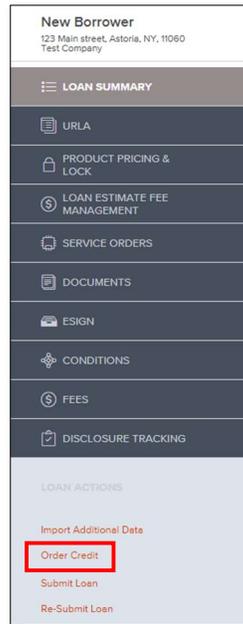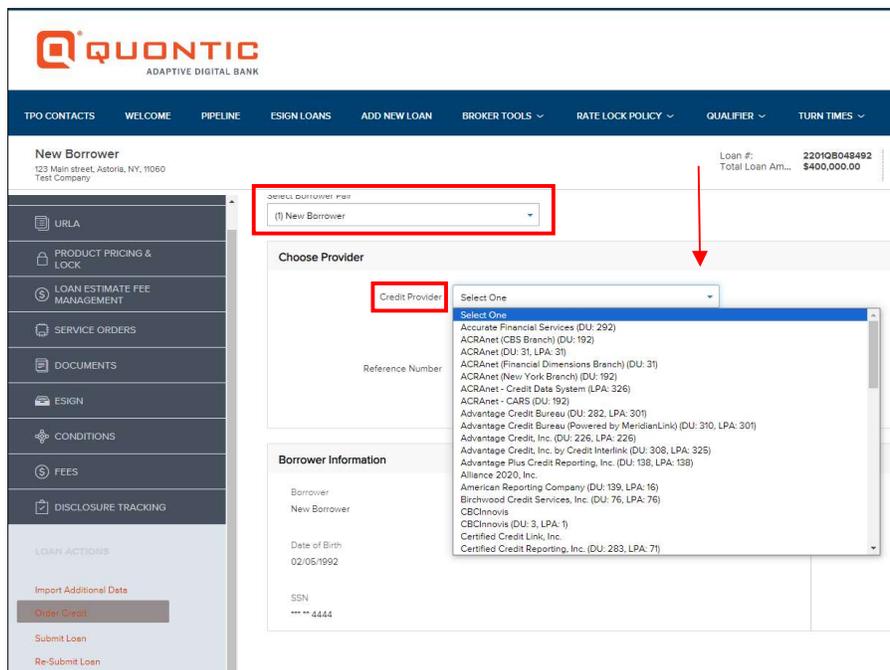# Reissuing Credit - TPO

1. Inside of the desired loan in Quontic's TPO Portal, in the column on the left, navigate to and select 'Order Credit'.

2. Ensure the desired borrower is indicated. Under 'Choose Provider', utilize the drop-down menu and select the credit vendor from the original credit report.

Reissuing Credit - TPO

3. Continuing under 'Choose Provider', ensure:
    a. 'Reissue Credit' is indicated.
    b. Enter the 'Reference Number'.
    c. Utilize the drop-down menu and select the 'Request Type'.
    d. Ensure the 'Report Type' reflects "Tri-Merge" and all three Credit Bureaus are selected.

4. Under 'Provider Details', enter your Credit Credentials and select 'Save Login Information'.

** **NOTE:** If prompted for 'Branch ID', this field can be left blank. **

5. Once complete, review all details for accuracy as well as liabilities and then select 'Reissue Credit' in the lower right corner.