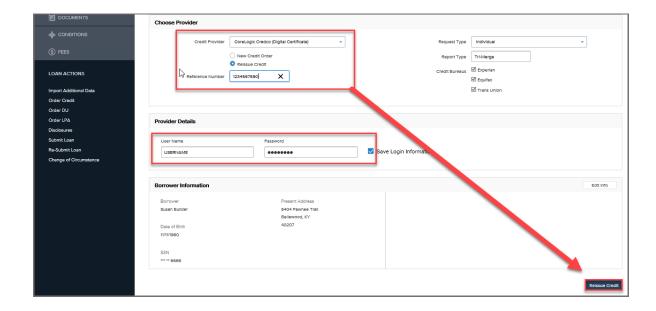


### Option 2: Re-issuing Credit with Freddie LPA findings or Manual Underwrite.

Step 1: After importing the Fannie 3.2 file, review the 1003 data for accuracy.



- Step 2: Access the "Order Credit" function under Loan Actions.
- Step 3: Select the credit provider from the dropdown and input your credit reference number.
- Step 4: Input your credit credentials and click "Reissue Credit."



# **TPO Connect – Re-Issuing Credit**

Step 5: If you are submitting to LPA, you can access the "Order LPA" function under

Loan Actions.

NOTE: In order to order LPA findings, you will need to update your credit vendor

account with the Freddie Seller Servicer ID: 708900.

