## Quick Start Guide

## Import credit reports into EZ-Filing<sup>®</sup> Version 20

### Learn how to:

- Set preferences to order due diligence products
- Order credit reports
- Order due diligence packages
- Import claims into EZ-Filing
- View credits reports that you ordered





## Set preferences to order due diligence products

1. From the toolbar, select System > Preferences



 Preferences: In the Options field, locate the Due Diligence section and select CIN Legal Data Services. On the Sign Up / Login tab, enter the account information you received from CIN Legal, including the client code, user name and password. Then click OK.

ptions:	Sign Up / Login	Bankruptcy Addresses	Technical	
Case Management	CIN Legal Da	a Services Login Inform	ation	
<ul> <li>Due Diligence</li> <li>CIN Legal Data Servi</li> </ul>	Client Code:	Αχορορχ	a de la companya de la	
- Quadrant Legal Solut	User Name:	x00000X	Sign Up	
- Entry Defaults	Password:			
- Exemption Entry				
- Names/Addresses				
- Notice-Me				
<ul> <li>Other Names</li> </ul>				

### Order credit reports

Once you have set your preferences, you are ready to start ordering and downloading credit reports.

1. Open a client file and select from the toolbar:

Client > Due Diligence > CIN Legal Data Services > Obtain Credit Report

Edit Client System Window Help		
💑 🔲 Case Info	14	
Due Diligence	CIN Legal Data Services	Create Due Diligence Order
🛣 Form B22A	Quadrant Legal Solutions	Obtain Credit Report
\$ Fee Disclosure	Suite Solutions	View Order Status
Voluntary Petition	Send Invitation for B23 Education Course	Day Your Chill and Data Services Rill
CD Exhibit D		Pay four cirv cegar bata services bill
Assets Schedules		Print Consumer Authorization
Liabilities Schedules		Authenticate for CLR
Executory Contracts		
💷 Income & Expenditures		
E Statement of Affairs		
S Payment Advices		
Form Attachments/Replacements		
13 Chapter 13 Plan		

2. **Select Report Type:** Choose a 2-source or 3-source Consumer Liability Report and then click **Next**.

NOTE: For a joint filing, click the drop-down arrow next to the Join Debtor Is field to select whether the joint debtor is the wife or husband.

Individual  2-Source Consumer Liability Report  3-Source Consumer Liability Report Selected Party: Debtor	
Joint  © 2-Source Consumer Liability Report  © 3-Source Consumer Liability Report Joint Debtor is:  Wife Wife Husband	

3. Additional Information Required: Complete the debtor-information form fields that have not been pre-populated. Then click Next.

	Additional	Information Requi	red
Debtor Infor	mation	h	
First Name:	Jace		
Last Name:	Crestwell		
Address:	210 Church Avenue SW		
City:	Roanoke		
State:	VA Virginio		
Zip:	24011		
Social Secur	ity: 111-00-4343		
E-Mail:			

 Authentication: If you have not yet authenticated the debtor's identity with CIN Legal, click the Obtain Credit Report button to start the process. Then click Next.

 After you agree to allow CIN Legal to obtain the data you requested, the credit report will download. If you have not yet chosen a treatment for original debts in the EZ-Filing preferences, you will see a pop-up window to select a treatment.



lect existing C	LR to import from :	CLR 2 Source		-		四.	view Credit Report
abilities Publi	c Records Prior Bo	ankruptcies Aliases					
nport Liabilitie	s from Consumer Lic	ability Report (CLR)					
Unsecured (	F) Secured (	D) Priority	E) Exec.	Contract (G)	Notice Only	822 Only	Do Not Import
chedule Rep	orted Contact	Corporate Bankrup	tcy Department	Account Num	ber Amo	unt Type of Accour	t Owner
		_					
		Buil	ling Credit Repo	rt Debts			
		-					
Original C	reditor Treatment			-			
Original C Reporte	reditor Treatment d Debt:		Original Deb	• •			
Original C Reporte Boa Fine	reditor Treatment d Debt: ancial Services		Original Deb Halifax Heal	t h Medical Cer	ster		
Original C Reporte Boa Fina 18001 C	reditor Treatment d Debt: ancial Services kd Cutter Rd Ste		Original Deb Halifax Heat	t: h Medical Cer	ster		
Original C Reporte Boa Fina 18001 C Palmett	reditor Treatment . d Debt: ancial Services kd Cutter Rd Ste io Bay, FL 33157		Original Deb Halifax Heat	t h Medical Cer	nter		
Original C Reporte Boa Fine 18001 C Palmett	reditor Treatment d Debt: ancial Services kd Culler Rd Ste ko Bay, FL 331 <i>5</i> 7 kd Treatment:		Original Deb Halifax Heal	t h Medical Cer	nter		
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Driginal C Reporte Boo Rind 18001 C Polmett Standar	reditor Treatment d Debt: ancial Services kd Culler Rd Ste to Bay, FL 33157 cd Treatment: Disregard a Direct origin Treat origin		Original Deb Halifax Healt Halifax Healt	t h Medical Cer of address info	iter		, oort Qose
Original C Reporte Boo Fina 18001 C Polmett Standar	d Debt: ancial Services kid Cutter Rd Ste to bay, FL 33157 d Treatment: Treat origin (Treat origin) (Treat origin) (Treat origin) (Treat origin)		Original Deb Halifax Heal blice, regardless blice, but only if reported debt	t h Medical Cer of address info it has a comple as an assignce	iter ste address	Internet	, poot

