



Ordering Credit with Birchwood through a LOS

Encompass:

Select Order Credit > Select Birchwood Credit Services > Submit > Enter your Username and password > Finish

Import a credit report from our website:

Select Import from website > Enter File Number > Finish

Calyx Point:

Services > Credit Reports > Request Credit > Select Birchwood Credit Services > > Submit > Enter your User ID (login) and password (after the first time, it will default your settings)

Import a credit report from our website:

Services > Credit Reports > Request Credit > Select Birchwood Credit Services > Select Re-issue Existing Report > Enter Credit Reference Number > Submit > Enter your User ID (login) and password

Byte:

Select Order Credit > Select Birchwood Credit Services > Enter your Username and password (under Credit Provider Defaults) > Ok > Finish

Import a credit report from our website:

Select Import from website > Enter File Number > Finish

