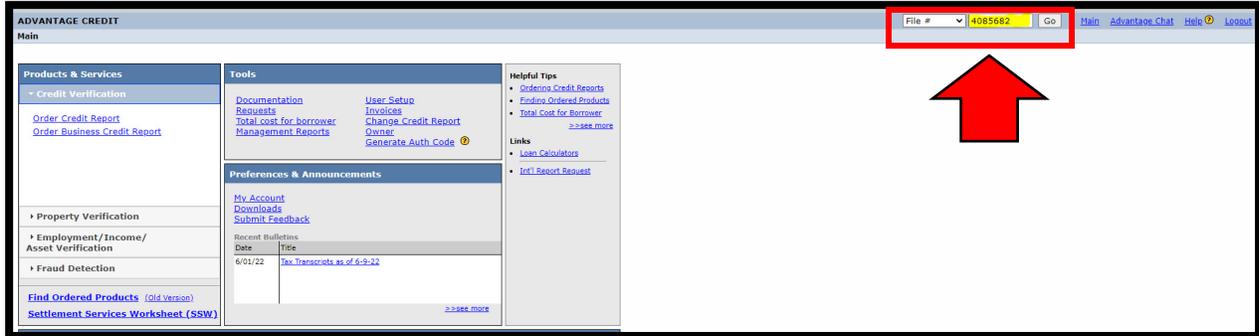
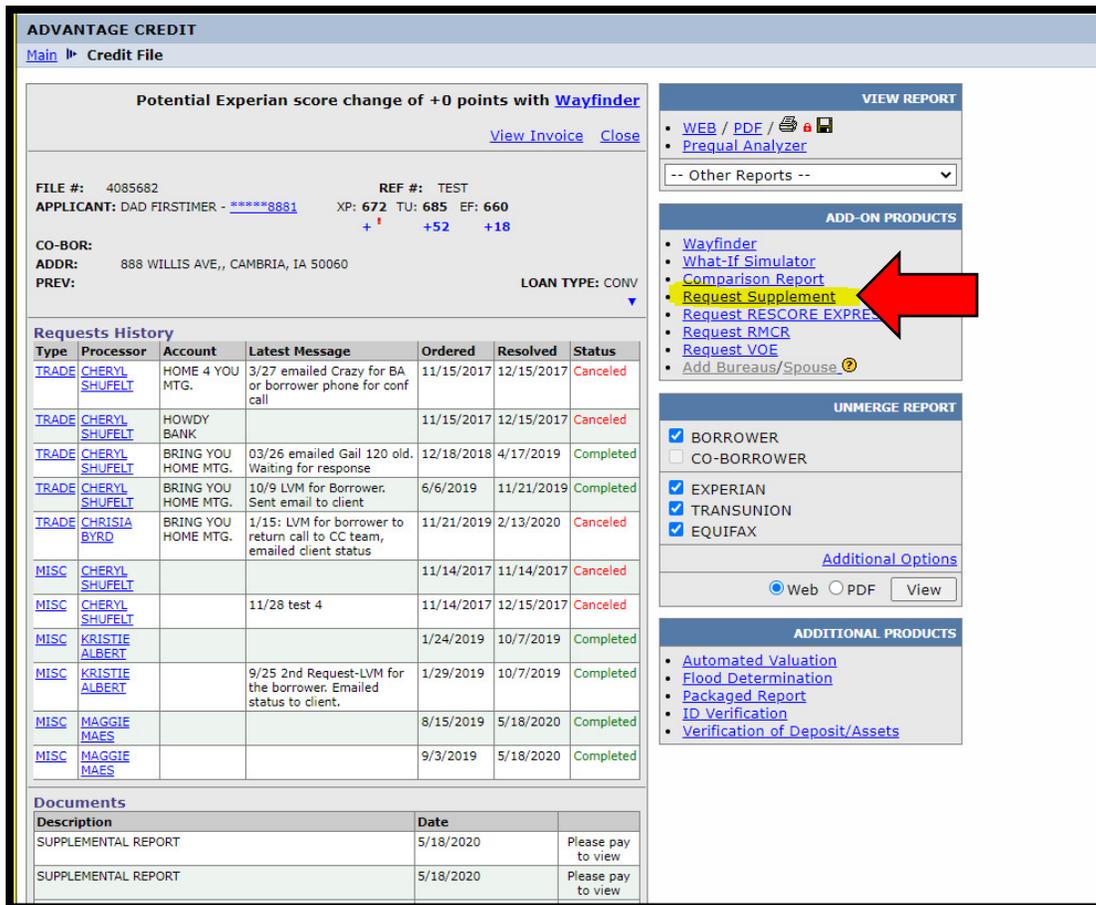


