

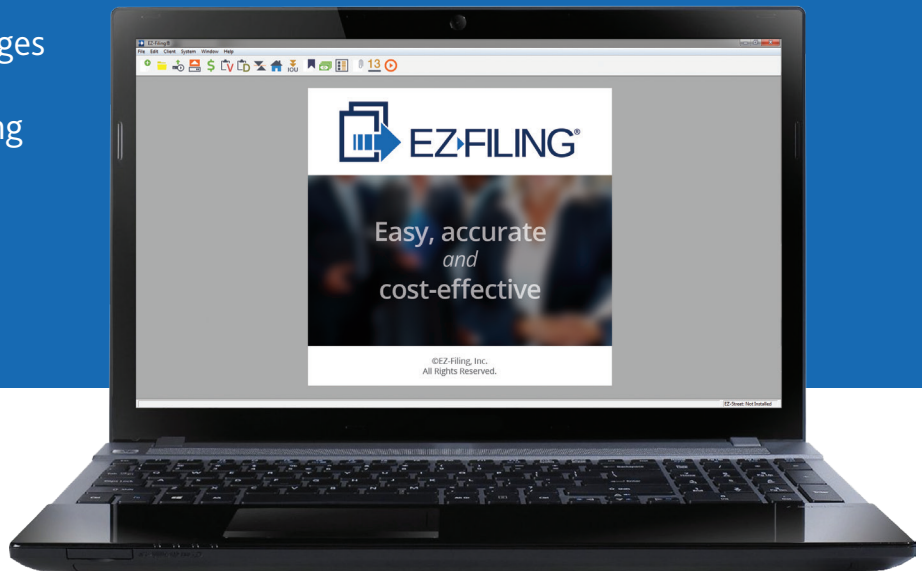
## Quick Start Guide

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

### Learn how to:

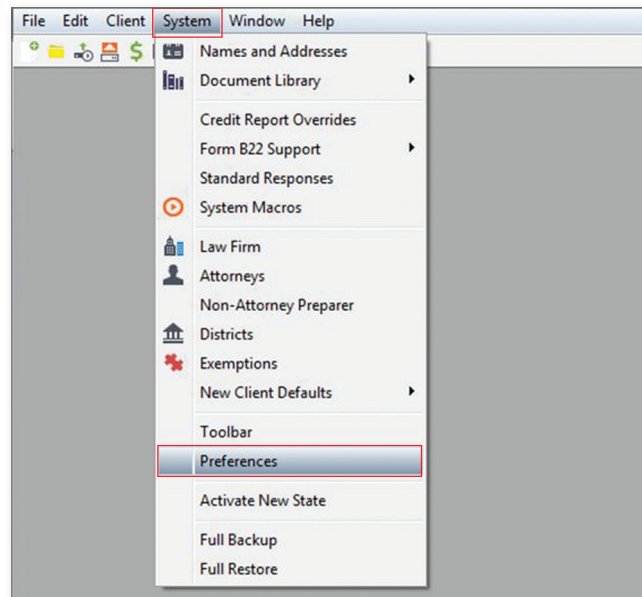
- Set preferences to order due diligence products
- Order credit reports
- Order due diligence packages
- Import claims into EZ-Filing
- View credits reports that you ordered



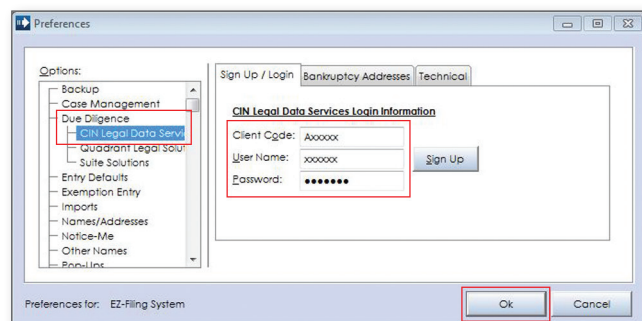
CIN Legal  
Data Services

# Set preferences to order due diligence products

1. From the toolbar, select **System > Preferences**



2. **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**.

