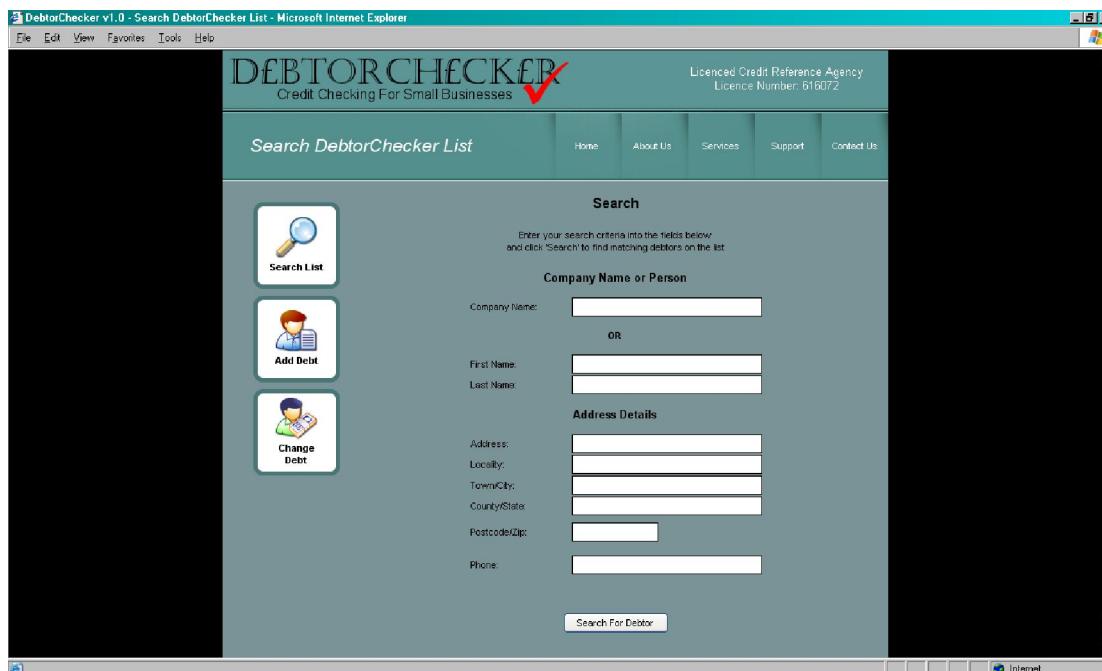


## How do I perform Searches of the DebtorChecker database?

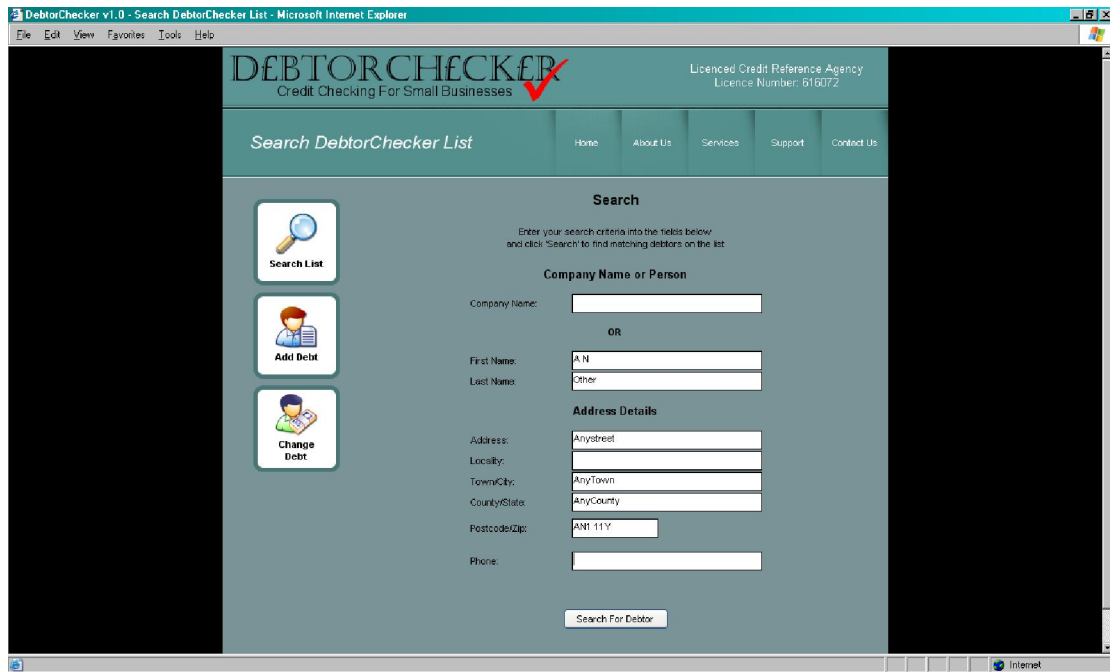
Sign in to [www.debtorchecker.co.uk](http://www.debtorchecker.co.uk) from the homepage and you are taken to the following welcome screen.



