

## HOW TO Order a Refresh Report

Once you log in to Advantage Credit's secure site,

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

1. Click on the File# of the **existing** credit report
2. Under Submission Results
4. Click Order Refresh Report (only available for 120 days from original credit report Date)
5. A message from webpage will pop up reminding you this will order a new file from the bureaus – click OK
6. Click Order
7. A Warning duplicate SSN/Name message will appear – click **New Report** to continue or **Close** to cancel

A Refresh Report is typically used to verify a consumer's credit and/or liabilities prior to closing.

The report is a soft inquiry with no FICO scores or Fraud and it is not FNMA/FMAC re-issuable

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

***Thank you! We appreciate your business.***