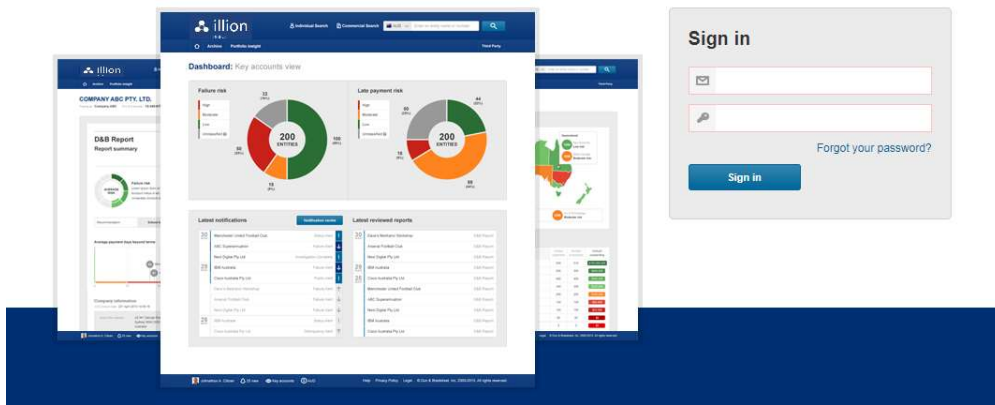




# illion Direct Access Seeker User Guide

# 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.



2. Users that have been set up with multiple profiles can select the applicable profile in the top right hand corner tab.



Dashboard: All entities

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

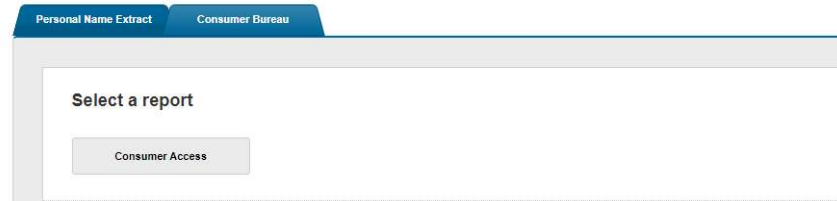


Dashboard: All entities

4. Select report type **Consumer Access**



### Individual Search



5. Enter the **Personal Details** of the individual

**Personal details**

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**Current address**

Time at current address

6. Complete the details of the enquiry. **Transaction reference** can be an application ID or any reference that links to the search.

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**