

Welcome to the first step of the credit building process. Ensuring that your company information is up to date and as accurate as possible is essential for everything to be reported correctly for you.

Underneath is a list of required fields that must be completed for the lenders before moving forward. Verifying this information is up to date on the Dun and Bradstreet website is of the utmost importance.

First let's make sure that you have a Duns Number. By clicking the box for Dun and Bradstreet it will have you put in your company information including your company name, address, city, state, and zip code.

If you do not see your company listed below you have to apply for a Duns number.

Click "get a new DUNS number"

It will ask you why you are there you need to select "I have a US based business"

It will then take you to an option page. The duns number is free. Click on get started in the free column.

It will ask you for your first and last name and your e-mail address. D&B will be sending you a temporary password, it should only take about two to five minutes to receive.

Once you receive the temporary password, you may be able to copy and paste it, if not you'll need to type it in manually and can be lengthy password make sure everything is exact, it is case sensitive. Afterward it will ask you for the current password you will enter in once again be temporary password then create your own, you will need to write this down, you will need it later.

After you have successfully created your password, it will take you to the page where you will start to fill out your company information.

If you need to update anything for your company, you'll be able to do that while you are waiting for your duns number it can take up to 30 days to receive, use the current company information that you have now.

At the very end of the application, it will ask you to submit documents. The EIN paperwork works well for this, you can also submit the application without the documents it may just take a little bit longer of a period to get back.

Once you receive your Duns Number you will need to set up your Duns Manager and enter all of the new updated current information for your company. You will not be able to proceed forward with the credit building process until you receive the Duns Number.