

Equifax ePORT[®] Registration Guide

Updated October 1, 2005

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Becoming an ePORT Customer

This guide is provided to assist customers with the registration process for Equifax ePORT[®] – Equifax's secure Internet delivery channel for consumer and commercial credit information. There are required steps that must be taken prior to registering for ePORT:

1. Your company must be a current Equifax customer with an assigned Equifax Customer (Member) Number in order to access the Equifax System. If you are not a customer of Equifax, you must first register at: http://www.equifax.com/customers/business_to_business/business_to_business.html. This link will direct you to an application to become an Equifax customer. Once you have become an Equifax customer, you must have the Member Number available before attempting to register for ePORT.
2. If you believe you are a customer of Equifax, but are not sure of your Member Number, contact Equifax at 1-800-685-5000. If you are an Equifax system affiliate customer, contact your system affiliate support desk for this information.

Click this link and complete the form to become an Equifax customer:

http://www.equifax.com/customers/business_to_business/business_to_business.html

EQUIFAX contact us | careers | search | site map

US United States Personal Solutions Business Solutions Our Company

Business Needs Solutions Working With Equifax Customer Service

 Working with Equifax

Home > Working With Equifax > Get More Information Adjust Text: a A A Print this Page

Get More Information

Call Equifax at **1-888-202-4025** for more information about Equifax Business Solutions and to learn how to become an Equifax Customer!

or 

Have an Equifax sales representative contact you by filling out the form below!

NOTE: This is for business inquiries only. To contact Equifax about your personal credit report and other valuable services, [click here](#).

Yes! I am interested in learning more about Equifax Business Solutions and becoming an Equifax customer. Please have a salesperson contact me based on the information I will provide below.

• Required fields are in **bold**.

| | | |
|-------------------------------|---|--|
| Name of Business: | <input type="text"/> | Business Licensed? Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Contact Name: | <input type="text"/> | |
| Contact Title: | <input type="text"/> | |
| Nature of Business: | <input type="text"/> | |
| Street Address: | <input type="text"/> | |
| Suite: | <input type="text"/> | |
| City: | <input type="text"/> | |
| State: | <input type="text"/> | |
| Zip Code: | <input type="text"/> | |
| Phone Number: | <input type="text"/> | |
| Email Address: | <input type="text"/> | |
| How did you locate this page? | Internet Search <input type="radio"/> Publication <input type="radio"/> | |

Below are some of the many solutions Equifax offers. Please check the boxes next to the solutions that interest you:

| | |
|--|---|
| <input type="checkbox"/> Business Credit Reporting | <input type="checkbox"/> Direct Marketing |
| <input type="checkbox"/> Decisioning | <input type="checkbox"/> Fraud |
| <input type="checkbox"/> Portfolio Management | <input type="checkbox"/> Compliance |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Debt Recovery |
| <input type="checkbox"/> Employee Solutions | <input type="checkbox"/> USA Patriot Act Compliance |

SUBMIT

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ePORT Registration

To register for ePORT, go to <https://www.eport.equifax.com> and click the “ePORT Registration” link which will bring you to the ePORT Registration Instructions.

The screenshot shows the Equifax ePORT website. At the top left is the Equifax logo and the text "ePORT". A navigation bar contains links for HomePORT, CustomerPORT, Products, About ePORT, Security, eSupport, eLibrary, and Help. Below this are two buttons: "ePORT Customer Login" and "ePORT Registration", with a mouse cursor pointing at the latter. The main content area features a "Welcome to Equifax ePORT®!" heading, followed by a paragraph about the competitive marketplace and the benefits of ePORT. A bulleted list highlights key features: better business management, data security, and reduced costs. A link to security provisions is provided. At the bottom, there's a note about easy set-up and a link to the eLibrary. The left sidebar contains three sections: a "NEW!" announcement about registration changes, another "NEW!" announcement about security enhancements, and a "NOW AVAILABLE" promotion for Commercial Reports by Credit Card, featuring logos for MasterCard, VISA, and American Express. At the bottom of the sidebar are links for Canada and United Kingdom.

EQUIFAX ePORT

HomePORT CustomerPORT Products About ePORT Security eSupport eLibrary Help

ePORT Customer Login ePORT Registration

Welcome to Equifax ePORT®!

