

Credit Product Credentialing Instructions/Checklist

The forms listed below must be properly completed in order to commence the credit product credentialing process.

The forms are available for download on the 'Credentialing' page of IntelliCorp's website. You can access this page from IntelliCorp's home page by clicking on 'Admin' on the gold tool bar.

If you have problems accessing these documents please call IntelliCorp's Credentialing Services at 866-862-9895 or email credentialing@intellincorp.net.

Once you have completed the forms please fax to: 216-450-5105 or email to credentialing@intellincorp.net. Once the credentialing process has been successfully completed, you will receive a confirmation email indicating the process has concluded.

REQUIRED DOCUMENTS

Membership Application signed and dated by either the owner or an authorized officer of the company/corporation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Separate Letter of Intent signed and dated by either the owner or an authorized officer of the company/corporation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Service Agreement signed and dated by either the owner or an authorized officer of the company/corporation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Verification Authorization signed and dated by either the owner or an authorized officer of the company/organization	Yes <input type="checkbox"/> No <input type="checkbox"/>
Site Inspection contact (Name, Title, Phone Number) Name: _____ Title: _____ Phone Number: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

Sole Proprietorships / Partnerships:

The following item is also required for those businesses that are Partnerships or Sole Proprietorships:

Credit Release Form signed and dated by either owner(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of Government Issued Photo Identification	Yes <input type="checkbox"/> No <input type="checkbox"/>

Businesses Open Less Than 1 (One) Year:

Two of the following items are also required for those businesses opened for 1 year or less:

• Copy of utility or phone bill in the business name for service at the principle place of business	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Copy of lease, or proof of property ownership by business, of the principle place of business	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Copy of business bank statement addressed to the owner(s) at its principal place of business.	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Proof of commercial insurance under the business name shown on the application	Yes <input type="checkbox"/> No <input type="checkbox"/>