How to Request a Supplement Request:

1. Go to the Main Desktop of MCL
2. Go to the Search option at the top of the screen and enter the eight-digit File#, then press "Go":

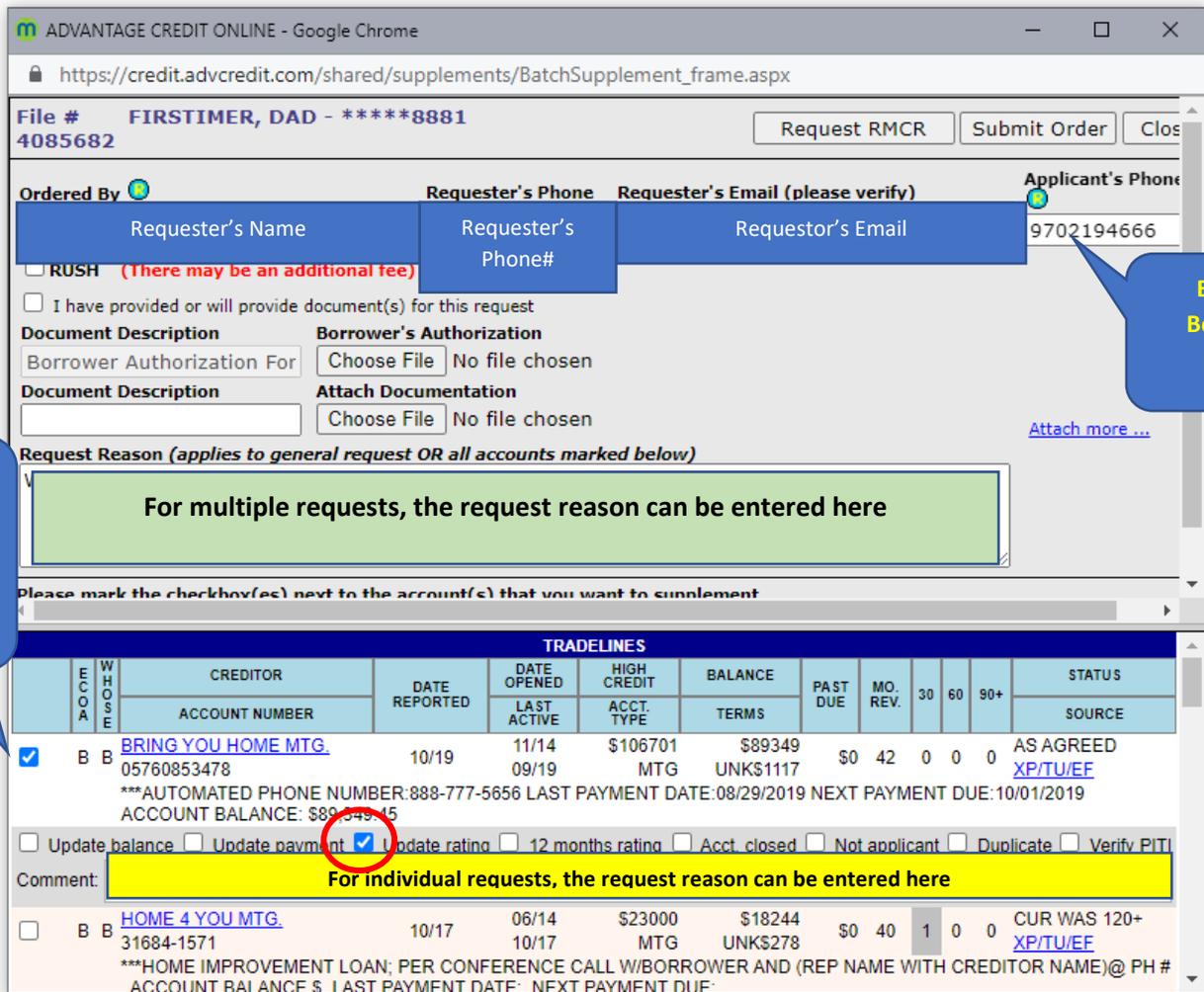


3. Once the credit report has opened, go to the left side of the screen, and select the option "Request Supplement":



- The order screen will open to submit a request on an existing tradeline or there is an option to add a brand new tradeline:

To submit a request on an existing tradeline:



ADVANTAGE CREDIT ONLINE - Google Chrome
 https://credit.advcredit.com/shared/supplements/BatchSupplement_frame.aspx

File # **FIRSTIMER, DAD - *****8881**