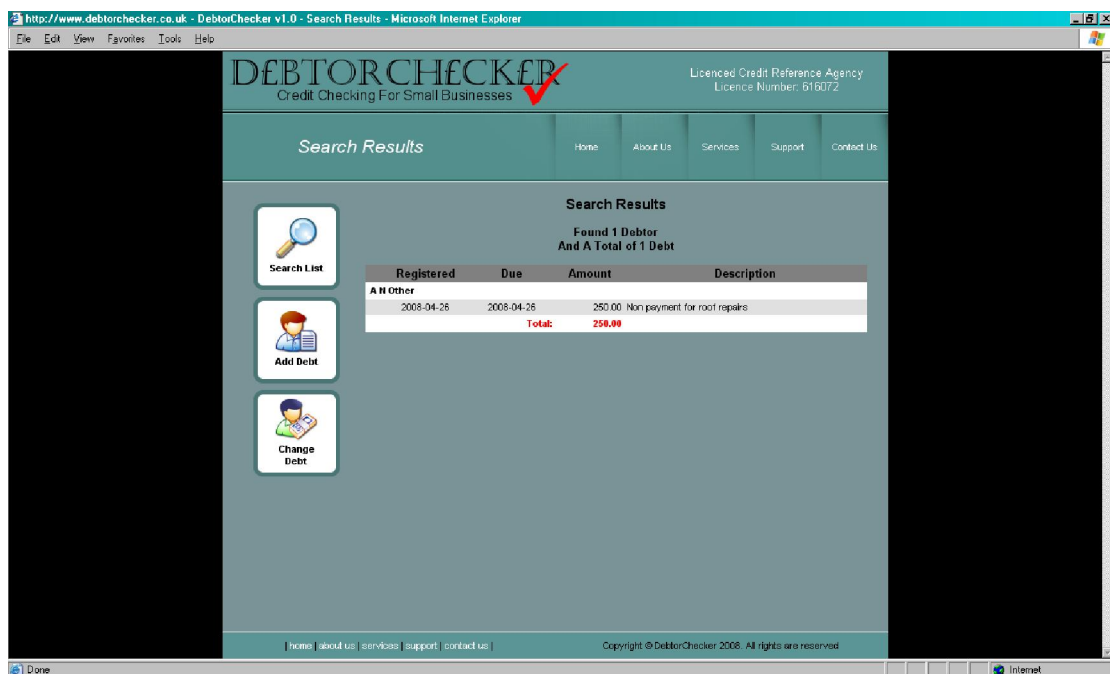
To perform a search to see if a new or prospective customer has bad debts with other businesses click the Search List Button. This takes you to the following screen.



You must know at least the Surname and Address of the person you want to search. The minimum information you can perform a search with is Surname and Town/City. The more information you use in the search the more meaningful and useful the result of the search will be. Fill in the search fields as in the following screen shot.



Click the “Search For Debtor” Button and this takes you to the results page as in the following screen shot.



The above screen shows that the customer you are about to do work for or supply goods to has a bad debt with another business. You can now assess the risk of dealing with this customer and maybe ask for payment up front or refuse to deal with this customer at all.