In today's highly competitive and fast-paced marketplace, you need quick and easy access to information that enables you to better manage your business and improve efficiencies. At the same time, due to the alarming increase in fraud, data security and privacy are also of critical importance.

Equifax ePORT®, our online delivery portal, provides the solution you've been looking for. With just an Internet, browser-based connection, now you can quickly and easily access a comprehensive suite of Equifax credit information, risk management, and decisioning tools. And, you can be assured of the highest level of data security and privacy through our rigorous and extensive security measures.

- **Better manage your business and improve effectiveness**
 - Facilitate instant access to real-time information via the Internet
 - Increase end-user flexibility at the customer point-of-contact
- **Ensure data security and control**
 - Protect data access and privacy through the issuance of tokens and SSL and 128-bit encryption
 - Access a secure archive of ordered reports
 - Review usage aberrations by time, company and user

Click [here](#) to see a complete list of our extensive security provisions.

- **Reduce software and maintenance costs**
 - Eliminate the need for software programs and costly upgrades
 - Easily integrate with other Web-based applications for a complete Internet-based
- **Increase speed-to-implementation of new tools**
 - Quickly and easily implement with minimal technical requirements
 - Seamlessly migrate from software applications to dynamic, browser-based solutions with virtually no end-user training

We've designed ePORT to provide easy set-up and maximum ease-of-use. To help you get more familiar with ePORT, please click [here](#) to access our eLibrary of additional user information and resources.

NEW!
ePORT Registration has changed!
[Click here](#) for important information.

NEW!
ePORT Security enhancements!
[Click here](#) for important information.

NOW AVAILABLE
Commercial Reports by Credit Card

MasterCard VISA American Express

CLICK BELOW

Canada United Kingdom

Registration on ePORT is an easy 4-step process:

1. Identify your business, including your account (member) number.
2. Agree to the Equifax Internet guidelines.
3. Provide your personal information and print any required documents.
4. Login to ePORT.

Once the user is registered on ePORT he/she can login to ePORT to register for individual ePORT services.

Click the **“Click here to register on ePORT”** link to proceed to Step 1.

EQUIFAX | ePORT

HomePORT | CustomerPORT | Products | About ePORT | Security | eSupport | eLibrary | Help

ePORT Registration Instructions

Access to ePORT is only available to businesses that are subscribers to the Equifax system. If you are not a current subscriber, you need to apply with Equifax before registering on ePORT.

 [Click here to become an Equifax customer.](#)

Registration on ePORT is an easy 4 step process:

1. Identify your business, including your account number.
2. Agree to the Equifax Internet guidelines.
3. Give us your personal information and print any required documents.
4. Login to ePORT.

After registering on ePORT, you will then be able to request additional access to Equifax services as needed.  [Click here to register on ePORT](#)

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Step 1 - Customer Verification

Provide company information as well as general personal information. After completing this information, click “**Step 2**” to continue. The field for “*Existing Customer Account Number*” is your Equifax Member Number.

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Online Registration
-ePORT

Step 1>> Customer Verification
Step 2>> Internet Addendum
Step 3>> Requester Information
Step 4>> Login to ePORT

* Required fields are in bold.

Please login to access this functionality

Requester Information

* Company Name :

A.K.A. Member Number → * Existing Customer Account Number : [Forgot your Customer Account Number?](#)
(To help us identify who you are)

* First Name :

Middle Initial :

* Last Name :

Questions about ePORT registration?

- Call your sales associate to discuss ePORT registration or
- Call Equifax Customer Service at 1-800-685-5000.

Continue Reset Cancel

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Step 2 - Equifax Internet Addendum

After reviewing the Equifax Internet Addendum in Step 2, enter the "Client" name, click the two "I Agree" boxes and complete the "Signer's Name and Today's Date" boxes. Then type "I Agree" in the last box provided. Proceed to step 3 by clicking the "I Agree" link → 



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Online Registration
--ePORT

✓ Step 1>> Customer Verification
Step 2>> Internet Addendum
Step 3>> Requester Information
Step 4>> Login to ePORT

INTERNET ADDENDUM BETWEEN EQUIFAX INFORMATION SERVICES LLC AND TEST

This Internet Addendum is entered into this 8th day of September, 2005, by and between Equifax Information Services, LLC ("Equifax"),
 (the "Client"), and any applicable Equifax affiliated credit bureau, and supplements the Master Service Agreement between Equifax or, as the case may be, any applicable Equifax affiliated credit bureau and Client (the "Agreement").

