



A Quick Guide to Ordering Business Reports

On the home page, enter either the subject company's name, their main telephone number, or their Seafax file number in the Company Lookup/Quick Search box. Less information entered results in a more successful search. Clicking on "Advanced Search" affords you more criteria, such as city and state.

The screenshot shows a search interface with the following elements:

- Title: "Company Lookup/Quick Search"
- Input fields: "Company Name", "Seafax File #", and "Area Code - Phone" (with two sub-input boxes).
- Buttons: A dark blue "GO" button and a blue "Advanced Search >>>" link.

If more than one company matches the search criteria, you will be brought to a results page.

The screenshot shows a table with the following structure:

- Header: "Search Results"
- Summary: "5 Records Found"
- Table Headers: "File#", "Company Name", "City", "State", "Report Date", "Parent/HQ".

Click on the company name of the desired listing for their company information page. If there are multiple listings with a Parent/HQ listed, click on the Parent/HQ file number for that company's information page.

The top of the Company Information Page contains the following options:

The screenshot shows a row of five buttons:

- Order Business Report
- Place Subject for Collection
- Submit Trade Reference
- Submit as Slow-paying Account
- Add to Company Watch

Click on "Order Business Report" to be brought to the order screen.

If the report is current, you will confirm on that page that you'd like to place the order. Clicking "Order Business Report" on the order screen will display the report either in a separate browser or in PDF format depending on your browser settings.

If the report is out of date, you will be given 2 options:

- 1.) Order Business Report
- 2.) Update Business Report

The first option provides the existing report but will not begin production of an update.

The second option will bring you to a second screen confirming your order. This screen gives you the opportunity to upload a credit application for the subject company.

Once you've filled in all of the information requested on this page, click on "Submit & View Report" to process the order. The existing report will appear free of charge as a reference until the updated report is ready. You will receive a confirmation the next business day with the name and contact information of the analyst who is updating the report. The new report will be delivered to you upon completion.

If no file exists in our database for the company you're searching for, you will be brought to the following screen:

No Companies Found

Establish Credit Report

Search Again

Choosing "Establish Credit Report" will bring you to an option asking if you have a credit application. **We encourage you to upload the credit application and allow us to reveal that your company is the inquiring party as it greatly increases our rate of success and the timeliness in which the report is completed and delivered to you.**

If there is no credit application available, you will be brought to a screen requesting information on the company for which you'd like to order the report.

Once you've filled in all of the requested information, click on "Submit" to process the order. You will receive a confirmation the next business day with the name and contact information of the analyst who is updating the report. The new report will be delivered to you upon completion.

**Please contact our Sales & Service department with questions
ph#1-800-777-3533 email:customerservice@seafax.com**