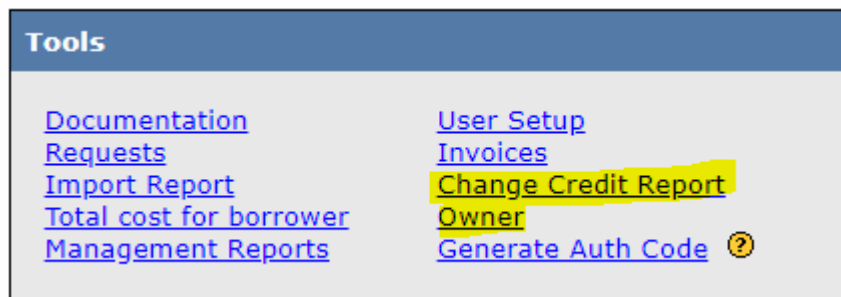


Universal Credit Services

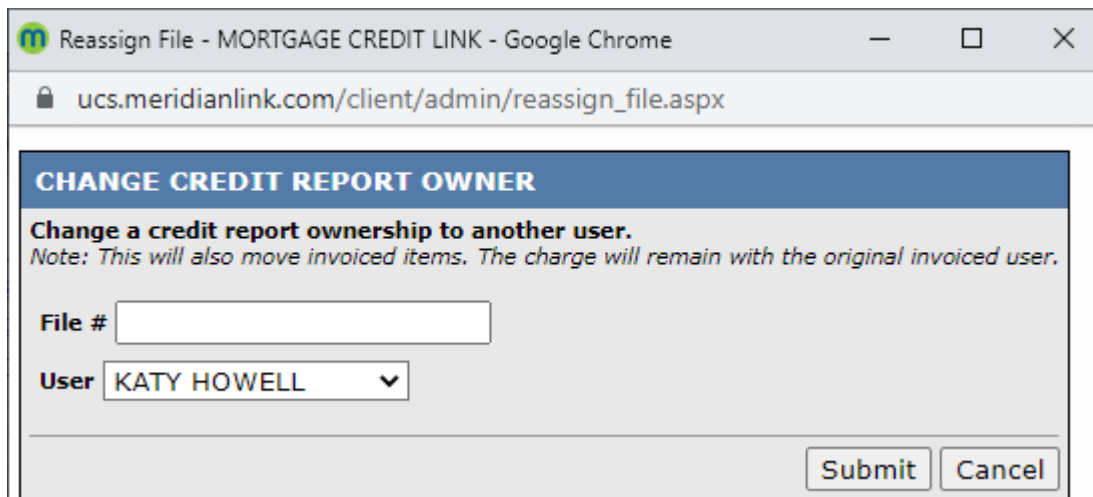
How To Change Report Owner

Change Report Owner – Admin Access Only

1. From the main page click on change credit report owner



2. A pop up will display



3. Enter your file # and select the user you would like to change the user to whom you would like the file to now belong to and click submit. The file will now be in the possession of the new user and out of possession of the original user. The ordered by will remain the original name.