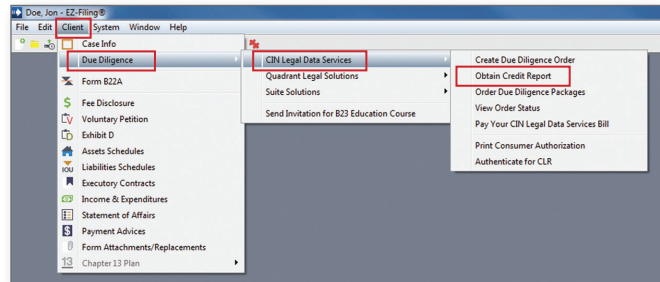


# Order credit reports

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**

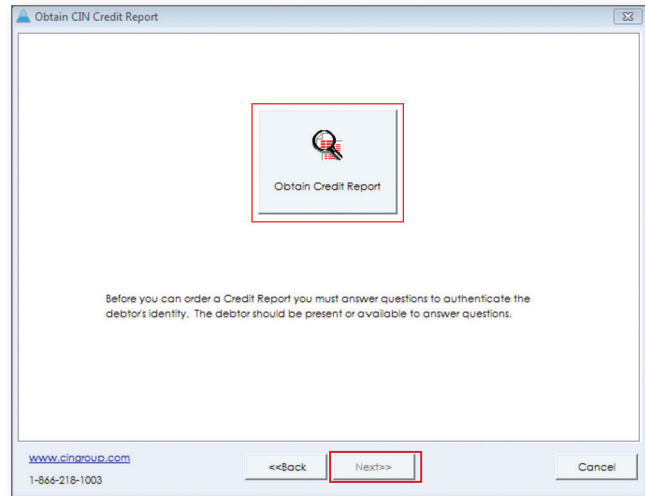


2. **Select Report Type:** Choose a 2-source or 3-source Consumer Liability Report and then click **Next**.

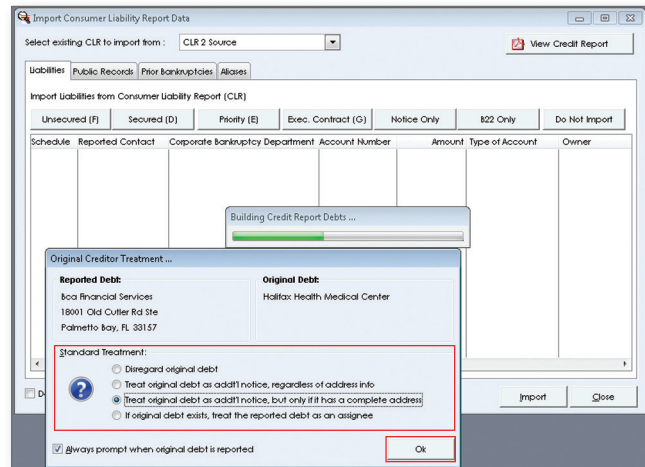
*NOTE: For a joint filing, click the drop-down arrow next to the Join Debtor Is field to select whether the joint debtor is the wife or husband.*

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

4. **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**.



5. 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.



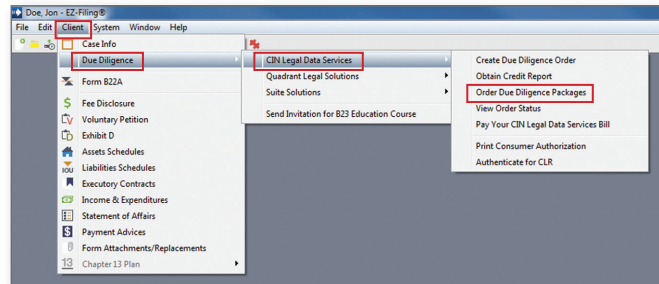
# Order due diligence packages

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.

