

HOW TO Order Tax Transcripts

Once you log in to [Advantage Credit's secure site](#)

From the **Recent Request** section click **Credit link**

1. Click on the File# to view an existing credit report
2. Under Additional Products (bottom right section)
3. Click on Tax Return Verification
4. Click on Order **New Product** and then select **Employment/ Income/ Asset**
 - o **Verification of Employment**
 - o **TRV (4506-T)**
 - o **Verification of Deposit**
5. Select Order TRV (4506-T)
6. Select Tax **Forms**
7. Select Transcript **Type**
8. Select **Year(s)**
9. Browse and upload completed/signed 4506-T PDF
10. Click on the Order Button

Retrieve an Existing Tax Transcript

From the **Recent Request** section

1. Click on Employment/ Income/ Asset Tab
2. Click on **View**

Click here for details on our [Weekly Customer Training](#)

Thank you! We appreciate your business.



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