

## **“HOW TO” ORDER ALTERNATIVE CREDIT**

Once you log in to Advantage Credit’s secure site, there are 4 tabs: **DESKTOP; ORDER; RECENT REPORTS; RECENT REQUEST**

**From the RECENT REPORT Tab:**

### ORDERING a Supplement or Alternative Credit

1. Click on **RECENT REPORTS** Tab to find an existing credit report
2. Click on the borrowers’ name
3. Under the **ADD ON PRODUCTS** section click on **Request Supplement**
4. From the Request Reason section
5. Enter all information pertinent to the alternative credit request (creditor name, phone number, contact)
  - a) Please specify what type of verification you require (VOR; VOE; VOM; VOL)
  - b) Please fax any type of documentation you may have to expedite the request (Borrowers’ authorization; HUD; Utility bill; Phone bill)
6. Click on the **Submit Order Button**



**Advantage Credit, Inc. Credit Reporting Services**

Sharing Knowledge and Providing Old Fashioned Customer Service Since 1993

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