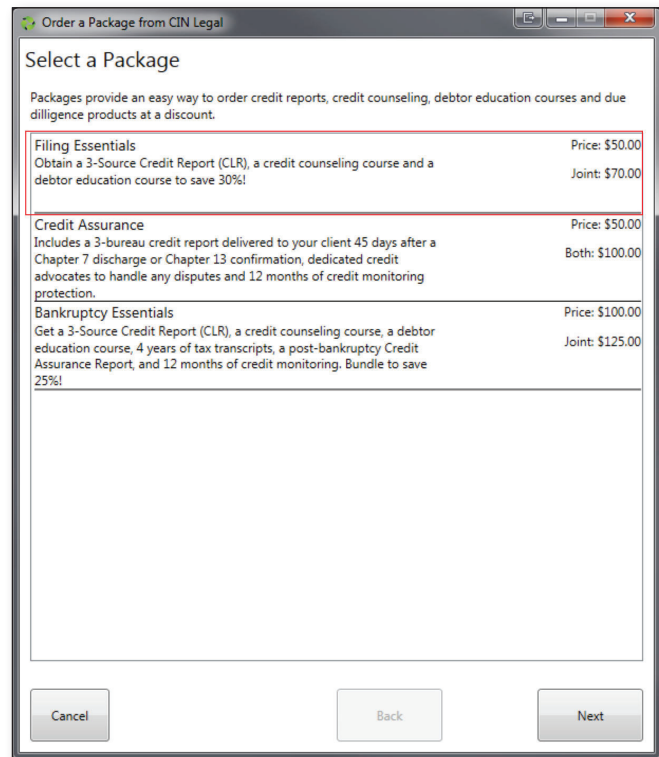
*Note: Due diligence packages are not available in Alabama or North Carolina due to local restrictions.*

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**.



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

Order a Package from CIN Legal

### Confirm Client Information

Selected Package: Filing Essentials

Confirm your client information below and fill out highlighted red fields before proceeding.

Debtor 1 Information		Debtor 2 Information	
First Name	John	First Name	Jane
Middle Name	A	Middle Name	B
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*	
<input checked="" type="radio"/> Home <input type="radio"/> Mobile		<input checked="" type="radio"/> Home <input type="radio"/> Mobile	
SSN	763005678	SSN	546002345

\* Debtor(s) email and phone are required to invite the debtor(s) to the courses.

Order Package For:  Joint    Debtor 1 Only    Debtor 2 Only

Buttons: Cancel, Back, 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 Package from CIN Legal

### Confirm and Place Order

Selected Package: Filing Essentials

Obtain a 3-Source Credit Report (CLR), a credit counseling course and a debtor education course to save 30%!

Request Type: Joint

On Behalf Of: John Doe  
Jane Doe

Price: \$70.00

CLR 3 Source	\$53.00
National Financial Literacy Foundation	\$15.00
Second Bankruptcy Course	\$15.00
CLR Discount	(\$13.00)

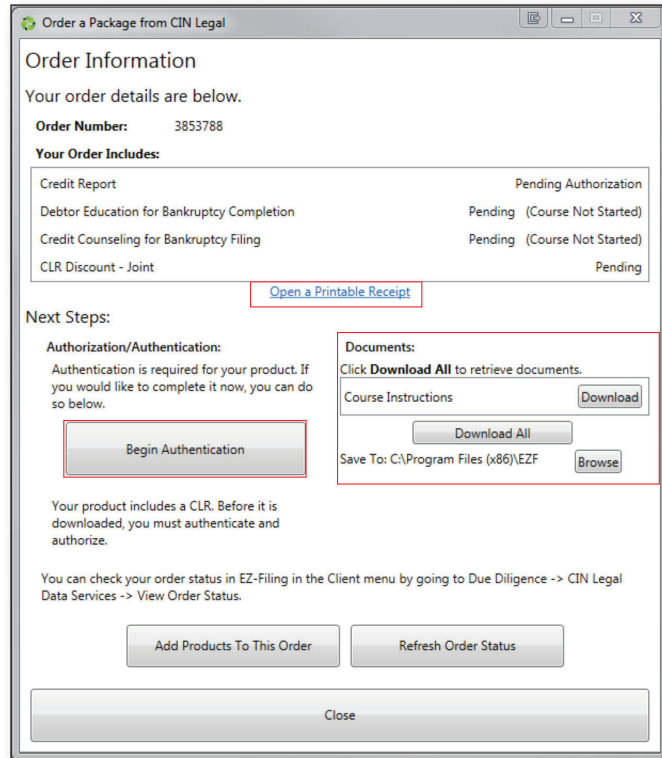
By clicking Order below, you are agreeing to purchase the package from CIN Legal. The payment information on file will be charged. If you have any questions about your order, please call CIN Legal at 866 218 1003.

