On-Line Portal User Guide

1. Log in

For Australian Users go to: www.corporatescorecard.com.au

For New Zealand Users go to: www.corporatescorecard.co.nz

1. First-time users will have been be provided with two emails containing the Username and Password.
2. If you have not received a password please email EFVRadmin@equifax.com
3. Enter the user name and password provided into the login page.
4. You may be prompted to change your password. You may also be requested to agree to our terms of reference.
5. Then you are ready to go.

Note that you can add additional users to your account. Just send the name, email and phone number(s) to EFVRadmin@equifax.com For security reasons, we recommend that you avoid sharing your own login details with your work colleagues.

2. Order a Financial Assessment

If not sure which report to order, please contact your sales specialist or email Efvradmin@equifax.com

1. It is important to first ensure the right country has been selected. (This defaults to either Australia or New Zealand.)
2. Select the report type required from the Report Selection menu. You may be required to select the service level (Default is Standard delivery).
3. Choose the Service level required (Default is Standard delivery) – make note of delivery deadline if applicable
4. Next, Select the Subject of your enquiry. Whenever possible, start by entering the ABN (Australian) or NZBN (New Zealand). Otherwise the name or the ACN. You must then verify to auto populate the remaining entity verification details.

5. If the entity is a trust, you will either be asked for the ACN of the corporate trustee or should enter the company name alongside the trust name.
6. Enter the contact details of the person representing the enquiry subject who we can contact to request the information required to complete the assessment. The order form can be used to add additional contacts by using the **+** toggle
7. For procurement related reports, please provide the project details for the assessment to be performed. For credit reports, please enter the credit limit being applied for. Purpose of the Inquiry must be selected, along with the Contract Values Term and Maximum Annual Value.
8. Please use the comments for any special instructions or providing any insights that would be useful for the analyst in preparing your report. If you have special instructions for all your report, please contact your sales specialist and we can enter it as a file note.
9. Add attachments is optional as our analysts generally obtain the data directly from the subject. Only upload attachments that contain the subject's financial statements. There are file size limits: Each file may be up to 6.8MB and you can upload 24MB in total. Larger files should be sent to efvradmin@equifax.com.
10. Your contact details will be prepopulated at the bottom of the form. Use this to change or add a recipient.
11. You may also add a purchase order number or job reference which would be displayed on your invoice. We can reset the headings for you and set as optional or mandatory.
12. Once you have completed the form, proceed to confirm the order and always complete the submit to finalise the order. You should get a confirmation that the order has been placed.
13. Once the order has been completed, you will be given the option to register the entity for monitoring. If we have already processed an alert batch for you, make sure you add it to the existing profile.
14. Note that you will also be given an option to order a similar report. Using this feature will prefill some of the sections of the order form to help complete the order process if assessing multiple suppliers on the same contract.

3. View & Track Progress of Reports / Communicate with the Analyst

Work in progress shows a listing of your reports that are still underway, including the request date and the scheduled due date.   Click on View Details to view the original request details show are shown by selecting "View Details".

To send a message to the analyst working on your report select the "Communicate" button and send them a message. You can even attach relevant files to send to the assessor. Likewise, an analyst can update you through this.

4. View Past Transactions

You can view your past transactions for reports you have requested. Users can select the "Account" radio button to see all transactions for the account.   The default "User" will just show reports that were ordered under your login.

You can search for past reports by data range or by keyword and can sort by any of the headers. The name search is an exact name match, so we suggest that you use a part of the company's name. You are also able to search by ABN.

My transactions will also show you the amount charged for your reports, the dates supplied and matter refence fields. Click on view to view the report (if available). Archived reports are displayed for 2 years. If you require this to be set longer, please contact your sales specialist of efvradmin@equifax.com.

You can view all your completed reports and any online searches for the past 8 weeks under the section "Recent Online Searches". You will only see reports ordered under your login unless you make special arrangements with your sales specialist. To access the report, click on **View.**

5. Online Services

1. **Australian ASIC Searches.** These can be accessed through ASIC if you have the ACN or through Quick Search if you have the name or ABN.

   - **The Current Company Extract** shows all the incorporation details including shareholding and office holders.
   - **The Historical Company Extract** also includes past directors and shareholders.
   - **The Relational Extract** shows all companies in which the organisation has a shareholding stake, directly or indirectly. However, it only goes down the corporate ladder, not up, so best results if you start with the ultimate parent company in Australia.
   - **The Company Document Listing** is a free search that shows you all documents lodged at ASIC and enables you to purchase documents through hyperlinks. If you require financials or annual reports, look for Annual Returns showing more than 5 pages.

   Australian Procurement and Credit Express Checks. These reports are compiled from ASIC and PPSR register searches and the extensive Equifax database. The main difference between the two is the scoring algorithm and the detail around trade references. It details the corporate structure, including directors and shareholders, and identifies adverse data or potential phoenix behavior relating to its office holders. It also provides a Risk Score based (0-10, high best) and highlights the key factors behind the risk score. Only available om corporate entities, this gives a great view of the company and takes less than a minute to run. Start with the ABN and if a trust comes up, respond yes to the corporate trustee and enter the name or ACN of the company. Leave the default as general enquiry, unless it is for assessing a credit account.

2. **Australian Company Beneficiary Ownership Report.** This maps out the corporate structure and includes details of related companies all the way up to the ultimate beneficiary owner.

3. **International Credit Reports**. This would usually be made available for users making credit decisions on clients outside Australia and New Zealand. (Not suitable for procurement).

4. **Monitoring** See next section.

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6. Monitoring of Australian Entities

The Monitoring function provides you with daily/weekly alerts on changes lodged at ASIC, insolvency related actions, court records and payment defaults. It's generally only available on Australian companies. There are three ways of registering entities for monitoring:

1. **Batch loading:** Send us a csv or Excel file containing your supplier IDs (optional), Entity Names, ACNs if available and ABNs to your Corporate Scorecard representative. We will cleanse the file and register it for you. We will identify the entity type, Legal name, registered status etc. This will enable us to identify duplicates and deregistered companies.
2. **Add a single entity through the Dashboard.** The dashboard can be accessed through Online Services. If you have a profile set up through aa loaded batch, ensure you select it to take advantage of associated discount pricing
3. **Add a single entity when ordering a report**.

The Monitoring Dashboard also enables you to configure what alerts you want sent and when you want to receive them, add or change recipients and search your registrations for historical alerts. If you missed opening a link, you can find the daily downloads in the archive section. You can view all the alert items for a given entity.

7. Admin Functions:

Change my Password: Easy access to change your passwords.

Check my Transactions: Outlines transactions including time, date or date range, request type, subject, amount and matter reference. Easy access to the last 2 years' reports that have been ordered.

- You can search by date name or ABN. (If searching by name, we suggest you use just use a portion of the name as the matching uses exact name match). Then press last 100.
- To search reports ordered by all users on your account, click the radio button located on the top left of the page. The default is just reports ordered by the user logged in.
- If you require more than 2 years archived, contact your sales specialist.
- If you require access to transactions on all child accounts, we can set that up for you.

8. Optional Functions:

Please note: We offer additional features that are configurable upon request, these include:

- If you need a report type not listed in your report options menu, your sales specialist can organize this for you, (an example is a report specified by State Government).
- On request, we can provide access to view work in Progress for all users on your account. We can also provide access to work in progress for any International Credit Reports you ordered
- We can set billing options for separate invoice for each transaction
- We can set up an account so that the client administrator manages new user access
- We can set up Express Check type, (Credit, Procurement or Both) and remove the score displayed
- We can add special instructions to analysts for all reports ordered.