



## 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](#)

**FILE #:** 5235358      **REF #:**

**APPLICANT:** MARISOL L TESTCASE - \*\*\*\*\*0001      XP: 745    TU: 741    EF: 743  
+ ↑    + ↑    + ↑

**CO-BOR:**

**ADDR:** 220 LOCUST AVE, ANTHILL, MO 65488

**PREV:**

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**Requests History**

| Type                     | Processor | Account | Latest Message | Ordered | Resolved | Status |
|--------------------------|-----------|---------|----------------|---------|----------|--------|
| *** NO RECORDS FOUND *** |           |         |                |         |          |        |

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**Documents**

| Description              | Date |
|--------------------------|------|
| *** NO RECORDS FOUND *** |      |

[Upload Borrower Authorization](#)

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**Submission Results**

| Bureau     | For | Date             | OK  | Ordered By   | Error Message |
|------------|-----|------------------|-----|--------------|---------------|
| EXPERIAN   | B   | 7/28/23 10:38 AM | YES | GAIL MACLEOD |               |
| TRANSUNION | B   | 7/28/23 10:38 AM | YES | GAIL MACLEOD |               |
| EQUIFAX    | B   | 7/28/23 10:38 AM | YES | GAIL MACLEOD |               |

[Re-pull As New File](#)

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**Charges**

| Date      | Description | Credit | Charge  |
|-----------|-------------|--------|---------|
| 7/28/2023 | 3BUR-SOFT   | \$0.00 | \$10.75 |

**VIEW REPORT**

- [WEB / PDF /](#)
- [Prequal Analyzer](#)

-- Other Reports --

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**ADD-ON PRODUCTS**

- [Wayfinder](#)
- [What-If Simulator](#)
- [Comparison Report](#)
- [Request Supplement](#)
- [Request REPOSITORY UPDATE](#)
- [Request RMCR](#)
- [Request VOE](#)
- [Add Bureaus/Spouse ?](#)
- [Merge with another file](#)**
- [Undisclosed Debt Notifications](#)

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**UNMERGE REPORT**

BORROWER  
 CO-BORROWER

EXPERIAN  
 TRANSUNION  
 EQUIFAX

[Additional Options](#)

Web    PDF   [View](#)



# How to Merge Files

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

**Create Merged File**

Copy file #5235358 to **GAIL MACLEOD?**

Merge with file

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

**Create Merged File**

Do you want to combine these files?

| Borrower Type | File #  | Last Name | First Name | SSN       | Created   | Customer              |
|---------------|---------|-----------|------------|-----------|-----------|-----------------------|
| Borrower      | 5235358 | TESTCASE  | MARISOL    | 000000001 | 7/28/2023 | BCS TEST - 999BCSTEST |
| Co-borrower   | 5221304 | TESTCASE  | NICOLE     | 000000007 | 7/17/2023 | BCS TEST - 999BCSTEST |

**WARNING: The addresses on the selected credit files do not match.**

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

**Create Merged File**

Files merged to #5287267