4085682 Request RMCR Submit Order Close

Ordered By Requester's Name Requester's Phone Requester's Email (please verify) Applicant's Phone
 Requester's Name Requester's Phone# Requestor's Email 9702194666

RUSH (There may be an additional fee)
 I have provided or will provide document(s) for this request

Document Description Borrower's Authorization
 Borrower Authorization For Choose File No file chosen

Document Description Attach Documentation
 Choose File No file chosen [Attach more...](#)

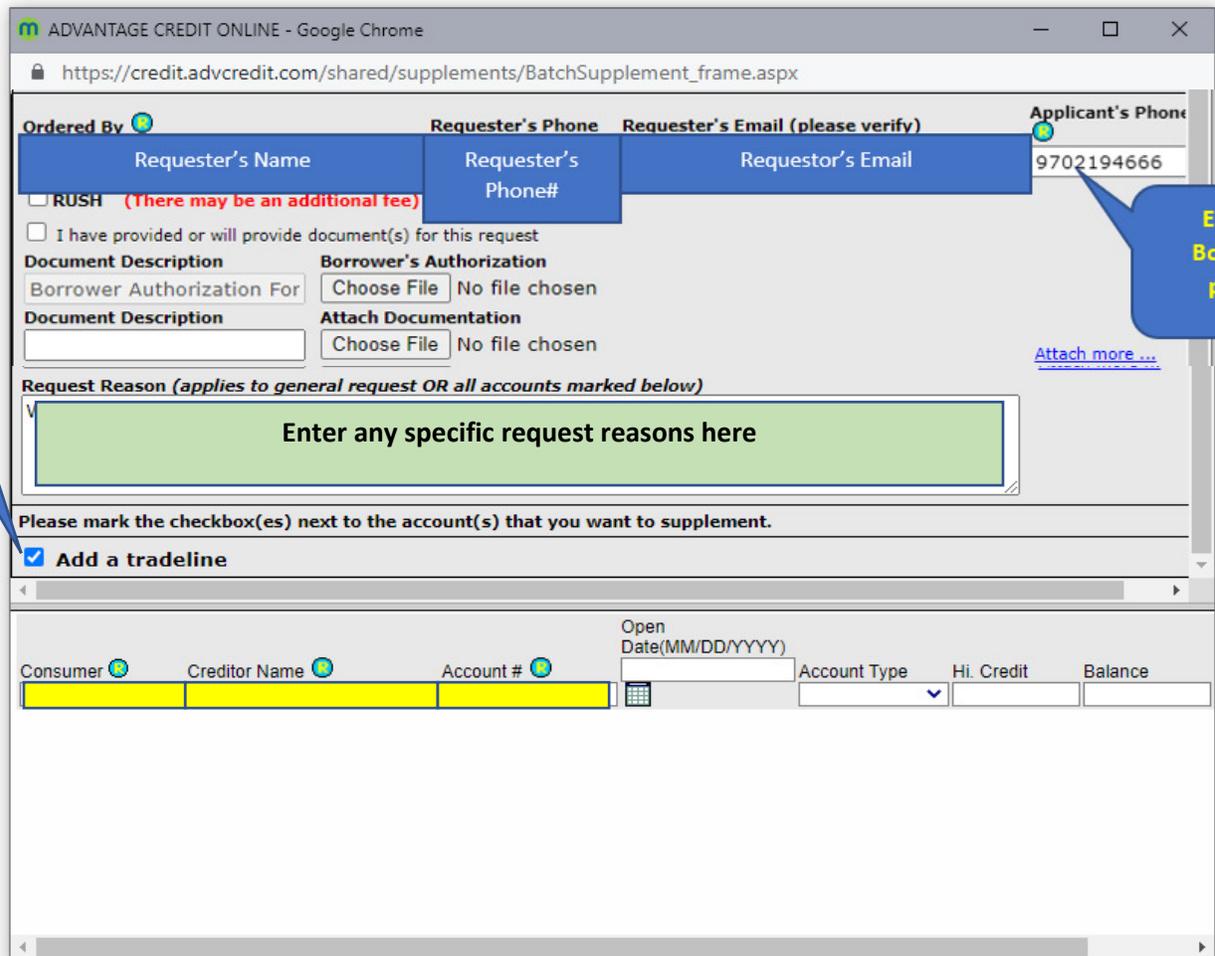
Request Reason (applies to general request OR all accounts marked below)
 For multiple requests, the request reason can be entered here

