

HOW-TO GUIDE



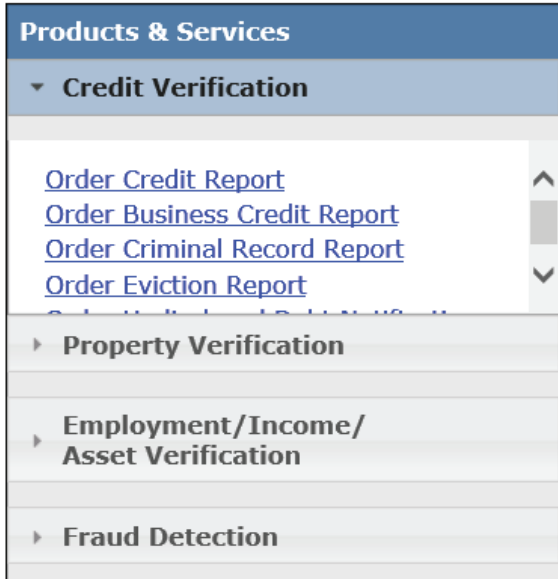
How to Order a Consumer Credit Report



Birchwood
CREDIT SERVICES, INC.

Ordering a Consumer Credit Report

Step One: Consumer Credit can be found under the "Credit Verification" section on the main desktop.



Note: Ordering a consumer credit report requires at a minimum the first name, last name, social security number and address. Depending on the customer account settings, the user may need to check the boxes for the bureaus, scores, and fraud products desired under the **Credit Order** section.

Once the consumer information has been entered and the bureau selections have been made, the user would need to hit the **Order** button to submit the request.

Step Two: To order a consumer credit report through your Loan Origination System (LOS), please check with your LOS administrator. Each LOS has a slightly different workflow on how to order a consumer credit report.

Note: Selecting the **Save** button will save the consumer information that was filled out and create a file number, but it will not actually order the credit report. Please be sure to select **Order** to actually order credit on the consumer.

