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How do I generate a Credit Check on Showroom?

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▼ Generate credit check available for Headquarters, Supervisor, Sales user access roles only

▼ Run credit check available for all user access roles

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Generating a credit check when making a booking

We recommend for you to run and generate a credit check after following the steps below. Remember that you can only generate a credit check with the consent of the buyer.

[How do I make a booking \(part 1\)?](#) : Securing the unit with basic info

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[How do I make a booking \(part 3\)?](#) : Complete the Details

Next, the person making the booking must run credit check first before the Headquarters (Admin) access role can generate the credit check.

Bookings > (Unit #) > Booking Overview

1. Click **Bookings** at the Showroom homepage

[Help](#)

2. Click on the specific booking you would like to generate a credit check for
3. Make sure you have completed the 3 parts of the booking (as above) before proceeding
4. Scroll down to the purchaser section
5. Click **Run Credit Check**

"Run Credit Check" is a process that we require before being able to generate and obtain a credit score.

1. Verification

- Ask the purchaser to sign the consent form, click **Next**
 - Hard copy (can be downloaded by clicking the **Download Form** button)
 - Electronic consent form that can be e-signed with any touch screen device

2. Photo of IC

- Upload a front and back photo of the purchasers IC, click **Next**

3. Income

- Enter the current housing loan amount
- Enter the monthly net income or detailed income (for more accurate score), click **Next**

4. Generate Score

- Check and validate all the information once again and click the checkbox, click **Submit Credit Check**

5. Click on the **Credit Checks** icon at the Showroom homepage

6. Click **Generate now!** at the right-hand side of the table for the specific name you would like to generate a credit score for

7. The CTOS check will start for 1 credit per check (1 credit = RM10)

8. Click on the name for the score. Click on **HTML Report** to view more

Generating a credit check without a booking

Customers > (Customer Name)

1. Click **Customers** at the Showroom homepage
2. Click on the specific customer you would like to generate a credit check for or click **+ Customer** if the customer is new and fill up the form
3. Click **Run Credit Check**

"Run Credit Check" is a process that we require before being able to generate and obtain a credit score.

1. Verification

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 - Upload a front and back photo of the purchasers IC, click **Next**
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 - Enter the current housing loan amount
 - Enter the monthly net income or detailed income (for more accurate score), click **Next**
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 - Check and validate all the information once again and click the checkbox, click **Submit Credit Check**
 5. Click on the **Credit Checks** icon at the Showroom homepage
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