Please mark the checkbox(es) next to the account(s) that you want to supplement

E C O A	W H O S E	CREDITOR	DATE REPORTED	DATE OPENED LAST ACTIVE	HIGH CREDIT ACCT. TYPE	BALANCE TERMS	PAST DUE	MO. REV.	30	60	90+	STATUS
<input checked="" type="checkbox"/>	B B	BRING YOU HOME MTG. 05760853478	10/19	11/14 09/19	\$106701 MTG	\$89349 UNKS1117	\$0	42	0	0	0	AS AGREED XP/TU/EF
***AUTOMATED PHONE NUMBER: 888-777-5656 LAST PAYMENT DATE: 08/29/2019 NEXT PAYMENT DUE: 10/01/2019 ACCOUNT BALANCE: \$89,349.45 <input type="checkbox"/> Update balance <input type="checkbox"/> Update payment <input checked="" type="checkbox"/> Update rating <input type="checkbox"/> 12 months rating <input type="checkbox"/> Acct. closed <input type="checkbox"/> Not applicant <input type="checkbox"/> Duplicate <input type="checkbox"/> Verify PITI												
Comment: For individual requests, the request reason can be entered here												
<input type="checkbox"/>	B B	HOME 4 YOU MTG. 31684-1571	10/17	06/14 10/17	\$23000 MTG	\$18244 UNKS278	\$0	40	1	0	0	CUR WAS 120+ XP/TU/EF
***HOME IMPROVEMENT LOAN; PER CONFERENCE CALL W/BORROWER AND (REP NAME WITH CREDITOR NAME)@ PH # ACCOUNT BALANCE \$ LAST PAYMENT DATE: NEXT PAYMENT DUE:												

- Fill in the **Ordered By, Requestor's phone number and email** (to send the completed notification) . There is also an option to the right of the screen to add a borrower/applicants telephone number.
- Select the options needed listed under the tradeline needed. If you have a SPECIFIC request, please type it out in the **Comment** box provided above.
- Attach any documentation needed in reference to the request and/or a wet ink signed borrowers authorization.
- Select **"Submit Order"**.