Recitals

A. Client desires to receive certain information services ("Services"), as described in the Agreement, from Equifax and/or its affiliated companies over the Internet.

B. Equifax desires to allow Client to furnish and provide the Services over the Internet.

In consideration of the above recitals and the mutual covenants set forth herein, the parties hereby amend the Agreement as follows:

I. Compliance with Equifax Internet Security Requirements

Client agrees to comply fully with all requirements and obligations within the Equifax Internet Security Requirements document (the "Security Requirements"), attached as [Exhibit A](#), as may be amended from time to time by Equifax. Equifax may, with advanced notice to the client, conduct or have a third-party conduct on its behalf, an audit of Client's network security systems, facilities, practices and procedures if Equifax believes that Client is not in compliance with the Security Requirements. If such audit includes intrusion testing by Equifax or a third-party on behalf of Equifax, Client agrees to execute further documentation as may be deemed appropriate by Equifax. If Client is a customer of an Equifax affiliated credit bureau, Client agrees to execute additional documentation. Any failure by Client to comply with the Security Requirements shall be considered a breach of the Agreement and shall, in addition to Equifax's other remedies, permit Equifax to immediately terminate the Agreement or immediately suspend Client's access to Services for transmission over the Internet. Client acknowledges that access to services may periodically be unavailable over the Internet due to certain emergencies and downtimes for scheduled and/or non-routine maintenance.

I Agree.

II. Limitation of Liability

Client shall release, hold harmless and indemnify Equifax and its directors, officers, employees, agents, contractors, licensors, affiliated companies or affiliated credit bureaus from and against any loss, cost, liability and expense (including reasonable attorneys' fees) in connection with Client's or Client's subscribers/customer's use of Equifax Information and Services pursuant to this Addendum. Notwithstanding the foregoing, the liability provisions contained in any existing agreement remain in effect for all other products and services.

I Agree.

III. Incorporation and Ratification

Except as specifically amended and modified in this Addendum, all other agreements between Equifax or, as the case may be, the applicable Equifax affiliated credit bureau and Client shall remain in full force and effect and are hereby ratified and affirmed by the appropriate parties.

CLIENT
Company Name: test
Signer's Name: Carlie Almond

In the spaces below:

- Type the "signer's name" in the *first and last name* spaces below. The "signer's name" MUST be typed in exactly as it appears above.
- Type in today's date in the exact format shown.

First name:
Middle initial:
Last name:
Today's date: "09/08/2005"

Type "I Agree" in this box.

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Step 3 - Requestor Information

Step 3 requires additional identification information. Required elements include:

- Telephone Number
- Address Information
- E-mail Address
- User ID – *User selects personal User ID*
- Password – *User selects password (combination of alpha/numeric characters)*
- Challenge Question / Response
- Emergency Contact Information

The example below shows the Step 3 data entry screen.

EQUIFAX ePORT

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Online Registration
-ePORT

Step 1>> Customer Verification
Step 2>> Internet Addendum
Step 3>> Requestor Information
Step 4>> Login to ePORT

* Required fields

Please login to access this functionality

Information about: Carlie Almond of test

* Phone : [] Fax : []

* Address 1 : 45 Address []

Address 2 : []

* City : [] * State : GA [] * Zip Code : []

* Email : [] * Confirm Email : []
(Instructions will be sent to this email address)

* User ID : [] ([What's this?](#))

* Password : [] * Confirm Password : [] ([What's this?](#))

* Challenge Question : In what city were you born? [] ([What's this?](#))

* Challenge Response : [] (Challenge response is case sensitive)

Select the items you would like to print:

Registration Information

Legal agreement Information

[Print](#) [Print Preview](#)

Emergency Contact Information ([What's this?](#))

* Name : [] (first last)

* Phone : [] * Email : []

[Login to ePORT>>](#) [Reset](#) [Cancel](#)

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In Step 3, the option to print the registration information and legal agreement information is provided. The user must first complete the emergency section prior to printing. After completing this information, proceed by clicking the **“Login to ePORT”** button: 

