HOW-TO GUIDE



Closed Loan Pricing Invoice Instructions



Closed Loan Pricing Invoice Instructions

Step One: Go to www.birchwoodcreditservices.com and select Login at the top of the screen. Choose Mortgage Credit.



Step Two: Select File Number in the upper right hand corner and enter the borrower's credit report number. Click Go.

IRCHWOOD CREDIT SERVICES			Fiel •
Products & Services	Tools	Helpful Tips	
Credit Verification	Documentation Requests User Setup	Ordering Credit Reports Ending Ordered Products	
Order Credit Report Order Business Credit Report Order Undisclosed Debt Notifications	Total cost for borrower Management Reports Generate Auth. Code	Total Cost for Remove: Section more Sections Sections Incoments	
	Preferences & Announcements	End Warkabest	
	Hy Account	Links Lan Calculators	
Property Verification	Submit Feedback		
, Employment/Income/ Asset Verification	Recent Bulletias Date Title		
Fraud Detection	N/A Click here to see old announcements		
Find Ordered Products (Old Version)			



Closed Loan Pricing Invoice Instructions

Step Three: Click Closed Loan

Adjustment at the bottom of the screen.

Step Four: The \$45.00 price point will be upgraded to \$150.00. Click View Invoice.

BIRCHWOOD	CRED	IT SERVICES					BIRCHWOOD	CREE	OIT SERVICES			
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					View In	voice <u>Close</u>					7	/iew Invoice <u>Close</u>
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					Total	\$45.00					Ta: Tota	x \$0.00 I \$150.00
		Closed Loan	Adjust	ment Make	Credit Ca	rd Payment					Make Cre	edit Card Payment

Step Five: Adjusted invoice will be available for printing for closing file.

		CREDIT SERVIC 2617 WHITE MOUNTAIN HWY - NORTH CONVEX, NH 03 NORTH CONJESSION7 Fat: 800-916-0015 Fat: 800-916-0015	CES, INC. 0. BOX 436 860		
/30/2023					
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Date 1/30/2023	File #	Name TESTCASE, JOSEPH	Description 3BUR	Payments \$0.00	Charges \$45.00
Date 1/30/2023 1/30/2023	File # 5025484 5025484	Name TESTCASE, JOSEPH TESTCASE, JOSEPH	Description 3BUR SUPER BUNDLE	Payments \$0.00 \$0.00	Charges \$45.00 \$105.00
Date 1/30/2023 1/30/2023 1/30/2023	File # 5025484 5025484 5025498	Name TESTCASE, JOSEPH TESTCASE, JOSEPH TESTCASE, JOSEPH	Description 3BUR SUPER BUNDLE COMPARISON REPORT	Payments \$0.00 \$0.00 \$0.00 \$0.00	Charges \$45.0 \$105.0 \$0.0



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