To submit a request to ADD a brand new tradeline:



ADVANTAGE CREDIT ONLINE - Google Chrome
https://credit.advcredit.com/shared/supplements/BatchSupplement_frame.aspx

Ordered By Requester's Name Requester's Phone Requester's Email (please verify) Applicant's Phone

RUSH (There may be an additional fee)

I have provided or will provide document(s) for this request

Document Description **Borrower's Authorization**
Borrower Authorization For No file chosen

Document Description **Attach Documentation**
 No file chosen [Attach more ...](#)

Request Reason (applies to general request OR all accounts marked below)

Enter any specific request reasons here

Please mark the checkbox(es) next to the account(s) that you want to supplement.

Add a tradeline

Consumer	Creditor Name	Account #	Open Date(MM/DD/YYYY)	Account Type	Hi. Credit	Balance

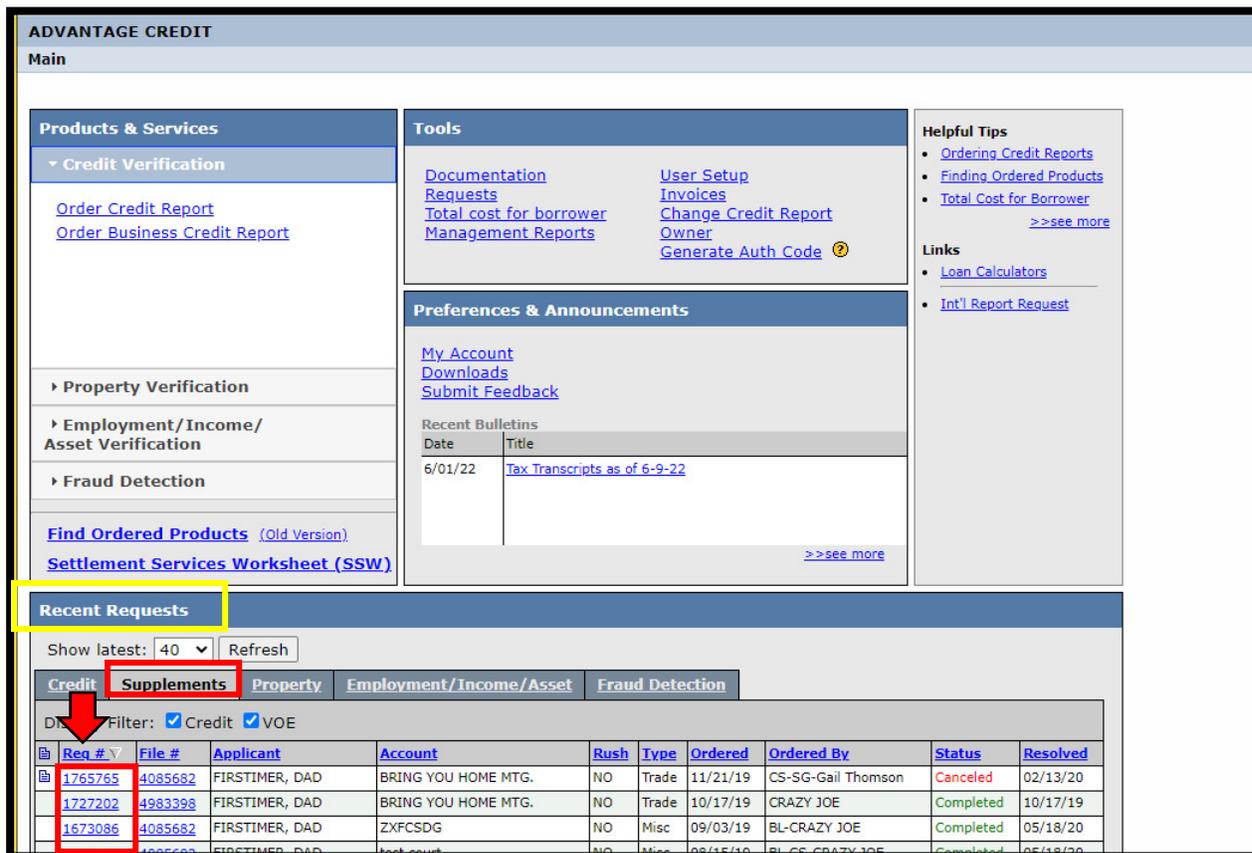
Checkmark the box "Add a tradeline:"

