

# **CAL COAST CREDIT REPORTS**

## **INSTRUCTIONS ON HOW TO PULL CREDIT REPORTS FROM TAZWORKS:**

- 1) Go to [www.calcoastcredit.com](http://www.calcoastcredit.com)
- 2) Click on Member Log-in
- 3) Click on Collection / Judgment
- 4) Type in your user name and password (lower case).
- 5) Place the curser over the order button without clicking it. The product menu will drop down.
- 6) Then click into your products.
- 7) Check the boxes for the products you would like to order and click the order product button.
- 8) Input the person's information. The person's name, social, and address are required fields. If you do not have the person's social security number, try typing in all 9's, and most of the time the credit bureaus will bring back the file.
- 9) Click the Order Product button and the report will be processed.
- 10) When completed, click View Report, then you may print the credit report.

The report should not take longer than 15-30 seconds to process. If it does, call Cal Coast Credit for assistance. Please DO NOT re-order the report, otherwise you will be charged again if both reports are process. You must use Internet Explorer as your internet browser, and disable any pop up blockers if you have it. If there are any questions, please contact one of our representatives.

## **CUSTOMER SERVICE**

**(888)831-2555**