How to Reissue Credit

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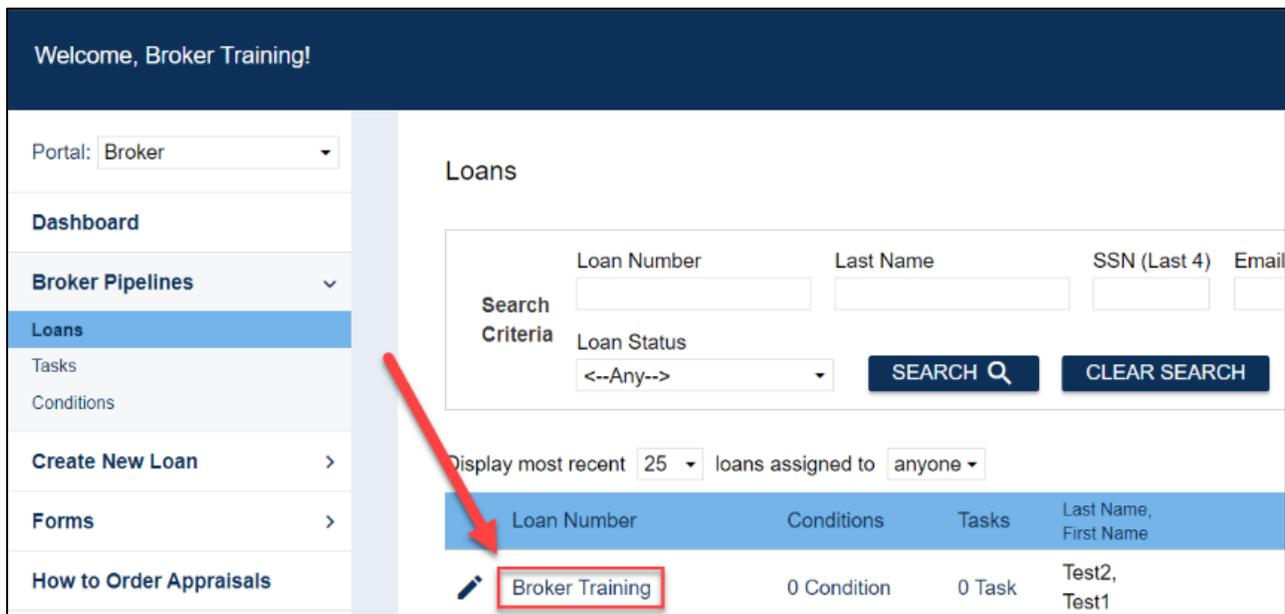
Introduction

This guide provides step-by-step instructions on how to reissue credit reports in BluePoint Mortgage's portal.

Step-By-Step

1. Log into our broker portal: https://secure.pricemyloan.com/custom/Bluepoint/
2. Go to **Broker Pipelines > Loans** and click on your Loan #:

3. Go to the **Pricing** tab on the left:

4. Go to the **Applications** tab at the top left:

5. Scroll down, ensure "Re-Issue Credit Report" is selected.

6. Select the Credit Provider. Some tips:
    a. Many credit providers have multiple options. For example, Advantage Credit Inc has two:

    b. <u>Always select the option without numbers</u>, unless the report was issued through an AUS.
    c. Some providers go by different names (Xactus vs. Avantus, etc.).

7. Select "Re-Issue Credit".

8. Enter your credit credentials ("Instant View Password" is not required) and click "Re-Issue Credit" to complete the credit upload:

9. If your loan has multiple applications: Select a different application, then repeat Steps 5-8 for each additional application:

Questions?

Please contact your AE or email our Broker Desk at brokerdesk@bluepointmtg.com if you have questions about the submission process.

Thank you for choosing BluePoint Mortgage!