Enter the Borrower's phone #

- Fill in the **Ordered By, Requestor's phone number and email** (to send the completed notification) . There is also an option to the right of the screen to add a borrower/applicants telephone number.
- Select the option **"Add a Tradeline"**. (HINT: You may have to slide the bar over to the right down to see this option)
- Fill in the first 3 required fields: **Consumer, Creditor Name and Account #**
- Attach any documentation needed in reference to the request and/or a wet ink signed borrowers authorization.
- Select **"Submit Order"**.

How to check status or retrieve completed supplements:

1. Go to the Main Desktop of MCL.
2. Go to the bottom of the screen under the **Recent Requests** section.
3. Select the option: **Supplements:**



ADVANTAGE CREDIT
Main

Products & Services

- ▼ Credit Verification
 - [Order Credit Report](#)
 - [Order Business Credit Report](#)
- Property Verification
- Employment/Income/Asset Verification
- Fraud Detection

[Find Ordered Products \(Old Version\)](#)
[Settlement Services Worksheet \(SSW\)](#)

Tools

- [Documentation Requests](#)
- [Total cost for borrower Management Reports](#)
- [User Setup Invoices](#)
- [Change Credit Report Owner](#)
- [Generate Auth Code](#) ?

Helpful Tips

- [Ordering Credit Reports](#)
- [Finding Ordered Products](#)
- [Total Cost for Borrower](#)
- [>>see more](#)

Links

- [Loan Calculators](#)
- [Int'l Report Request](#)

Preferences & Announcements

- [My Account](#)
- [Downloads](#)
- [Submit Feedback](#)

Recent Bulletins

Date	Title
6/01/22	Tax Transcripts as of 6-9-22

[>>see more](#)

Recent Requests

Show latest: 40 Refresh

Credit **Supplements** Property Employment/Income/Asset Fraud Detection

Filter: Credit VOE

Req #	File #	Applicant	Account	Rush	Type	Ordered	Ordered By	Status	Resolved
1765765	4085682	FIRSTIMER, DAD	BRING YOU HOME MTG.	NO	Trade	11/21/19	CS-SG-Gail Thomson	Canceled	02/13/20
1727202	4983398	FIRSTIMER, DAD	BRING YOU HOME MTG.	NO	Trade	10/17/19	CRAZY JOE	Completed	10/17/19
1673086	4085682	FIRSTIMER, DAD	ZXFCS DG	NO	Misc	09/03/19	BL-CRAZY JOE	Completed	05/18/20

4. Locate the request on the specific file to be viewed and go to the **Req #** column.
5. Select the Req# to open the request and view status:

ADVANTAGE CREDIT ONLINE - Google Chrome
https://credit.advcredit.com/shared/RequestReview.aspx

REVIEW REQUEST

[Help](#) ?

Customer: 1ST Test Credit	Type: Trade
Owner: CRAZY JOE	Request Status: Pending
File: FIRSTIMER, DAD - *****8881	Rush: No Upgrade (There may be an additional fee)
Request #: 3155082	Ordered By: MS-CRAZY JOE (cheryl@advcredit.com)
File #: 4085682	Date Ordered: 6/9/2022 8:59:45 AM
File Type: PREQUAL	Date Resolved:
Report Date: 5/18/2020	Resolved By:
	Charge:

