

Request for Names

www.nacskc.com / Member Log In / CreditCOMPASS

The first process of creating a Meeting Packet or Clearance Packet is for Members to Request Accounts. (Add Subjects)

Depending on the Group you belong to you may:

- Receive a Web Generated Email listing the Meeting Information along with a link that will take you to your Group Portal
- Receive a Group Email with instruction to log onto CreditCOMPASS and Add Subjects

Once in your Group Portal – in the Subjects Section, Click the ADD Subject button to open the Entity Search page.

- Enter the entity name, address, city, state & zip (more information entered will give you better results) You can also search the database via a Phone Number
- From the Results Screen check all entities that match your searched criteria and click the “Add Subject” Icon
- You can “Modify Search” by clicking the link and the system will take you back to the entity search screen to modify.
- You can “Add a New Entity” by clicking the link and the system will open a page to enter the entity Name, Address, City, State & Zip Code
- “Past Subjects” will list previously submitted accounts by your company and allow you to add to the current meeting packet
- “Bulk Add PD Subjects” will add all previous requested accounts by your company

All submitted subjects are listed in the “Subjects” section of your Group Portal denoting Entity Name, Address, City, State Zip Code, Country & Requesting Member #

Click the “ADD” Button to update your company information on the entity

If you are the Requesting Member or have updated the account, you will see the RPT button to Order the Credit Report (Charges Apply)

All columns in the Subjects Section can be sorted by clicking the column heading