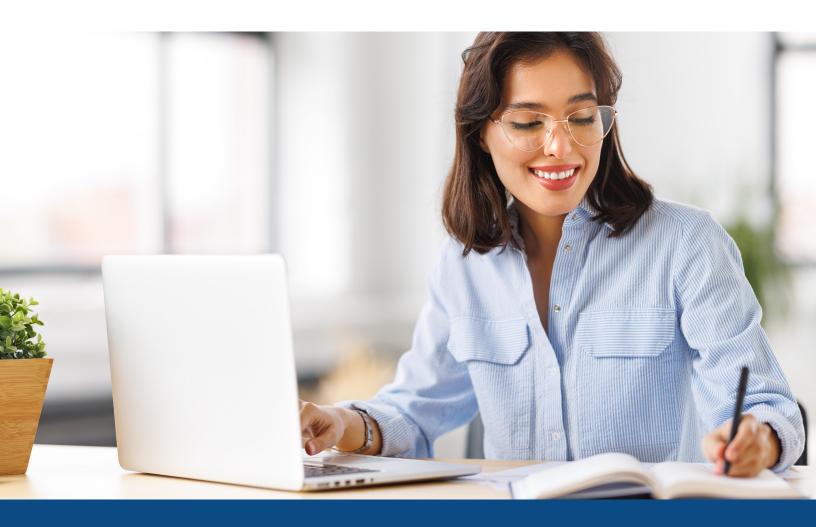
#### HOW-TO GUIDE



# How to Merge Files



## How to Merge Files

**Step One:** From the main screen, enter the file number of whom you want to be the borrower in the upper right-hand order and hit **Go**.

Note: Both Files must be within 30 days of each other.

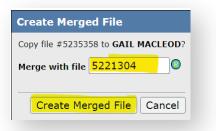
#### **Step Two:** Select Merge with another file from the ADD-ON PRODUCTS menu.

View Invoice Close							VIEW REPORT
FILE #: 52353 APPLICANT: MAR		L TESTCASE - <u>*****000;</u>	L	REF #: XP: 745 TU: 741 EF: 743			WEB / PDF /      Prequal Analyzer      Other Reports
CO-BOR: ADDR: 220 LOCUST AVE, ANTHILL, MO 65488 PREV:						ADD-ON PRODUCTS	
<b>Requests His</b>	tory						<u>Request Supplement</u>
Type Processo	or	Account Latest Me			Resolved	Status	<u>Request REPOSITORY UPDATE</u>
*** NO RECORDS FOUND ***						<u>Request RMCR</u> Request VOE	
Documents						Add Bureaus/Spouse ②	
Description				Date			<u>Merge with another file</u>
*** NO RECORDS FOUND ***							<ul> <li><u>Undisclosed Debt Notifications</u></li> </ul>
Upload Borrow	er Au	<u>thorization</u>					UNMERGE REPORT
Submission R	Resul	ts					
Bureau	For	Date	OK	Ordered By	Error M	essage	SORROWER
EXPERIAN	В	7/28/23 10:38 AM		GAIL MACLEOD			
TRANSUNION	В	7/28/23 10:38 AM		GAIL MACLEOD			Z EXPERIAN
EQUIFAX	В	7/28/23 10:38 AM	YES	GAIL MACLEOD			
				Re	e-pull As	New File	EQUIFAX
Charges							Additional Options
Date		Description		Credit Charge		e	Web O PDF View
7/28/2023		3BUR-SOFT	3BUR-SOFT		\$0.00 \$10.7		Web Orbr View

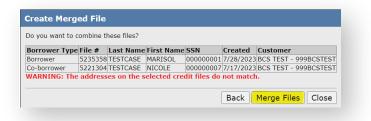


### How to Merge Files

**Step Three:** Input the file of the co-borrower you want to merge with and Select **Create Merged File**.



Step Four: The System will ask if you want to combine the files. Select Merge Files.



Step Five: The system will create the new file with a new file number, Select Open File.