Step 4 - Authentication and Approval

In step 4, the user information is authenticated, and access to ePORT is provided. The user must login to ePORT to continue the registration process. The Company ID and User ID are carried forward and pre-filled. Users are required to enter their Password. Once the Password is entered, users must click the submit button. An e-mail will be sent (see sample below) with a summary of registration information for future reference.



| | | | | | | | |
|----------|--------------|----------|-------------|----------|----------|----------|------|
| HomePORT | CustomerPORT | Products | About ePORT | Security | eSupport | eLibrary | Help |
|----------|--------------|----------|-------------|----------|----------|----------|------|

- ✓ Step 1>> Customer Verification
- ✓ Step 2>> Internet Addendum
- ✓ Step 3>> Requester Information
- Step 4 >> Login to ePORT

YOU MUST LOGIN TO ePORT TO REGISTER FOR ePORT SERVICES

ePORT Customer Login

Please provide the following information.

Company ID :

User ID :

Password : **Note:** Password is case sensitive.

Read the permissible purpose statement below and click the *Submit* button.

Permissible Purpose

The Federal Fair Credit Reporting Act and a number of similar state laws restrict access to consumer credit information. You must have a permissible purpose to order a consumer report. In general, you may access consumer credit information when someone applies to you for personal, family or household credit, or to rent a house or an apartment. You may also access consumer credit information in order to screen prospective employees, provided you comply with certain additional requirements. If you want a consumer report for reasons other than the purposes expressly listed in the law, you must have the consumer's prior written consent.

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Sample Registration Email

Dear C,

Thank you for registering Colson Enterprise on ePORT. Listed below is a summary of the information that is needed to access ePORT. Save this email in a safe place. You will need this information to login.

Company ID: 12371
User ID: CJCOLSON
Password: ***** (For security reasons, this is intentionally missing.)
Challenge Question: In what County were you born?
Challenge Response: (For security reasons, this is intentionally missing)
Account Number: XXXAA09765 (The first three numbers are deliberately masked for security reasons).

Company Information:
C Colson
Colson Enterprise
1525 Windward Concourse
Alpharetta, GA, 30005

Click the link below to login to ePORT:

<https://www.eport.equifax.com/eport/login.jsp>

NOTE

If you are interested in using an ePORT Service, such as eCreditInformation (access to credit files), you will need to complete the online registration form before you can access this information. To register for a Service, login to ePORT and select one of the links under Services.

ePORT Login

As stated above, the Company ID and User ID are pre-populated. Only the Password box requires an entry. Once this is done and submitted, the user is asked to answer the challenge question for further authentication.

| | |
|--------------|---|
| Company ID : | <input type="text" value="1234"/> |
| User ID : | <input type="text" value="TEST"/> |
| Password : | <input type="password" value="*****"/> Note: Password is case sensitive. |



Continue the authentication process by clicking the **“Submit”** button:

Challenge Question

The user must correctly answer the password and challenge question to gain access to ePORT.


ePORT

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User Verification

Please answer the *Challenge Question* to validate your identity then click the *Submit* button.

Company ID : 188958
User ID : CCOLSON

Challenge Question : In what city were you born?

Challenge Response :

Note: Challenge Response is case sensitive.

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Registering for ePORT Services

Once you have successfully accessed ePORT, you may register for other available services, such as eCreditInformation. This can be done by clicking on the corresponding link on the ePORT home page. Additional registration information may be required before granting access to certain services. Also, approval for these services may require manual review, resulting in additional processing time.

ePORT

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[User Preferences](#) [Logout](#)

Welcome to **ePORT**

Important, please read!

After logging into ePORT you will be able to register for access to any of the available Equifax "services". A "service" is a specific product portal. For example, eCreditInformation is the "service" available to you for access to the traditional credit products like ACROFILE, Finders, DTEC, and others. **Additional registration may take up to one business day to approve.**

ePORT News

Read More

- [Important FACT Act Changes](#)
- [New and Improved DTEC Report Format](#) **NEW!**
- [Save Time - Order Delimited Output](#) **NEW!**
- [Batch Processing](#)

ePORT Services

Select a Service

- [eCreditInformation \(Consumer Credit Reports\)](#)
- [eCommercial Info \(Business Credit Reports, NTDE\)](#)
- [eReporting \(Upload data to Equifax\)](#)
- [LeaseSafe \(Resident-Screening Services\)](#)

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