



JOB AID: Re-Issuing credit and running AUS

Practical guidance for CWL brokers & partners

Community Wholesale Lending

Version: 1.0 Date: 08/28/2025

Community Wholesale Lending
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JOB AID: Re-Issuing Credit and running AUS

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1. Overview

This job aid provides step-by-step guidance on re-issuing credit and running AUS in the CWL system.

2. Step-by-Step Instructions

1. Navigate to the Loan Snapshot page
-Select Credit/AUS

COMMUNITY WHOLESALE LENDING

Welcome Keith - Logout
My AE: Test Test 18884754005 keith@cwlelnd.com

My Pipeline Quick Pricer Guidelines Forms Job Aids Appraisal Dashboard Support My Account

Loan #: 8000242637 - Andy CWL-Test
Loan Amount: \$320,000 Loan Purpose: Purchase
Property Address: 123 Broadway Blvd. San Diego CA
Loan Program: 30 YR FIXED FNMA CWL

Account Manager
Name: Christy Yerman
Email: christy@cwlelnd.com
Phone #: (909) 652-0785

Loan Snap - Andy CWL-Test

Edit 1003 Credit / AUS Price & Lock Fees Disclosure Submit

Figure 1. Loan Snapshot

2. Underwriting Type
-Select Underwriting Type (DU, Manual, LPA)

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Loan Snap - Andy CWL-Test

Edit 1003 Credit / AUS Price & Lock Fees Disclosure Submit

This step is complete!

DU Desktop Underwriter Manual Credit Only/Manual Underwriting LPA Loan Product Advisor

Would You Like to Run Credit?
No

Please Provide Credit Report Case ID, Date and Scores for Each Borrower

Borrower Name	Case Report ID	Date Issued	Experian Score	TransUnion Score	Equifax Score
Andy CWL-Test *					
Amy CWL-Test *					

Request Findings

Figure 2. Underwriting Type

3. Desktop Underwriting (DU)

- Select your credit agency in the drop-down box
- Add your account username/ID and account password
- Select “yes” to re-issue existing credit
- Add your credit report ID

Edit 1003 **Credit / AUS** **Price & Lock** **Fees** **Disclosure** **Submit**

This step is complete!

DU Desktop Underwriter	Manual Credit Only/Manual Underwriting	LPA Loan Product Advisor									
<p>Credit Reporting Agency: Credit Technology, Inc. (161)</p> <p>Account Username / ID: admin.cole</p> <p>Account Password: *****</p>	<p>Would you like to re-issue existing credit? Yes</p> <p>Please Provide a Credit Report Case ID for Each Borrower</p> <table border="1"><thead><tr><th>Borrower Name</th><th>Case Report ID</th><th>Joint Credit</th></tr></thead><tbody><tr><td>Andy CWL-Test *</td><td></td><td>No</td></tr><tr><td>Amy CWL-Test *</td><td></td><td>No</td></tr></tbody></table>	Borrower Name	Case Report ID	Joint Credit	Andy CWL-Test *		No	Amy CWL-Test *		No	
Borrower Name	Case Report ID	Joint Credit									
Andy CWL-Test *		No									
Amy CWL-Test *		No									

Request Findings >

Figure 3. Desktop Underwriting

4. Manual Underwriting

- select the option to re-issue credit
- complete your case report ID
- select request findings

Loan Snap - Kendra TestCTami

Edit 1003 **Credit / AUS** **Price & Lock** **Fees** **Disclosure** **Submit**

This step is complete!

DU Desktop Underwriter	Manual Credit Only/Manual Underwriting	LPA Loan Product Advisor						
<p>Would You Like to Run Credit? Yes</p> <p>Credit Reporting Agency: </p> <p>Account Username / ID: 1234</p> <p>Account Password: ****</p> <p>Credit Authorization Date: *</p>	<p>Would you like to re-issue existing credit? Yes</p> <p>Please Provide a Credit Report Case ID for Each Borrower</p> <table border="1"><thead><tr><th>Borrower Name</th><th>Case Report ID</th><th>Joint Credit</th></tr></thead><tbody><tr><td>Kendra TestCTami *</td><td></td><td>No</td></tr></tbody></table> <p>Credit last run on 2025-07-01 11:20:28 View Credit Report</p>	Borrower Name	Case Report ID	Joint Credit	Kendra TestCTami *		No	
Borrower Name	Case Report ID	Joint Credit						
Kendra TestCTami *		No						

Request Findings >

Figure 4. Manual Underwriting

5. Loan Product Advisor (LPA)

- select your credit reporting agency from the dropdown
- enter your case report ID
- select request findings

DU
Desktop Underwriter

Manual
Credit Only/Manual Underwriting

LPA
Loan Product Advisor

Credit Reporting Agency: -- Select --

Please Provide a Credit Report Case ID for Each Borrower

Borrower Name
Andy CWL-Test, Amy CWL-Test

Case Report ID

Recommendation	Request Date	Status	Findings
NO REQUESTS LOCATED.			

Request Findings >

Figure 5. Loan Product Advisor

6. Reviewing Findings

- Once the findings are run, you will get the run status: ok
- view/print DU findings report

DU run on 2024-08-01 09:39:52 Run Status: OK

View DU Findings Report

Printer Friendly DU Findings Report

Figure 6. Viewing Findings

3. Support

Need help? Contact parcsupport@cwllend.com