

# **“HOW TO” ORDER LEVEL ONE AUTHENTICATION REPORTS**

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

**From the ORDER Tab:**

## **ORDERING Level One Report**

1. Click on **Order IDV** link
2. Select **LEVELONE** from the Product drop down list
3. Type the borrowers information
4. Click on the “Order” button

## **RETRIEVE AN EXISTING REPORT**

1. Click on **Find IDV** link
2. Enter any field associated with the borrower to search
3. Click **Search** button



**Advantage Credit**

Credit Reporting Services  
www.advcredit.com 800-670-7993