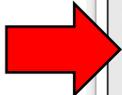
Account Number	05760853478
Creditor	BRING YOU HOME MTG.
Request Reason	Update rating. WARNING: Credit Report is older than 120 days. Update Rating (Submitted by MARIA SMITH)
Attach Document	<input type="button" value="Choose File"/> No file chosen <input type="text" value="Document Description"/>

[Attach more ...](#)

Messages From Provider

Message	Created
06/09/2022 LVM for borrower, emailed client status	6/9/2022 9:01:10 AM

[Download fax coversheet](#)



- At the bottom of the request screen, there is an area titled: *Messages for Provider*. This is where the status notes should be notated on the request. In the top right corner, the request status can also be viewed.

OR

1. Go to the Main Desktop of MCL.
2. Go to the bottom of the screen under the **Recent Requests** section.
3. Select the option: **Supplements**
4. Select the **File#** to open the entire file and view status, see the picture below with the information highlighted in yellow:

ADVANTAGE CREDIT
Main » Credit File

Potential Experian score change of +0 points with [Wayfinder](#)
[View Invoice](#) [Close](#)

FILE #: 4085682 REF #: TEST
 APPLICANT: DAD FIRSTIMER - *****8881 XP: 672 TU: 685 EF: 660
 + +52 +18

CO-BOR:
 ADDR: 888 WILLIS AVE., CAMBRIA, IA 50060
 PREV: LOAN TYPE: CONV

Requests History

Type	Processor	Account	Latest Message	Ordered	Resolved	Status
TRADE	CHERYL SHUFELT	HOME 4 YOU MTG.	3/27 emailed Crazy for BA or borrower phone for conf call	11/15/2017	12/15/2017	Canceled
TRADE	CHERYL SHUFELT	HOWDY BANK		11/15/2017	12/15/2017	Canceled
TRADE	CHERYL SHUFELT	BRING YOU HOME MTG.	03/26 emailed Gail 120 old. Waiting for response	12/18/2018	4/17/2019	Completed
TRADE	CHERYL SHUFELT	BRING YOU HOME MTG.	10/9 LVM for Borrower. Sent email to client	6/6/2019	11/21/2019	Completed
TRADE	CHRISIA BYRD	BRING YOU HOME MTG.	1/15: LVM for borrower to return call to CC team, emailed client status	11/21/2019	2/13/2020	Canceled
TRADE	MARIA SMITH	BRING YOU HOME MTG.	06/09/2022 LVM for borrower, emailed client status	6/9/2022		Pending
MISC	CHERYL SHUFELT			11/14/2017	11/14/2017	Canceled
MISC	CHERYL SHUFELT		11/28 test 4	11/14/2017	12/15/2017	Canceled
MISC	KRISTIE ALBERT			1/24/2019	10/7/2019	Completed
MISC	KRISTIE ALBERT		9/25 2nd Request-LVM for the borrower. Emailed status to client.	1/29/2019	10/7/2019	Completed
MISC	MAGGIE MAES			8/15/2019	5/18/2020	Completed
MISC	MAGGIE MAES			9/3/2019	5/18/2020	Completed

Documents

Description	Date	
SUPPLEMENTAL REPORT	5/18/2020	Please pay to view

VIEW REPORT
 • [WEB / PDF](#) /
 • [Prequal Analyzer](#)
 -- Other Reports --

ADD-ON PRODUCTS
 • [Wayfinder](#)
 • [What-If Simulator](#)
 • [Comparison Report](#)
 • [Request Supplement](#)
 • [Request RESCORE EXPRESS](#)
 • [Request RMCR](#)
 • [Request VOE](#)
 • [Add Bureaus/Spouse](#)

UNMERGE REPORT
 BORROWER
 CO-BORROWER
 EXPERIAN
 TRANSUNION
 EQUIFAX
[Additional Options](#)
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 • [Automated Valuation](#)
 • [Flood Determination](#)
 • [Packaged Report](#)
 • [ID Verification](#)
 • [Verification of Deposit/Assets](#)

