

# Using Jubilee CreditVista™ Through BankruptcyPRO®

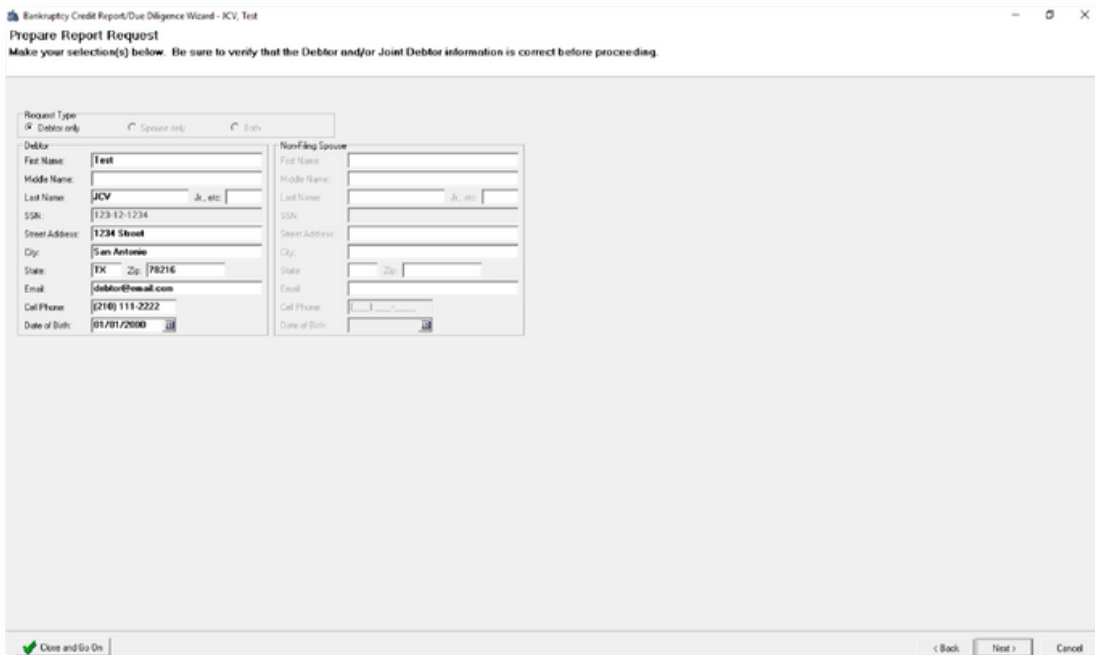
Jubilee CreditVista™ is LegalPRO's best offering for ordering credit reports. The creditor information can be imported directly onto the schedules to help avoid data entry errors and save time! Jubilee CreditVista™ is priced at \$24.95 which includes a 3-bureau credit report for the debtor.



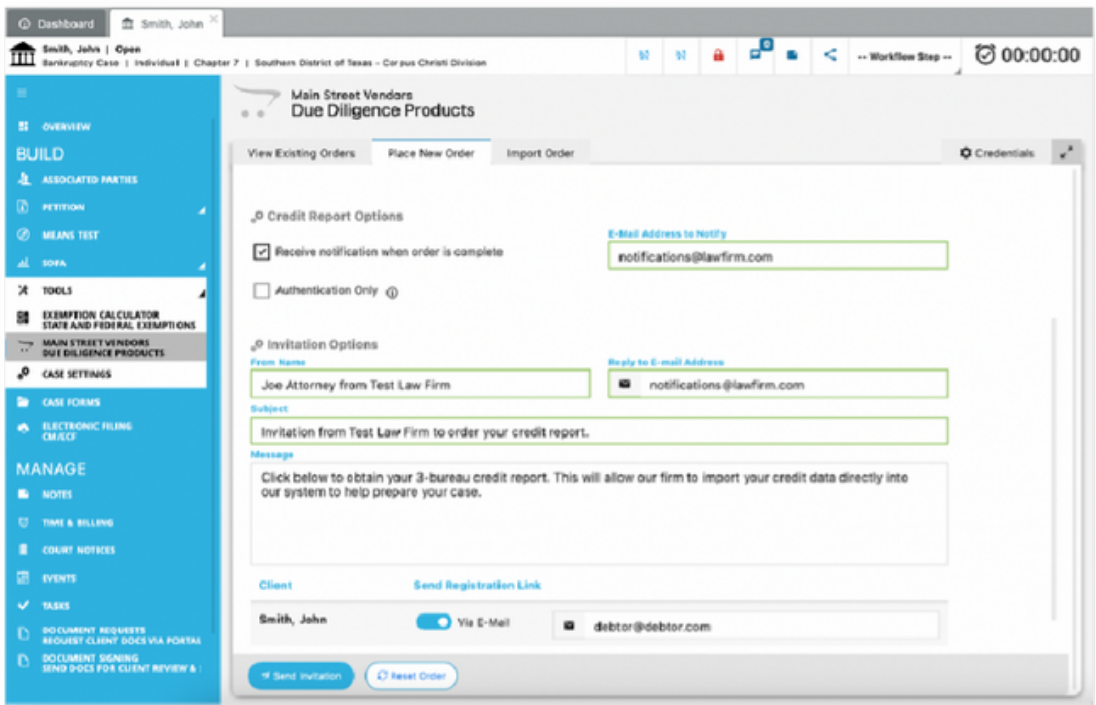
**Note:** You will first need to have an active Jubilee account. If you need to establish a new Jubilee account, please click on the blue Jubilee icon on the top toolbar then select the option to Sign up for a new Jubilee Account.

## How it works

1. Within a case in BankruptcyPRO, click on the CR/DD button on the top toolbar. Select Submit a New Report Request then click Next.
2. Select Jubilee CreditVista™, Next. On the following screen, confirm the debtor information. Note, the Next button will be disabled if required information is not completed (social, DOB, etc.).



3. Next, you will have options to confirm the debtor's email for the invitation link, edit the text of the invitation email, and verify the notification email address where you would like to receive notice of completion of the order.



4. The debtor will receive an emailed invitation with a link to start the order process. Once the debtor confirms the information and completes the authentication questions, you will receive an automated email letting you know the report is ready for import.

5. From within the case in BankruptcyPRO, you will need to go back to the CR/DD button on the top toolbar, then select "Work with an existing report" and click Next. This will bring you to the Credit Report Import page where you can select the creditors from the Credit Report and transfer them to the schedules.