How to Order a Credit Supplement Online

Ordering A Supplement On Information Contained In A Credit Report

1. Go to the Applicant file requiring the credit supplement.

2. Go to View Report - Click once on **Prequal**, this will open the credit report.

3. Go to the Tradeline, Public Record or Inquire you wish to request a supplement on and click once on the blue highlighted creditor name.

4. You are now viewing the **Trade Supplement** screen. Under **Request Reason**, enter in your supplement request and click **Submit**. Repeat this function for all trade supplements required for this report

5. When you are finished making your request, click once on the **Close** button in the upper right hand corner of the report.

6. You are now in the applicant screen and your Supplement Request is documented in the **Request History** section.

7. When your supplement request is complete it will appear under the **Supplement Report Section**.

8. To print a Tradeline Supplement, click once on **print**. To print a complete retype click once on **Prequal** and click once on **Express Print.**

9. You may check for completed **Supplements**, by going to the **Desktop** and clicking once on **Recent Supplements**. This is a list of the last 40 supplements. Click on **print** to print the tradeline supplement. Click once on the **borrower name** to enter the **Applicant File**. You may wish to do this to get greater information about the request you made. You can also do a complete retype, by clicking once on the **Prequal**

General Request

1. The **General Request** screen is for ordering any request for information not included in the credit report. (VOR, Private Loan, Non-Traditional Credit) This section can also be used make a general statements about the applicant file. (Please verify all Charge off are included in bankruptcy)

2. Type your general request into the **General Request** screen and click once on **Send Request**.

3. To print General Request follow the instructions above.