

Additional Features

HOW TO ADD A CO-BORROWER OR BUREAUS

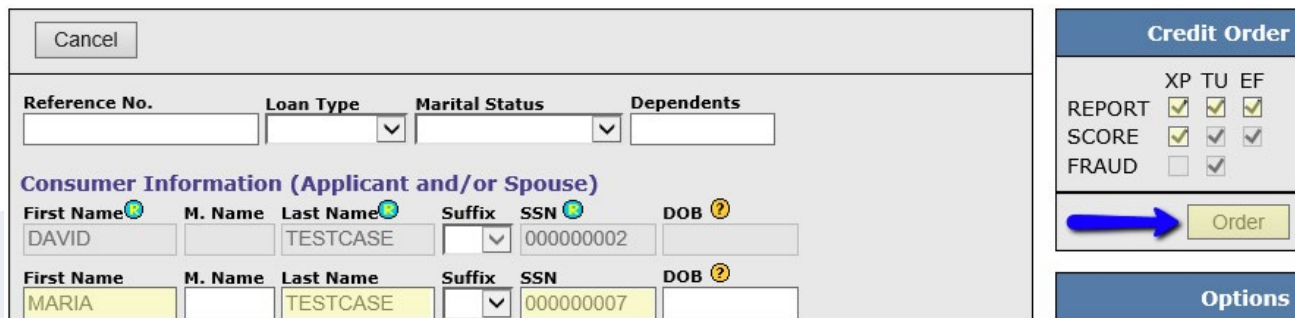
1. Start by logging into Credit Plus Inc and opening your borrowers file from the main page.



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**.



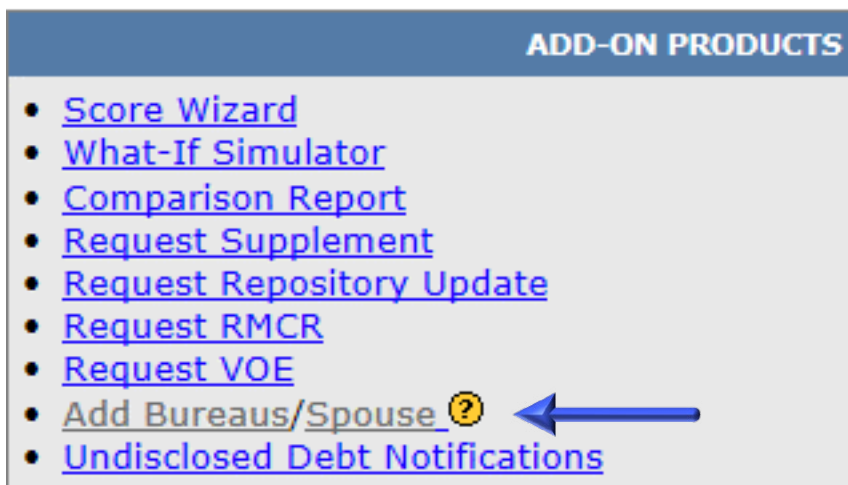
3. This will take you to the "New Credit Order" screen. Fill in the spouse information if you want to order credit data on the spouse and merge it with the applicant's. If you are adding more bureaus simply, check the boxes below the bureau you would like added to the report. When everything looks correct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



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



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.