

## illion Direct Access Seeker User Guide



## Steps to Ordering a Report

1. The welcome email will contain your log in credentials for the illion Direct portal. Enter your **email** and **password** to log in.

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Report summary			2					Forgot your password?
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2. Users that have been set up with multiple profiles can select the applicable profile in the top right hand corner tab.

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3. To begin, navigate to the top of the home page and hover over **Consumer** then from the displayed options select **Consumer Bureau**.



4. Select report type Consumer Access



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	Select	a report	18			

## 5. Enter the Personal Details of the individual

First Name*		Middle Names	Last Name*	
Date of Birth	#)) }	Gender * 🖌		
Current a	ddress			
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Property Nan Unit No.	te Street No.*	Street Name*	Street Type	~
Property Nan Unit No. Suburb*	Street No.*	Street Name*	Street Type Postcode*	~

6. Complete the details of the enquiry. Transaction reference can be an application ID or any

reference that links to the search.

Transaction Reference - Enquiry Type- Credit/Enquiry Amount Obligation Code -	Transaction Reference *	Enquiry Type*	~	Credit/Enquiry Amount	Obligation Code *	~
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7. Tick the check boxes to acknowledge consent and ID requirements have been satisfied. Then

click Purchase to order the Access Seeker report.

I confirm I have obtained written authorisation from the individual to access their credit report information.
I confirm I have fully verified the individual's identity.

Purchase