

Ordering a Supplement Request

This document will show you how to order credit Supplement through Lending QB. Its purpose is not intended to provide detailed instructions on any other process.

Step 1:

Open the report from one of the two ways from the Customer File Page within the Credit File.

Example

potential TransUnion score change of +28 points with [Credit Analyzer](#)
[New Report](#)

LE #: 3122764

APPLICANT: MELINDA TESTCASE - *****0010

DOB: [REDACTED]

ADDR: 854 GRINDSTONE DR, ANTHILL, MO 65488

REV: [REDACTED]

XP: 509 TU: 494 EF: 452

+55 +28 +21

*** ORDER COMPLETED ***

Submission Results

Bureau	For	Date	OK	Ordered By	Error Message
EXPERIAN	B	1/14/16 3:34 PM	YES	LARRY TRAN	
TRANSUNION	B	1/14/16 3:34 PM	YES	LARRY TRAN	
EQUIFAX	B	1/14/16 3:34 PM	YES	LARRY TRAN	

Please click on the blue [PREQ](#) link to view the credit report

Charges

Date	Description	Credit	Charge
14/2016	3BUR	\$0.00	\$0.00
14/2016	SURCHARGE-State Surcharge	\$0.00	\$0.99
	Tax Total		\$0.00
			\$0.99

[View Invoice](#)
Make Credit Card Payment

Contact Advantage Credit: call (303) 670-7993 or fax (303) 670-8067
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VIEW REPORT

- [PREQ](#) (PDF)
- [Prequal Analyzer](#)

-- Other Reports --

ADD-ON PRODUCTS

- [Credit Analyzer](#)
- [What-If Simulator](#)
- [Comparison Report](#)
- [Request Supplement](#)
- [Request RMCR](#)
- [Add Bureaus / Spouse](#)
- [Undisclosed Debt Notifications](#)

UNMERGE REPORT

BORROWER

CO-BORROWER

EXPERIAN

TRANSUNION

EQUIFAX

Web PDF View

SETTLEMENT SERVICES

[Back to Worksheet](#)

Step 3:

A new window will appear. Within this window, select what verification(s) are needed on the supplement, attach documents or add additional information to the request. Once completed, CLICK Submit Order button.

Example

TRADELINE SUPPLEMENT

#3122764 - TESTCASE, MELINDA - *****00

To expedite or ensure that your request is verifiable, please enter the applicant's phone number to authorize a conference call with the applicant.

Check and/or Verify

<input type="checkbox"/> Update balance	<input type="checkbox"/> Verify late dates	<input type="checkbox"/> Update rating
<input type="checkbox"/> Update payment	<input type="checkbox"/> Not applicant	<input type="checkbox"/> Included bankruptcy
<input type="checkbox"/> Delete duplicate	<input type="checkbox"/> Account is closed	<input type="checkbox"/> Verify PITI
<input type="checkbox"/> 12 months rating	<input type="checkbox"/> Account is current	<input type="checkbox"/> Other

Account Number:

Creditor:

Applicant's Phone:

Ordered By:

Email (please verify):

Phone:

Additional Instructions:

I have faxed or will fax document(s) for this request

Document Description	Borrower's Authorization
<input type="text" value="Borrower Authorization F"/>	<input type="text" value=""/>
	<input type="button" value="Browse..."/>
Document Description	Attach Documentation
<input type="text" value=""/>	<input type="text" value=""/>
	<input type="button" value="Browse..."/> Attach more ...

RUSH (There may be an additional fee)

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ACCT000033	05/15	01/16	\$300	\$300	9 mos	0	0
Address: (800)987-5521 MINNESOTA AVE FALLS, SD 57104	DLA 12/15	ECOA B	Source (B) XP/TU/EF	Revolving	AS AGREED		
History: 01/16; *****							
COMMUNITY ACCT000028 Address: 9043548537 RTH MAIN STREET	Opened 11/13	Reported 12/15	Hi. Credit \$210	Credit Limit -	Reviewed 02 mos	30-59 0	60-89 0
	DLA 10/15	ECOA B	Source (B) EF	Installment	CHARGE OFF		

END