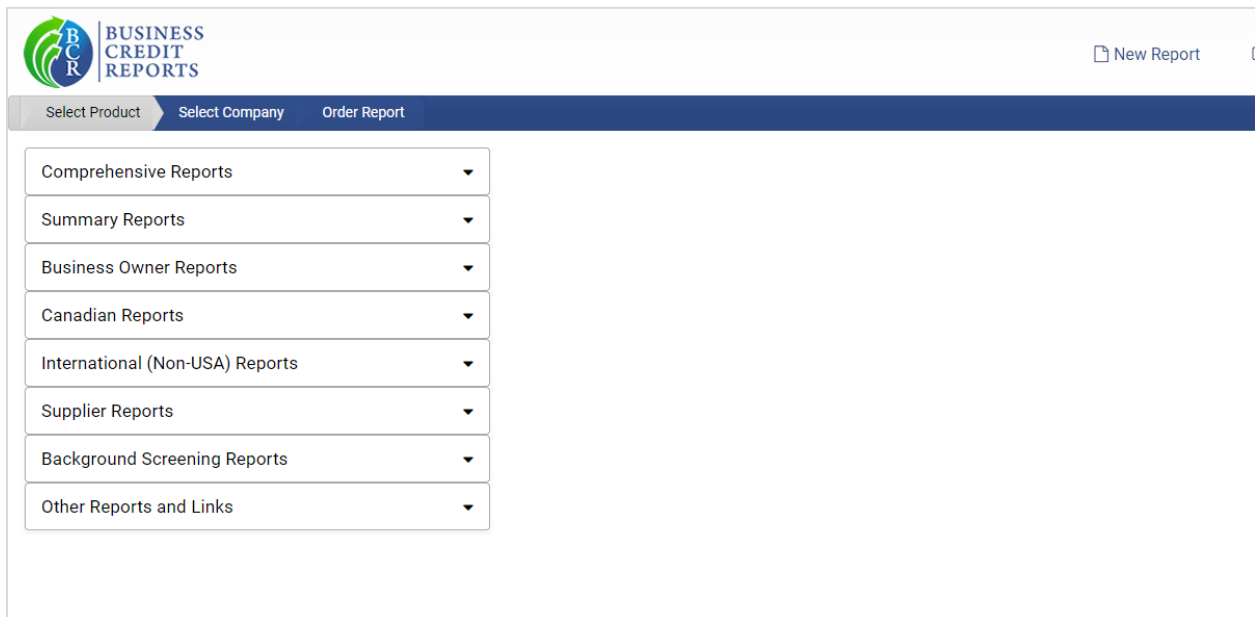


4 Steps to get Started

In this Quick Start Guide, we will be walking you through how to pull a U.S. Report.

1. Choose a report category & select a report

All report options are inside report category dropdowns.



The screenshot shows the Business Credit Reports website interface. At the top left is the logo and name. In the top right corner, there is a 'New Report' button. Below the logo, there is a navigation bar with three tabs: 'Select Product' (which is active), 'Select Company', and 'Order Report'. Under the 'Select Product' tab, there is a list of report categories, each with a dropdown arrow:

- Comprehensive Reports
- Summary Reports
- Business Owner Reports
- Canadian Reports
- International (Non-USA) Reports
- Supplier Reports
- Background Screening Reports
- Other Reports and Links

Once you click on a category, you can read about each report by clicking on it to reveal the **Report Details**.

2. Search for a business

Once you select a report, a form will appear for you to enter your search query.

Company Name*


Full Company Address*

To search for a report on a U.S. business, simply:

1. Enter a business' information.
2. Click **Search**.

3. Select a search result & order the report

Once our application finishes searching the bureau database for all close matches to your search query, you will see a list of search results to choose from.

 New Report My Report History My Alerts Invite Admin Overview

Select Product | Select Company | Order Report

Select a company...

Please click on your desired company below, then click on any options, then click the Order button.

Company	Address	City	State	Zip	# Trades	IF
COMPANY 1	ADDRESS 1	CITY 1	STATE 1	ZIP 1	TRADES 1	IF 1
COMPANY 2	ADDRESS 2	CITY 2	STATE 2	ZIP 2	TRADES 2	IF 2

Requested Credit: \$ Report Notes:

If you do not see the company you are interested in, please [click here](#) to forward the company information to our research staff who will research the company at no extra charge.

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To finish ordering your report, all you have to do is:

1. Click on the appropriate search result.
2. Click **Order**
3. Add any **Report Add-Ons**

Supercharge Your Report with These Popular Add-Ons ×

Lifetime Alert Monitoring For an additional \$5.00/year you can receive email alerts if a bankruptcy, tax lien, judgment, collection, or derogatory comment is added to their business credit file or if their Days Beyond Terms (DBT) changes.	<input type="checkbox"/> \$5.00/year 1st year free
D&B Lawsuits If there is a lawsuit, you will want to know, but if there isn't a lawsuit, you are not charged!	<input type="checkbox"/> \$4.45
D&B Viability Rating The D&B Viability Rating delivers a highly reliable assessment of the probability that a company will no longer be in business within the next 12 months.	<input type="checkbox"/> \$3.75
D&B Rating The D&B Rating can help you quickly assess a firm's size and composite credit appraisal, based on information in a company's interim or fiscal balance sheet and an overall evaluation of the firm's creditworthiness.	<input type="checkbox"/> \$4.45

[Order Report with no add-ons for \\$56.00](#)

4. Click **Order Report...**

4. Download the report

After the report is generated, it should download to your computer automatically, but if this does not occur, you can force this by clicking **Download**.

Report created ×

Your report should download automatically. If it does not, click the 'Download' button below.

[New Report](#) [Download](#) [Report History](#)

[Share This Report](#)

If the report still doesn't download, you may have to enable pop-ups for our website in your browser.