



JOB AID: Re-Issuing credit and running AUS

Practical guidance for CWL brokers & partners

Community Wholesale Lending

Version: 2.0 Date: 08/05/2026

Community Wholesale Lending
parcsupport@cwlend.com | www.cwlend.com

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

My AE: Test Test 16884754005 keith@cwlend.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@cwlend.com

Phone #: (909) 652-0785

Loan Snap - Andy CWL-Test

1003 Edit Credit / AUS Price & Lock Fees Disclosure Submit

Figure 1. Loan Snapshot

2. Underwriting Type

- Select Underwriting Type (DU, Manual, LPA)

COMMUNITY WHOLESALE LENDING

My AE: Test Test 16884754005 keith@cwlend.com

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Name: Christy Yerman

Email: christy@cwlend.com

Phone #: (909) 652-0785

Loan Snap - Andy CWL-Test

1003 Edit 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 *					
Andy 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

Credit Reporting Agency:
Credit Technology, Inc. (161)

Account Username / ID: admin.cole Account Password: *****

Would you like to re-issue existing credit?
Yes

Please Provide a Credit Report Case ID for Each Borrower

Borrower Name	Case Report ID	Joint Credit
Andy CWL-Test *		No
Amy CWL-Test *		No

Request Findings >

Figure 3. Desktop Underwriting

- Need to rerun the AUS after making changes to the 1003?
 - make the required changes under the Edit 1003 tab.
 - Select “yes” when prompted to use the previous credit report.
 - Request Findings

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 use the credit report obtained during the previous aus submissions.
Yes

DU run on 2026-07-14 12:00:35 Run Status: OK

View DU Findings Report

Printer Friendly DU Findings Report

Request Findings >

Figure 4: Updated DU findings

4. Manual Underwriting

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

Loan Snap - Kendra TestCTami

1003 Edit 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? Yes Credit Reporting Agency: Account Username / ID: 1234 Credit Authorization Date: *	Would you like to re-issue existing credit? Yes Please Provide a Credit Report Case ID for Each Borrower <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> Credit last run on 2025-07-01 11:20:28 View Credit Report	Borrower Name	Case Report ID	Joint Credit	Kendra TestCTami *		No	
Borrower Name	Case Report ID	Joint Credit						
Kendra TestCTami *		No						

Request Findings

Figure 5. Manual Underwriting

5. Loan Product Advisor (LPA)

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

1003 Edit Credit / AUS Price & Lock Fees Disclosure Submit

This step is complete!

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 6. Loan Product Advisor

6. Reviewing Findings

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



Figure 7. Viewing Findings

3. Support

Need help? Contact parcsupport@cwlend.com