

ONLY SKIP-TRACE During slower periods, when contacts are lower.

SKIPTRACING

To Login: Search for "Accurint login" (Add to Favorites or Add to Favorites Bar if enabled)

U/N: laurabonum225

(Get Token from Supervisor if needed (DO NOT SKIP) inform if required to change Password.)

You may be required to select the following 3 options

1	Choose a default DPPA Use:*	I Have No Permissible Purpose ▼
2	Choose a default GLB Use:*	Transactions Authorized by Consumer ▼
3	Choose a default DMF Use:*	Legitimate Business Purpose Pursuant to a Law, Government Rule, Regulation, or Fiduciary Duty

Click "Person Search" under the People column (about ½ way down, on the left).

- Start your note before making a change!!! Use Call codes 107 & 109
- 107 = POSS NEW INFO FM ACCURINT (Followed by new info found.)
- 109 = ***INTERNET NO HELP*** (If no new info found.)

You can use several ways to find information when skip tracing.

- Social Security Number – You must put in the whole 9 digit number, no dashes.
- **Last Name, First Name, City & State.** You can also mark variations of the name.
- Addresses can be put in. If a large City you will also need to put in the apt number.
- Last Name, First Name & Year of Birth or Month & Year.
- If no SSN, find current address and search using LexID to make sure have right person.
- Inform your supervisor if there is a DOD (Date of Death) for an Estate Claim.
Enter note. i.e. "AC: DOD 10/15/2016"

CLICK ON "PHONES PLUS" FOR PH # SEARCHES – Match up with current Address.

You must make sure the information you are obtaining is correct, do not just assume it is correct. There is no room for error here. * If in doubt, leave it out. *****

DO NOT DO "ADVANCED PERSON SEARCH" – THEY COST EXTRA. "Person Search" ONLY PLEASE!!!