

USER TIP

How and When to Reference Credit in IVAN

Scenario #1 – You pulled credit in your LOS and you want to reference it in IVAN to run DU.

1. Select Submit to AU from the Loan Actions Menu.
2. Select DU.
3. Click on Select a Credit Report Option.
4. Select Credit Agency from drop down menu.
5. Input Credit Reference # where indicated.
6. Click on Check Yes! for authorization to order credit.
7. Click on “Submit Loan to DU”.

Scenario #2 – You pulled credit while submitting to DU in IVAN and now want to rerun DU.

1. Select Submit to AU from the Loan Actions Menu.
2. Select DU.
3. Click on Select a Credit Report Option.
4. Select Credit Agency from drop down menu.
5. A Mornet Case File I.D. will default in next to your DU username and password fields. With a Mornet Case File I.D. you should not enter a credit reference # as doing so will result in an error from DU.
6. Click on **Check Yes!** for authorization to order credit.
7. Click on “**Submit Loan to DU**”.