

# Alerts System


[www.nacskc.com](http://www.nacskc.com) / Member Log / CreditCOMPASS



Once in CreditCOMPASS click on the  button at the top left of the screen

- The system default is to list all currently submitted Alerts
- Search database by Name and Date Range
- Advanced Filters allows you to narrow your search (several choices)
  - Check Mark to Show All Alerts
  - Check Mark to Show only your submitted Alerts
  - Check Mark to Show only your Groups submitted Alerts
- Check Mark “Order by My Balance” (if you submit a monthly AR File) and the system will list all submitted Alerts that pertain to your AR portfolio
- Reset Filters at anytime (will go back to default)
- Run a Report on any alert by selecting the “Run Report” button (Alert reports are billable)



You can Submit an Alert by Clicking the  button at the top left of the screen

- Search for the Company Name in our Database (you can search by address or phone #)
- Check Mark all Accounts that apply to searched location and click “Continue with Selected Entities”
- Select Alert Type from List
  - Some Alert types have a drop down for more information – \*\* You can add “NA” in any mandatory field if you do not have the information asked.
- Save Changes
- Sign the Disclaimer
- Check box to acknowledge and submit Alert
- Save and Exit

NOTE – you can “Modify Search” and/or “ADD a New Entity” if the Search Engine does not produce an account in our database for you to choose. Follow prompts to add New Entity”

Please contact an NACS Staff Member if you need assistance !! (913) 383–9300