

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.

<u>Step 1:</u>

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

Example

- creatine

tential TransUnion score change of +28 points with <u>Credit Analyzer</u> <u>New Report</u>						VIEW REPORT				
LE #: 312276 PLICANT: M	4 ELINDA TI	ESTCASE - *****0010		XP: 509 +55	TU: 494	EF: 452 +21				
)-BOR:			0 65499				ADD-ON PRODUCTS			
EV:	4 GRIND	STONE DR, ANTHIEL, P	<u>Credit Analyzer</u> <u>What-If Simulator</u>							
bmission R	esults	*** ORDER	COMPLE	TED ***			<u>Comparison Report</u> <u>Request Supplement</u> <u>Request BMCR</u>			
Jreau	For	Date	ОК	Ordered By	Error M	essage	Add Bureaus / Spouse			
PERIAN	B	1/14/16 3:34 PM	YES	LARRY TRAN			Undisclosed Debt Notifications			
ANSUNION	В	1/14/16 3:34 PM	YES	LARRY TRAN						
UIFAX	В	1/14/16 3:34 PM	YES	LARRY TRAN			UNMERGE REPORT			
	n the bl	ue <u>PREQ</u> link to vi	ew the c	redit report			BORROWER			
ase click o										
ase click o	1						EXPERIAN			
ase click o arges ite	Desc	ription			Credit	Charge	EXPERIAN TRANSUNION			
arges ite 14/2016	Desc 3BUR	ription			Credit \$0.00	Charge \$0.00	EXPERIAN TRANSUNION FOUIFAX			
ease click o arges ate 14/2016 14/2016	Desc 3BUR SURC	ription HARGE-State Surcharg	e		Credit \$0.00 \$0.00	Charge \$0.00 \$0.99				
ease click o arges ite 14/2016 14/2016	Desc 3BUR SURC	ription HARGE-State Surcharg	e		Credit \$0.00 \$0.00 Tax Total	Charge \$0.00 \$0.99 \$0.00 \$0.99	✓ EXPERIAN ✓ TRANSUNION ✓ EQUIFAX ● Web ○ PDF View			
ease click o arges ate 14/2016 14/2016	Desc 3BUR SURC	ription HARGE-State Surcharg	e View In	voice Mak	Credit \$0.00 \$0.00 Tax Total e Credit Car	Charge \$0.00 \$0.99 \$0.00 \$0.99 d Payment	EXPERIAN TRANSUNION EQUIFAX Web O PDF View SETTLEMENT SERVICES			



<u>Step 2:</u>

A new window will appear and display the credit report. Scroll through the report until you come to the account in which a supplement needs to be submitted. CLICK on the name of the account.

