

RFI (Request for Information)

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If you require more information on a company, you can send an RFI email to all members of your group asking for additional information

- Click the RFI Icon 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 “Ask My Group” Icon (This will immediately send an email to all group members with a link to update the account)
- 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

All Members of your group will receive the RFI email if they have it checked to receive in their Notifications (See Notifications instructions for more information)

Emails are web generated and come from email address NACSCoordinator@nacskc.com

Do Not reply to the web generated emails. Members do not receive your response

All RFI's requested by members are listed under the RFI section of your Group Portal denoting the Entity Name, Address, City, State, Zip Code, Country & Requesting Member Number.

***If you are the requesting Member or have Updated Information on an account in the RFI section you can click the RPT icon to open the report (charges may apply)

Non-Requesting and Non-updating members do not see the RPT Icon

Click the ADD icon to update information on the entity

Best Practice is to wait 24 hours to pull the report