

“HOW TO” ORDER A TOTAL TIN

1. Go to our home page www.advcredit.com
2. Under “Existing Customer Secure Login” click on “Tax Return and Social Security Verification”
3. Enter your full name and Subscriber Login and Password provided to you by your sales representative
4. Scroll to the bottom until you see your name and “Access Granted – Click here to continue”
5. You will be directed to the page where you can access the order form, the 4506-T and view the status of already ordered TRV products.
6. Have your borrower fill out and sign the 4506-T. You will find instructions on the page with the order forms on how the borrower is to fill out the 4506-T.
7. Fax the 4506-T and the order form to the fax number listed on the form. You will receive an email notification that it was received.
8. You will be notified by email when it is complete.
9. Log back in as directed above to retrieve your completed request.



Advantage Credit

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