

# Mortgage+Care

## Metro 2 Credit Reporting

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**Metro 2 Credit Reporting and Credit Pull are add-on features. Contact Sales if you need them.**

**Credit reporting requires setting up an account with a credit reporting vendor.**

1. Go to: Utilities -> Setup
2. Click on the "Metro 2 Reporting" Tab.
3. Fill the contents of the following contents (image below):
  - Reporter Name
  - Reporter Address
  - Reporter Phone
  - "PID" and "Identification #" for your credit vendor

(Fill out the "PID" and "Identification #" boxes for the appropriate credit bureaus only. )

The screenshot shows a software window titled "Company Setup" with a tabbed interface. The "Metro 2 Reporting" tab is active. The form contains the following fields:

- Reporter Name:
- Reporter Address:
- Reporter Phone:
- Reporting Defaults:
  - Account Type:
  - Portfolio Type:

	PID	Identification #
Innovis	<input type="text"/>	<input type="text"/>
Equifax	<input type="text"/>	<input type="text"/>
Experian	<input type="text"/>	<input type="text"/>
TransUnion	<input type="text"/>	<input type="text"/>

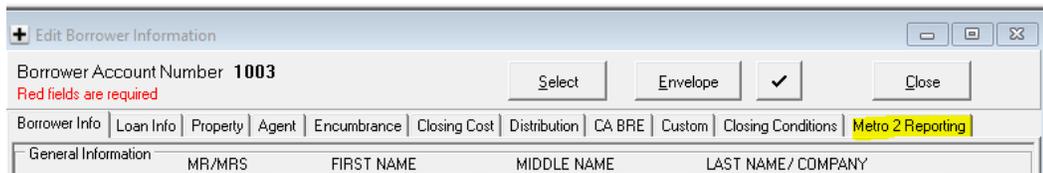
A "Close" button is located at the bottom right of the window.

**Credit reporting must also be set up for every borrower/loan record:**

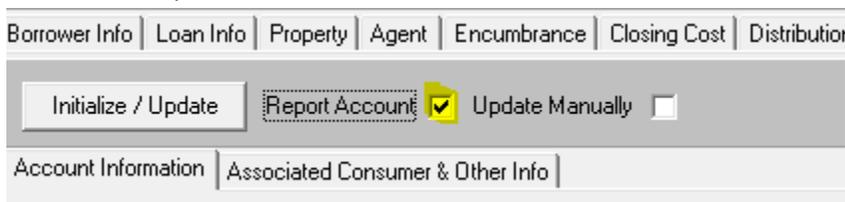
1. Open a borrower account by clicking on the icon below:



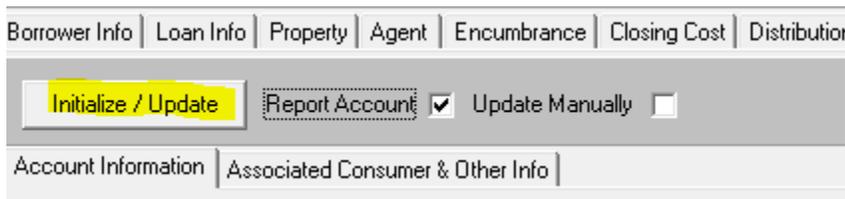
2. Click on the “Metro 2 Reporting” tab:



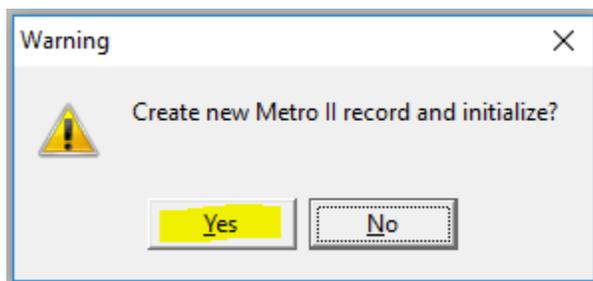
3. Check the “Report Account” box:



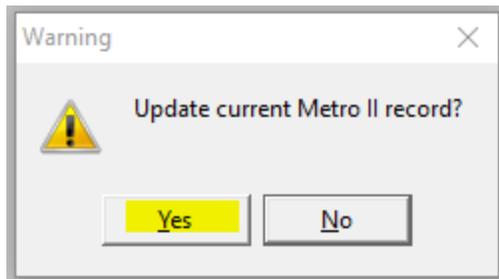
4. Click the “Initialize / Update” button:



5. Click “YES” when the “Create new Metro II record and initialize?” box appears:



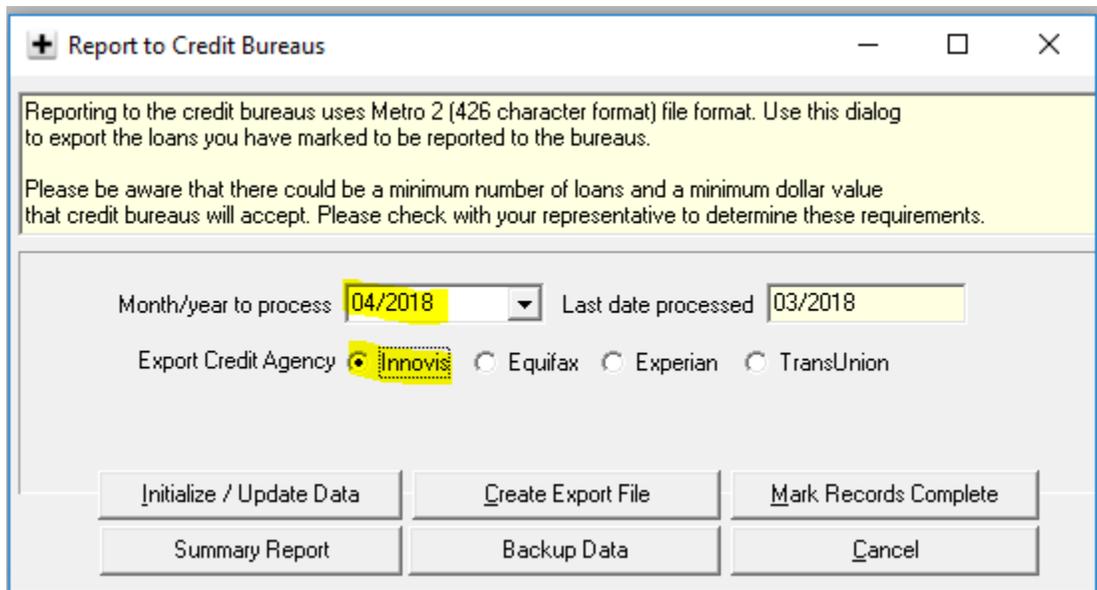
6. Click “YES” when the “Update current Metro II record?” box appears. Then click “OK” when a box appears stating: “Operation Completed.”



7. After the data is automatically populated in the “Metro 2 Reporting” tab, please review and correct any necessary information, such as “Account Type,” dates, etc.
8. Follow the steps above for every loan/borrower that needs credit reporting set up.

#### How to process periodic credit reporting to credit bureaus:

1. Go to: Servicing -> Credit Reporting  
Choose the appropriate date in the “Month/year to process” box.  
Click the circle of the appropriate credit reporting agency that needs to be reported to.



When a window appears stating “Initialize Metro II data for selected month?”, click the “Yes” button.

2. Click on the “Initialize / Update data” button. This creates a table of reporting data.
3. Click on the “Run Summary Report.” This report will give information on how these loans will be reported to the credit agency. If there are any discrepancies on any of the loan transactions, please go into the borrower/loan record.

4. Click on the "Create Export File" button. This creates a text file that can be uploaded to the credit agency via their portal.
5. Click on the "Backup Data" button to save a backup before proceeding.
6. Click on the "Mark Records Complete" button. This will update the new Borrower Metro2 records in every loan/borrower record.

When the "Mark Metro II records as complete for selected month" box appears, click the "Yes" button to update all loan/borrower credit records.

7. To verify that the loan/borrower credit records have been updated correctly, go back into each loan/borrower record, click on the "Metro 2 Reporting" tab, and verify that the information is accurate according to the credit reporting that was just completed. A new record should have been created for the end of the selected month with the "Completed" box checked (highlighted below):

Borrower Account Number **1000**  
 Red fields are required

Select Envelope Close

Borrower Info | Loan Info | Property | Agent | Encumbrance | Closing Cost | Distribution | Cross Collateral Prop. | CA BRE  
 Custom Closing Conditions Metro 2 Reporting

Initialize / Update Report Account  Update Manually

Account Information | Associated Consumer & Other Info

Account	Term & Payment
Account Type	Date of Acct. Info <b>04/30/2018</b> Completed <input checked="" type="checkbox"/>
Portfolio Type	Term Frequency M - Monthly Term Duration
Date Opened 03/01/2011	Interest Type Indicator
Date Closed	Last Payment Date 02/01/2017
Original Charge-Off 0	Last Payment Amount 5000
Credit Limit 0	Past Due Amount 13068
Largest Balance 100000	First Delinquency Date
Current Balance 94366	Payment Rating
Account Status 84 - Account past due 180 days or m	Payment History BBBBBBBBBBBBBBBBBBBBBBBBBB
Last Update 04/11/2018	