## Order due diligence packages

Packages provide an easy way to purchase credit reports, credit counseling, debtor education courses, and other due diligence products at a discount. Once you have entered all the necessary configuration information, you are ready to start ordering packages.

Note: Due diligence packages are not available in Alabama or North Carolina due to local restrictions.

1. Open a client and select from the toolbar:

Client > Due Diligence > CIN Legal Data Services > Order Due Diligence Packages



2. Order a Package from CIN Legal: Select the best package that fits your needs and click Next.

Order a Package from CIN Legal	
Select a Package	
Packages provide an easy way to order credit reports, credit counseling, debtor educe dilligence products at a discount.	ation courses and due
Filing Essentials	Price: \$50.00
Obtain a 3-Source Credit Report (CLR), a credit counseling course and a debtor education course to save 30%!	Joint: \$70.00
Credit Assurance	Price: \$50.00
Includes a 3-bureau credit report delivered to your client 45 days after a Chapter 7 discharge or Chapter 13 confirmation, dedicated credit advocates to handle any disputes and 12 months of credit monitoring protection.	Both: \$100.00
Bankruptcy Essentials	Price: \$100.00
Get a 3-Source Credit Report (CLR), a credit counseling course, a debtor education course, 4 years of tax transcripts, a post-bankruptcy Credit Assurance Report, and 12 months of credit monitoring. Bundle to save 25%!	Joint: \$125.00
Cancel	Next

3. **Confirm Client Information:** Complete the debtor information form fields that have not been pre-populated. Then click **Next**.

4.	Confirm and Place Order: To finish the order
	click the Order Product(s) For \$70.00 button to
	complete your order.

🔅 Order a Packa	ge from CIN Legal		
Confirm C	lient Information		
Selected Packa	ge: Filing Essentials		
Confirm your cl	ient information below and fill ou	ut highlighted red f	ields before proceeding.
Debtor 1 Inform	nation	Debtor 2 Inform	mation
First Name	John	First Name	Jane
Middle Name	Α	Middle Name	В
Last Name	Doe	Last Name	Doe
Address 1	123 Main Street	Address 1	123 Main Street
Address 2		Address 2	
City	Chicago	City	Chicago
State	IL •	State	IL •
ZIP	60613-0000	ZIP	60613-0000
Email*		Email*	
Phone*		Phone*	
	Home		Home
SSN	763005678	SSN	546002345
* Debtor(s) email	and phone are required to invite	the debtor(s) to th	e courses.
Or	rder Package For: 🔘 Joint	Debtor 1 Only	Debtor 2 Only
Cancel		Back	Next

😯 Order a Package	from CIN Legal						
Confirm and	Confirm and Place Order						
Selected Package:	Filing Essentials	- 11					
	Obtain a 3-Source Credit Report (CLR), a credit counseling course and a debtor education course to save 30%!						
Request Type:	Joint	- 1					
On Behalf Of:	John Doe						
	Jane Doe						
Price:	\$70.00						
CLR 3 Source	\$53.00						
National Financial	l Literacy Foundation \$15.00						
Second Bankrupto	cy Course \$15.00						
CLR Discount	(\$13.00)						
By clicking Order below, you are agreeing to purchase the package from CIN Legal. The payment information on file will be charged. If you have any questions about your order, please call CIN Legal at 866 218 1003.							
	Order Product(s) For \$70.00						
Cancel	Back						

5. Order Confirmation: Authentication: If you have not yet authenticated the debtor's identity with CIN Legal, click the Begin Authentication button to start the process. If you have already completed this step click Close. To obtain a receipt, click Open a Printable Receipt.

Alternatively, you can instantly access course instructions after placing package orders by clicking on D**ownload**.

