Instant Merge® *for Windows*

Windows 95/98 Quick Reference

Instant Merge *for Windows* is easy to install and use. Just follow this simple reference to get credit reports right away.

If you received a copy of **Instant Merge** *For Windows* on CD-ROM, and your drive supports auto start, the Setup program will guide you through the install process. If your drive does not support auto start you can achieve the same results by going to Install New Software in the control panel. Please refer to the **Instant Merge** *for Windows* Users Guide, Chapter 2, if you have problems or questions.

Installation for floppy drive and CD-ROM without auto start

1. *"Click"* on the start menu in the lower left corner of the screen.
2. *"Click"* on ***Run***.
3. *"Click"* on the ***Browse*** button. *"Click"* on the down arrow on the drop down menu ***Look In***, to locate the drive where you have inserted the **Instant Merge** *for Windows* software. The default drive for the software on floppy disk typically is A:\. The default for a CD would typically be D:\.
4. *"Click"* on the `setup.exe` file and *"click"* ***Open***, than click ***OK***.
5. The installation program will guide you through the rest of the installation, If you have any problems or questions, please refer to Chapter 2 of the **Instant Merge** *for Windows* Users Manual.

Starting the software for the first time

Instant Merge *for Windows* installs a desktop icon for your convenience. You can easily access the software by *"double clicking"* on the icon or if you prefer, follow steps 1 and 2.

1. *"Click"* on the Start Menu in the lower left corner of the screen.
2. Select Programs → **Instant Merge** *for Windows* 2.0 → **Instant Merge** *for Windows* 2.0.
3. The Customer Profile window will appear. It will ask you to enter a profile description, customer ID (4 or 5 digit number supplied by CREDCO), and password (also supplied by CREDCO).
4. *"Click"* the ***New*** button to enter a new profile.
5. The Data Format and Region Code are set at the default and should not be changed unless advised by account setup or technical support.
6. For added security, the credit reports that you receive back may be encrypted so that only Instant Merge for Windows can read them.
7. If the Notes Mandatory check box is checked, you must put a note on every request.

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8. *"Click"* on the ***Save*** button to save what you have entered, *"click"* on the ***Make Current*** button to use this profile to request reports, and *"click"* the ***Exit*** key to leave the customer profile window.
9. The Connection Settings window will open. You must fill in the local dial up access number, the service you wish to use, and the type of modem you are using. To get a local dial up access number you may call the following numbers:

   (800) 635-6225 — CompuServe®

   (800) 890-5128 — SprintNet

   (800) 423-1150 — **Instant Merge** Technical Support
10. Left click ***ok*** and the **Instant Merge** *for Windows* will open.

Ordering a Report

Now that you have **Instant Merge** *for Windows* open you can begin getting credit reports. Just follow these steps to order a report.

1. First decide whether you want an individual or joint request, then decide how many or which repositories you would like to receive information from.
2. Fill in all the information about the request, paying specific attention to the text boxes with red text designators. These are mandatory fields.
3. Once you have filled in all the information you can *"click"* the ***Save*** button. This will save the information you have entered and make the ***Send*** button available.
4. Now that you have saved the report you have the option of ordering a report by pressing the ***Send*** key or filling out another request by *"clicking"* the ***New*** key.

Note: You may request multiple credit reports at one time through a batch transfer. Please refer to chapter 8 of the User's Manual.

Viewing and Printing a Report

Now that you have received a report back from **Instant Merge,** let's go over how you may view and print the report.

1. In the lower right hand corner *"click"* the primary applicant name whose report you wish to work with. Once selected, the primary applicant name should appear in the Primary Applicant text box.
2. At the bottom of the screen, the third box from the left will say "ordered" or "completed." This is the status of the report. and it must be completed in order to view or print a report. In addition the ***Print*** and ***View*** buttons will only be available upon receiving a completed report
3. *"Click"* on the ***View*** button to see a print preview of the report, or click on the ***Print*** button to print the report to your printer.