

“HOW TO” ORDER RMCR (Residential Mortgage Credit Report)

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 RMCR

1. Click on **Recent Report Tab** to find an existing credit report
2. Click on the borrowers name
3. Under the **ADD ON Products** section click on **Request RMCR**
4. From the Request Reason section
5. Enter all information pertinent to the request (Employer information, phone number)
 - a) Enter any Additional Notes or 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)
 - c) Click on the **Submit Order Button**

We encourage you to view our videos designed to walk you through the complete process of ordering a Trade supplement.

**Our videos are located on our main web page:
www.advcredit.com under the Technical Support Tab**



Advantage Credit, Inc. Credit Reporting Services

Sharing Knowledge and Providing Old Fashioned Customer Service Since 1993

www.AdvCredit.com 1-800-670-7993