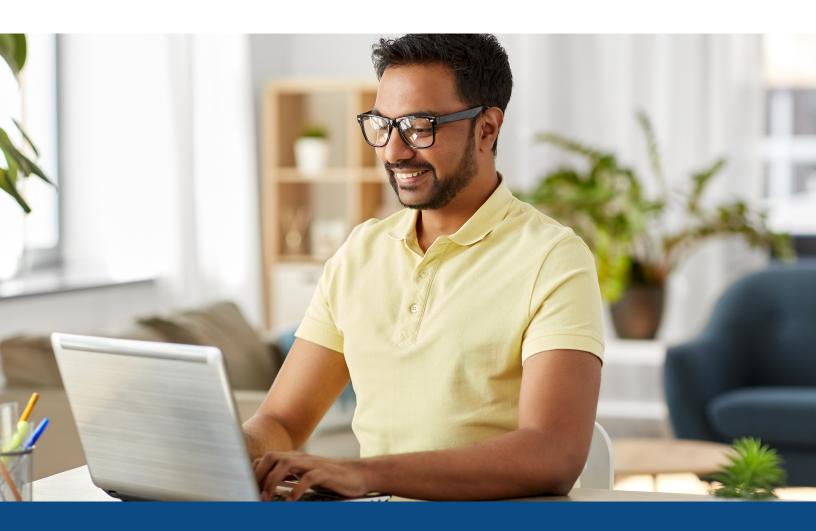
HOW-TO GUIDE



How to Unmerge a Credit Report



How to Unmerge a Credit Report

Step One: Under the **Unmerge Report** box, uncheck the borrower you wish to remove from the report and then click **View**. You can also use this same feature to remove a bureau that was previously requested.

	File					
	Pote	ential Equifax scor	e chan	ge of +5 points	with Wayfinde	VIEW REPORT
				Vie	ew Invoice Close	WEB / PDF / Prequal Analyzer
FILE #: 3991160 R APPLICANT: DAVID TESTCASE - *****0002				REF #: TESTING FA XP: 668 TU	MM EMAIL : 658 EF: 660	Other Reports ADD-ON PRODUCTS
CO-BOR: CARY X TESTCASE - #####0018 ADDR: 43 JACOBSON AVE 21, ANTHILL, MO 6548			0 65488	+4 XP: 666 TU +3	+ +5 : EF: 654 +	Wayfinder What-If Simulator Comparison Report Request Supplement
PREV:					1.5	Request REPOSITORY UPDATE Request RMCR
Requests Hi		in the second			11	Request VOE Add Bureaus/Spouse
Type Proce	ssor	Latest Message *** NO RECO		dered Resolv	ed Status	. Und halleans, 5kms2
		NU RECO	RDS FOU	ND		UNMERGE REPORT
Documents						BORROWER
Description				Date		
		*** NO RECO	RDS FOU	VD ***		
Upload Borro	ver Au	thorization				Z EXPERIAN
Submission						TRANSUNION
Bureau		Date	ОК		Fror Message	EQUIFAX
EQUIFAX	В	11/2/20 12:15 PM		JOE SMITH		Additional Option
EQUIFAX	C	11/2/20 12:15 PM		JOE SMITH		Web OPDF View
EXPERIAN	C	11/2/20 12:15 PM		JOE SMITH		Web OPDF View
EXPERIAN TRANSUNION	B	11/2/20 12:15 PM 11/2/20 12:15 PM		JOE SMITH		ADDITIONAL PRODUCTS
TRANSUNION		11/2/20 12:15 PM 11/2/20 12:15 PM		JOE SMITH JOE SMITH		
TIGHNSONION	10	11/2/20 12:15 PM	TES	· · · · · ·		Automated Valuation
				Order R	tefresh Report	Packaged Report <u>ID Verification</u> Tax Return Verification
Charges						Verification of Deposit/Assets
Date Description				Credit	Charge	
11/2/2020		3BURJ		\$0.00		
				Tax Total		

Step Two: An unmerged report will display. There are fees that may apply, and you can view the charges from the credit file screen. This step is temporary, and to permanently unmerge the report for reissuing, click **Create Unmerged Copy** at the top of the screen.



Step Two: A warning will appear that the unmerged data will now be saved to a new file with a new file number. Click **Ok** to continue and a new box will appear with the new file number. Select **Open New File** to view the report. Your screen will return the main credit file, and from there you can permanently unmerge the report.

Unmerged da	ata saved as file #	•3992120
	Open New File	Return

