

HOW-TO GUIDE



How to Change Report Ownership



Birchwood
CREDIT SERVICES, INC.

How to Change Report Ownership

Note: You must be an ADMIN to select this feature.

Step One: Log into Birchwood. From the Main Screen under the Tools Section, Select **Change Credit Report Owner**.

The screenshot shows the Birchwood user interface. On the left is a 'Products & Services' sidebar with categories like 'Credit Verification', 'Property Verification', 'Employment/Income/Asset Verification', and 'Fraud Detection'. The main area is divided into 'Tools' and 'Preferences & Announcements'. In the 'Tools' section, 'Change Credit Report Owner' is highlighted in yellow. Other tools include 'Documentation Requests', 'Total cost for borrower Management Reports', 'User Setup Invoices', and 'Generate Auth Code'. The 'Preferences & Announcements' section includes 'My Account', 'Downloads', 'Submit Feedback', and a 'Recent Bulletins' table with one entry: 'N/A' with the title 'Click here to see old announcements'. On the right, there are 'Helpful Tips' and 'Links' sections.

Step Two: Input File Number and select the User.

The screenshot shows a browser window titled 'Reassign File - BCS ONLINE - Google Chrome' with the URL 'birchwood.meridianlink.com/client/admin/reassign_file.aspx'. The page content is titled 'CHANGE CREDIT REPORT OWNER' and includes the instruction: 'Change a credit report ownership to another user. Note: This will also move invoiced items. The charge will remain with the original invoiced user.' The form contains three input fields: 'File #' with the value '5235358', 'Branch' with the value 'BCS TEST-999BCSTEST', and 'User' with the value 'GAIL MACLEOD'. At the bottom right of the form are 'Submit' and 'Cancel' buttons.



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Step Three: You will receive a confirmation screen, Select **OK**.

