



## CAL COAST CREDIT REPORTS

### Instructions to order credit reports form Instascreen:

Connect to the Internet and type in: **www.calcoastcredit.com**

Click on "Member Log In" then select "Judgment Collections" or the appropriate industry.

Type in User Name and Password and click "OK" (use lower cases w/ no spaces).

To order a report, put your curser above the "Order" menu, but do not click it. Wait for the report option to appear. Then click "Report", and select the Product Name you are ordering.

If ordering credit only, check the credit box and the bureau you are ordering. If ordering other products, check the applicable boxes. Then click "Order Product".

Type in the fields as follows:

1. Enter the full name, last name first, including the generation if applicable (i.e., Jr or Sr).
2. Enter the social security number (leave out the dashes).
3. Date of birth and age is an optional field.
4. Enter the address number, direction if applicable, street name, and type (i.e., st. blvd.). You may use a last known address under the current address section.

Then click the Submit Order button.

To view or print the report, click on the "View Report" menu at the top of the screen.

**Note:** Reports are saved in your account, so you can go back and search for them at any time. There is no additional charge to reprint reports you already ran. Must use Internet Explorer 6.0 or higher as your browser.

## FOR CUSTOMER SERVICE:

MON – FRI FROM 9AM – 6PM

AFTER HOURS AND WEEKENDS

(888) 831-2555

(415) 637-7777