Updating Experience

www.nacskc.com / Member Log In – CreditCOMPASS

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 Update Accounts

Once in the Group Portal in the Subjects Section, click on the “ADD” button next to the account to be updated to open the AR Entry Page

- You can select the search type – default is Exact Location
- Account Number – your in-house AR number for the account
- Aging Buckets Balance, High Credit, 1-30 Past Due, 31-60 Past Due Etc. (Whole $)
- Account Status – select from drop down list
- Balance Comment – select from drop down list
- Credit Status – select from drop down list
- Legal or Account Alert – select from drop down list
- Payment Alert – select from drop down list
- Security or Account Type – select from drop down list

The following fields are optional and Open Ended

- NAICS – enter the NAICS (*North American Industry Classification System*) # for the entity
- Tax ID
- Ownership Type
- CFO Name
- CFO Email
- AP Contact
- AP Email
- Job
- Legal Structure
- Principal Name
- Principal Title

You can choose to Save & Close each updated account or click the Save & Next button to go directly to the next account in the Subjects section. If you choose to go through each account added you can also click the Skip & Next button to skip updating a particular account.