

# Transaction History & Usage Summary

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

There are two options to view the Reports that have been Ordered by your company.

On your CreditCOMPASS Group Portal click on the  User Icon

From the drop-down list click:

- **Transaction History** to view pulled credit reports for the period dated back one (1) year
  - Date Report was pulled
  - Description (Entity Name)
  - Type (Type of report ordered)
  - Rating of report as of date ordered
  - Risk Score of report as of date ordered
  - DBT as of date ordered
  - COS (lines of information) as of date ordered
  - Login (email address of person who ordered the report)

\*You can sort the transaction history by date or click the arrows below to scroll

\*You can click on any report to open in .pdf file as of the date it was ordered

- **Usage Summary** to view what type of reports have been ordered for the period dating one (1) year back.
  - Credit Report = NACS Plus Report
  - Group/Mini Report – Reports submitted for Group Meetings & RFI's
  - NACS Trade Report = NACS Signature Report
  - Construction Report

\*You can click on any of the above summary items to open the list of reports ordered

\* You can click on any report to open in .pdf file as of the date it was ordered