Credhub Enrollment Checklist

During the enrollment process use this checklist to help you stay focused.

__ **Start working on the Credhub application process.** It's lengthy and detailed because you're joining two credit bureaus and the security is set very high. They want to be sure you're a professional manager and not a hacker. You'll need to provide them with licenses, your management agreement and other items to document that you're really a professional manager.

__ **Start watching videos on the credhubsupport.com/enrolling page.** Get the password from us once you've received the enrollment package from Credhub. You have several critical decisions to make during enrollment and you don't want to have to go back and redo them after you've learned the issues. We can save you from plenty of mistakes if you'll take the time to watch the videos.

__ **Establish the date you want Credhub to pull your tenant data.** Watch our training video for suggestions on the best date.

__ **Establish the date for the failsafe submission.** Watch our training video for suggestions on the best date.

__ **Establish the initial threshold amount.** Watch our training video for suggestions.

__ **Begin introducing the idea to staff.** Watch our training video on How to Handle Staff Pushback. Maybe select the person you want to drive this system and get them onboard soon. Have them start watching training videos so you don't have to do all the training. Get them involved in some of the decisions listed above.

__ **Print an unpaid tenant charges report** from your property management software so you know where you're starting from as to collecting outstanding charges. Staff needs to know what needs to be collected and watch the progress.

__ **Set up new income and cost of sales categories on your P&L** so you can start coding income and costs. Watch our training video for suggestions.

__ **Establish a LAUNCH DATE for implementation.** Watch our training video for suggestions.

__ **Stay focused on the Credhub paperwork. It's easy to let this drag out and delay the launch.** As soon as that paperwork is returned to Credhub you'll get access to the pages that will answer all the other questions as well as the documents, copy for newsletters to tenants and owners, policies and procedures for everything, and training videos on how to deal with section 8 tenants, students, co-signers, and commercials. We've thought about everything so you don't have to reinvent anything.

__ **Go back and watch the videos on credhubsupport.com/reasons** for more information. The more you and your staff understand about how this system works the better you'll do at setting it up and implementing. Avoid the tripping points. Don't reinvent this. Learn from our mistakes and avoid the redo's we had to do.

__ **Allocate some time to setting this up.** It's not so much the paperwork but the mindset that you're going to have to set some time aside to work on the business because this Credhub system will take some time on the front end. Once it's up and running it will only take 15 to 30 minutes a month to manage.

__ **Listen to Credhub staff.** They know the technology backwards and forwards so make sure you follow their directions during the enrollment process.

We are here to help. We reported to Equifax for 30 years so we know everything you're going to face in the coming months. We will help you set up this system without having to go back and experience a bunch of redos. There are at least 40 training videos on the next page to help you implement this program. Initially you'll feel you’re drinking out of a firehose but it will all come together if you follow the checklists and watch the videos.

Reach out to us at contact@credhubsupport.com