



Credentialing is the process of verifying your submitted information and insuring your eligibility to obtain FCRA compliant information.

Onsite inspections are required on all applicants. The purpose of an Onsite inspection is to ensure compliance with Federal, State and Local laws.

More information about onsite Inspections can be found on page 2.

Membership applications take approximately 10 business days to complete.

Getting Started and What to Expect

First you must download the membership application from our web page, www.goldlinecredit.com, under the sign up page. You can also call our office at (888) 661-4350 and we would be happy to fax you a copy.

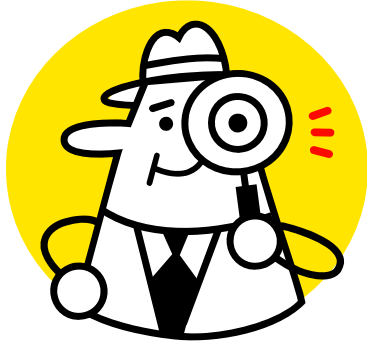
To ensure you have the proper application, the top header should read ComplyTraq, application for use of consumer reports.

You must fill out this application completely, including the credit card information and the required documents. Fax them to (866) 662-6483, then call to ensure we received the complete package. Any missing information will delay the process.

- Letter of intent (Very simple one paragraph, just an estimate, we are not holding you to these numbers)
- Proof of business information
- 3 Business references that you pay bills to. Must be companies that can verify you are their customer.

Tenant Screening clients have several more items, please read application carefully.

After the credentialing process is completed and the onsite inspection (see page 2 for details) is completed, we will set you up with a username and password for our system. We will email or call you with the details and instructions to log in.



On Site Inspection – Q & A

1. Why do I need an Onsite Inspection?

An onsite inspection is required by all major credit bureaus and information sources. This inspection is not negotiable.

2. Is it O.K. if I work from home?

Anyone in the Tenant Screening Industry is required to have a commercial location, residences will not be accepted.

The judgment recovery industry may work out of their homes or apartment complex. The screening company will inspect your working area.



3. How do I set it up?

The site inspections are performed by a third party. They will call you at the numbers provided on the application and will set up a time with you to come by. **They will not do any surprise visits.** The inspection will take about 20 minutes.

Partial Checklist

- ✓ All files must be kept in a locking file cabinet
- ✓ Must have a shredder at the working area
- ✓ All computers must be secure. Password protect them
- ✓ The onsite visit must be at the location where the files are held
- ✓ Have your business license posted



If you have any other questions, please call or email us today!

Gold Line Credit Services, Inc.

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Fax: (866) 662-6483

Email: sales@goldlinecredit.com