Order Product(s) For \$70.00

Buttons: Cancel, Back, Next

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 **Download**.



## 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 third-party 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.

Select existing CLR to import from : CLR 2 Source View Credit Report

Liabilities Public Records Prior Bankruptcies Aliases

Import Liabilities from Consumer Liability Report (CLR)

Unsecured (F) Secured (D) Priority (E) Exec. Contract (G) Notice Only B22 Only Do Not Import

Schedule	Reported Contact	Corporate Bankruptcy Department	Account Number	Amount	Type of Account	Owner
F	Berks Credit & Col	2Open account opened 8/2011	7011	\$105.00	Open	
F	Berks Credit & Col	2Open account opened 9/2011	1967	\$68.00	Open	
F	Diversified Consultan	2Open account opened 10/2013	2713	\$1,500.00	Open	
D	Santander Consume	2Installment account opened 2/20	6727	\$18,081.00	Installment	
F	Us Dept Of Ed/gleisi	2Installment account opened 9/20	8581	\$4,076.00	Installment	

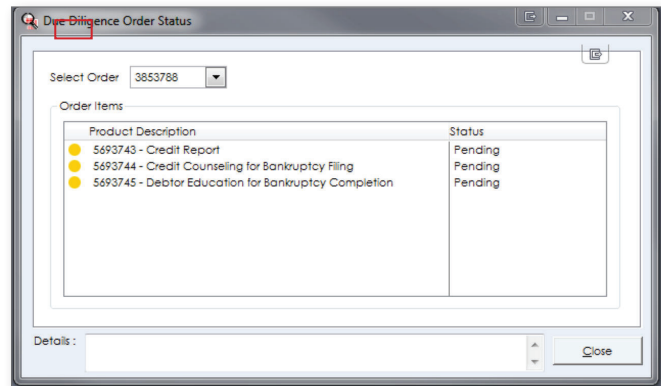
Omit \$0.00 & Paid   
  Omit Paid   
 Reported Since: 5/01/2012  
 Omit ALL \$0.00   
  Omit Paid

Import Close

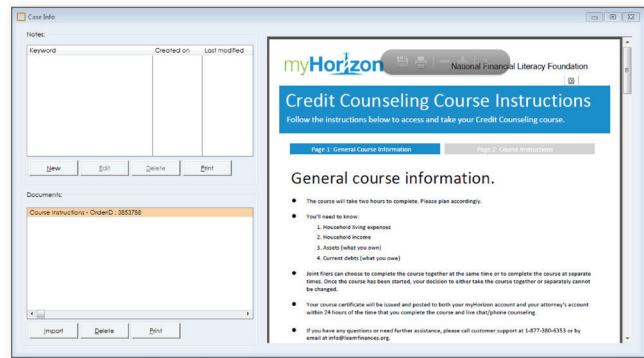


# Check Status of Existing Order

1. **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**.

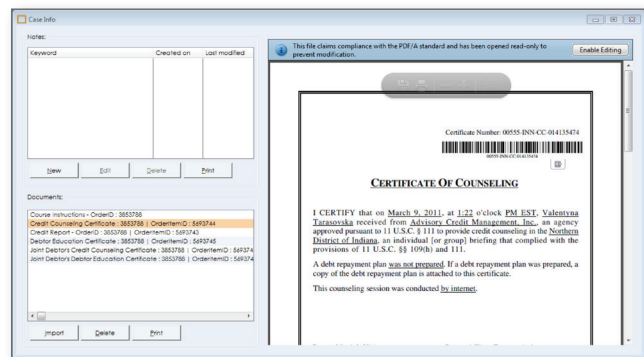


2. **Case Info: Course Instructions:** You can download course instructions from CIN Legal through EZ-Filing, eliminating the need to log into your CIN Legal account.



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.





# Filing Essentials



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



866.218.1003



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.