Example

CAPITAL 1 FA ACCT000023	04/13	12/15	\$24995	-	32 mos	15 11/15 9/15 8/15 7/15	2 12/15 10/15	U	\$1659	/3 X 549	\$19843
	DLA 11/15	ECOA J	Source (B) XP/TU/EF	Auto DELINQ 60		6/15 3/15 2/15 7/14 6/14 5/14					
	History: 12/15; 3232222**22*******2222**2*2****										
ADVANTA ACCT000015	Opened 06/10	Reported 10/11	Hi. Credit \$9750	Credit Limit -	Reviewed 15 mos	30-59 2	60-89 2	90+ 0	Past Due \$326	Payment 102	Balance \$10283
	DLA 07/11	ECOA B	COA Source (B) Mortgage DELINQ 60								
	History: 10/11; 3 REAL ESTATE	32**32*********** MORTGAGE									
	Opened 06/10	Reported 01/16	Hi. Credit \$9800	Credit Limit \$9800	Reviewed 50 mos	30-59 10	60-89 2	90+ 2	Past Due \$291	Payment MIN X 148	Balance \$9112
CHASE MANHATTAN MORT ACCT000017	DLA 11/15	ECOA B	Source (B) XP/TU/EF	Revolving DELIN	1/16 11/15 6/15 4/15 11/14 8/14	12/14 4/12	1/12				
ACCIDOUDIT	History: 01/16; 2*2***2*2***2*2****2*****32**5 6114 5/1 120+ Lates: 1/12 CREDIT LINE SECURED 9/13 3/1										
ASPIRE/CB&T	Opened 12/14	Reported 01/16	Hi. Credit \$625	Credit Limit \$625	Reviewed 14 mos	30-59 0	60-89 0	90+ 0	Past Due -0-	Payment MIN X 25	Balance \$631
Directory: 866-705-3607 PO BOX 105555	DLA 12/15	ECOA B	Source (B) XP/TU/EF	Revolving							
ATLANTA, GA 30348	History: 01/16; *	******							1		
WACH/REC	Opened 10/13	Reported 12/15	Hi. Credit \$522	Credit Limit	Reviewed 24 mos	30-59 0	60-89 0	90+ 0	Past Due \$522	Payment UNK X 26*	Balance \$522
ACCT000027 Directory: BYMAILONLY	DLA 10/13	ECOA B	Source (B)	Installment CHARGE OFF							
WINSTON SALEM, NC 27102	History: 12/15-03999999999999999999999999999999999999								-		
CAP ONE BK	Opened 10/13	Reported 01/16	Hi. Credit \$433	Credit Limit	Reviewed 28 mos	30-59 0	60-89 0	90+ 0	Past Due -0-	Payment MIN X 30	Balance \$372
Directory: 800-955-7070 PO BOX 85520	DLA 12/15	ECOA B	Source (B) XP/TU/EF	Revolving	AS AGE						
RICHMOND, VA 23285	History: 01/16; ******										
ALLIANCEONE ACCT000019 Directory: 419-7406400 1684 WOODLANDS DR MAUMEE, OH 43537	Opened 07/10	Reported 12/15	Hi. Credit \$364	Credit Limit	Reviewed	30-59 -	60-89 -	90+ -	Past Due \$364	Payment ?	Balance \$364
	DLA _/	ECOA B	Source (B) TU	ce (B) Collection TU COLLECTION							
	PLACED FOR COLLECTION; ORIGINAL CREDITOR: MEDICAL										
FIRST PREMIER BANK ACCT000033 Directory: (800)987-5521 601 S MINNESOTA AVE SIOUX FALLS, SD 57104	Opened 05/15	Reported 01/16	Hi. Credit \$300	Credit Limit \$300	Reviewed 9 mos	30-59 0	60-89 0	90+ 0	Past Due -0-	Payment MIN X 20	Balance \$299
	DLA 12/15	ECOA B	B XP/TU/EF AS AGREED								
	History: 01/16; *	*****									
	Opened 11/13	Reported 12/15	Hi. Credit \$210	Credit Limit	Reviewed 02 mos	30-59 0	60-89 0	90+ 0	Past Due	Payment ?	Balance \$210
ACCTOUDED	DIA	FCOA	C (D)	1							



<u>Step 3:</u>

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 SUP	PLEMENT					
				#3122764 -	TESTCASE, MELINDA - *	****00
o expedite or ensur pplicant.	e that your request is	verifiable, please enter t	he applicant's	phone number to	authorize a conference cal	l with the
heck and/or Veri	fy					
Update balance		Uerify late dates		🗌 Update	rating	
Update payment		□ Not applicant		🗌 Include	d bankruptcy	
Delete duplicate		Account is closed		🗌 Verify F	III	
12 months rating	I	Account is current		Other		
Account Number	ACCT000025		<u> </u>			
Creditor	CAP ONE BK					
Applicant's Phone		<u> </u>				
Ordered By	LARRY TRAN		0			
:mail (please verify)	larryt@meridianlink.co	om				
hone	3036707993					
dditional Instructions						
			0			
			× 0			
I have faxed or wil	l fax document(s) for this	; request				
ocument Descriptio	on Borrower's Aut	norization 😳				
Borrower Authorizati	ion F			Browse		
Ocument Description Attach Documentation		ntation		Desures		
			-	browse Atta	ch more	
RUSH (There ma	y be an additional fee)					
					Submit Order	Cance
Contact A L © 2000-2016 <u>MeridianLi</u>	dvantage Credit: call (303) 67 nk, Inc. All rights reserved.	70-7993 or fax (303) 670-8067	Privacy Statement	1		

ACCT000033	05/15	01/16	\$300	\$300	9 mos	0	0			
ory: (800)987-5521	DLA	ECOA	Source (B)	Revolving						
MINNESOTA AVE FALLS, SD 57104 CCT000028 tory: 9043548537 RTH MAIN STREET	12/15	В	XP/TU/EF	AS AGREED						
	History: 01/16; ********									
	Opened 11/13	Reported 12/15	Hi. Credit \$210	Credit Limit	Reviewed 02 mos	30-59 0	60-89 0	90		
	DLA 10/15	ECOA B	Source (B) EF	Installment CHARGE OFF						
						_	_			

END