Order a Package from CIN Legal	
Order Information	
Your order details are below.	
Order Number: 3853788	
Your Order Includes:	
Credit Report	Pending Authorization
Debtor Education for Bankruptcy Completion	Pending (Course Not Started)
Credit Counseling for Bankruptcy Filing	Pending (Course Not Started)
CLR Discount - Joint	Pending
<u>Open a Pri</u>	ntable Receipt
Next Steps:	
Authorization/Authentication:	Documents:
Authentication is required for your product. If	Click Download All to retrieve documents.
so below.	Course Instructions Download
	Download All
Begin Authentication	Save To: C:\Program Files (x86)\EZF Browse
Your product includes a CLR. Before it is downloaded, you must authenticate and authorize.	
You can check your order status in EZ-Filing in the 0 Data Services -> View Order Status.	Client menu by going to Due Diligence -> CIN Legal
Add Products To This Order	Refresh Order Status
	lose

## Import claims into EZ-Filing

The **Import Consumer Liability Report Data** window lists all the claims that appear on the credit report. For each claim, you will see the reported contact, corporate bankruptcy department, account number, amount due and type of account. You will also see the owner, indicating husband (H), wife (W) or joint (J).

To select a schedule for each debt, click on a specific creditor and then click one of these buttons: Unsecured (F), Secured (D), Priority (E), Notice Only, B22 Only or Do Not Import.

The checkboxes in the lower left corner allow you to exclude claims that have both a \$0 balance and a status of Paid.

In the upper right corner of the screen, click the **View Credit Report** button to see the report as a PDF that you can download, print and share with a client.

When you order a Consumer Liability Report from CIN Legal Data Services through EZ-Filing, you have access to public records provided by the bureaus and a thirdparty vendor, prior bankruptcies and any additional aliases. This information appears on the tabs located next to the **Liabilities** tab.

After all creditors are tagged with a specific schedule, click the **Import** button and the claims will automatically populate into your client's schedules.

Import Con	sumer Liability Repor	t Data							
Select existing	g CLR to import from :	CLR 2 Source	•			🖄 Vie	w Credit Report		
L'abilities Public Records Prior Bankruptcies Aliases									
Import Liabi	Import Liabilities from Consumer Liability Report (CLR)								
Unsecured (F) Secured (D) Priority (E) Exec. Contract (G) Notice Only 822 Only Do Not Import									
Schedule I	Reported Contact	Corporate Bankruptcy Dec	partment Account Nu	mber	Amount	Type of Account	Owner		
F	Berks Credit & Coll	20pen account opened	8/2011	7011	\$105.00	Open			
F	Berks Credit & Coll	20pen account opened	9/2011	1967	\$68.00	Open			
F	Diversified Consultan	20pen account opened	10/2013	2713	\$1,500.00	Open			
D	Santander Consume	2Installment account ope	ned 2/201	6727 \$	\$18,081.00	Installment			
F	Us Dept Of Ed/glels	2instailment account ope	nea 9/201	0001	\$4,076.00	Installment			
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Omit \$0.0	0 & Paid 🔽 O <u>p</u> en	Only Reported Since	ə:			<u>I</u> mpo	rt <u>C</u> lose		
/ Omit ALL	\$0.0 <u>0</u> 🔲 Omi <u>t</u> F	aid 5/01/2012				L	1		

## Check Status of Existing Order

 Due Diligence Order Status: After placing your package order and authenticating your client's identity, view your order status by clicking on Client
 Due Diligence > CIN Legal Data Services > View Order Status.



 Case Info: Course Instructions: You can download course instructions from CIN Legal through EZ-Filing, eliminating the need to log into your CIN Legal account.



3. **Case Info: Documents:** You can download due diligence documents such as the credit counseling certificate, debtor education certificate and tax transcripts. You can also access other documents you may have ordered, including a vehicle appraisal, property appraisal, and lien search and ownership report.

\*Additional documents ordered separately such as Vehicle Appraisal, Property Appraisal, Lien Search and Ownership Reports will be available as well.





The CINgroup Family



# Get critical due diligence services for your next case at a discounted price. *Save up to 30%*

### Filing Essentials includes:

### **Credit Report**

• 3-Source Consumer Liability Report

### Bankruptcy Courses: EOUST approved providers

- Credit counseling course
- Debtor education course

### That's an average of \$8.50 per course!

#### Order Filing Essentials for your clients and:

- **Streamline workflow:** Order directly from the leading bankruptcy software programs.
- Get an incredible value: For only \$50 get a credit report and both bankruptcy courses.
- Increase efficiency: Procure the critical services for your clients from one trusted source.
- Save time: Seamlessly transfer credit data into the appropriate schedules.
- Track more effectively: Get notified when certificates are posted to your account.

### Individual: \$50 Joint: \$70

"One source for all due diligence needs is great for tracking purposes." – Amelia Battista, Amourgis & Associates, Akron OH



www.CINlegal.com

NOTE: Percentage is based on available a la carte pricing. Stated savings is for illustration purposes only. Approved course providers will receive their full approved fees for courses rendered. Package course providers are not approved in Alabama and North Carolina.



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