800.258.3488 or info@creditplus.com

Additional Features HOW TO ADD A CO-BORROWER OR BUREAUS

1. Start by logging into Credit Plus Inc and opening your borrowers file from the main page.

CREDITPLUS Main		-	File #	Go
Products & Services	Tools		Helpful Tips	
Credit Verification	Documentation Requests	User Setup	Ordering Credit Reports Finding Ordered Products	
Order Credit Report Order Business Credit Report Order Undisclosed Debt Notifications	Total cost for borrower Management Reports	Invoices Change Credit Report Owner Generate Auth Code Ø Configure AutoUpgrade	Total Cost for Borrower >>see more Settlement Services New Worksheet	

2. To add a bureau or spouse to the credit file, go to the Credit File screen of the report and click on **Add Bureaus/Spouse** under **Add-On Products**.

				View In	voice <u>Close</u>	VIEW R		
FILE #: APPLIC CO-BOI	: 42702047 CANT: DAVID TE R:	STCASE - <u>*****0002</u>	REF #:	XP: 668	TU: EF:	WEB / PDF / Prequal Analyzer Other Reports		
ADDR: PREV:	504 N GR	ANDVIEW ST 2, ANTHILL, I	10 65488			ADD-ON PRO		
						Score Wizard What If Cimulator		
Reque	ests History					Comparison Report		
Туре	Processor	Latest Message	Ordered	Resolved	Status	Request Supplement		
		*** NO RECORI	DS FOUND ***			Request REPOSITORY UPDATE		
Docun	nents					Request RMCR Request VOE		
Description			Date	B		Add Bureaus / Spouse		
		*** NO RECORI	DS FOUND ***			Undisclosed Debt Notifications		
Upload	Borrower Au	thorization				 Liens and Judgments Report (Borrowe 		

3. This will take you to the "New Credit Order" screen. Fill in the spouse information if you want to order credit data on the spouse and merge it with the applicant's. If you are adding more bureaus simply, check the boxes below the bureau you would like added to the report. When everything looks correct and you are ready, click **Order**.

Cancel							Credit Order
Reference No.	oformatio	oan Type	Marital Sta	spouse)	Dependents		XP TU EF REPORT V V V SCORE V V V FRAUD V
First Name	M. Name	Last Name	Suffix	SSN 🕓	ров 🕐		Order
DAVID		TESTCASE	~	00000002	2		Older
First Name	M. Name	Last Name	Suffix	SSN 000000007	ров 🦻		Options

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Additional Features HOW TO ADD A CO-BORROWER OR BUREAUS

What if the Add Bureaus/Spouse link is grayed out or not showing at all?

ADD-ON PRODUCTS
<u>Score Wizard</u>
 <u>What-If Simulator</u>
<u>Comparison Report</u>
<u>Request Supplement</u>
 <u>Request Repository Update</u>
<u>Request RMCR</u>
<u>Request VOE</u>
 Add Bureaus/Spouse ?
 <u>Undisclosed Debt Notifications</u>

Here are some possible reasons why:

- •The report is over 30 days old
- •You are not the person who ordered the original report and you don't have rights to order reports for others. (contact administrator)
- •The file is an RMCR or all three repositories have already been ordered.
- •The file is currently under system lock. (contact administrator)

You can click the question mark next to it to see possible reasons why the feature is not available.