How to Add Documents to an Existing Request

If there's additional documentation required for a pending Rescore or Supplement request, you will need to find the Credit File Screen in the ordering platform. Enter the file number and click **'Go,'** or select the credit file under the **'Recent Requests.'** You can choose the **'Rescore Link'** under **'Requests History,'** if adding documentation to the Rescore or the **'Trade Link'** if adding documentation to a Supplement.

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FILE #: 3991	.127			REF #: TESTO	ASE	
APPLICANT: M	ARISOL	TESTCASE - ***	**0001	XP: 74	5 TU: 741	EF: 743
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From the **'Review Request'** screen, you can include any required documentation by selecting **'Choose File.'** Use the **'Attach More'** link to add multiple documents. Then click **'Upload'** in the bottom right corner.

Culture BCC has		vpe:	Rescore No Doc		
Customer: BCS tes Owner: JOE SM File: TESTCA Request #: 157761 File #: 399112 File Type: PREQU Report Date: 11/3/2	t ITH 🗊 55, MARISOL - *****0001 7 7 VL 020	Rush: Ordered By: Date Ordered: Date Resolved: Resolved By: Charge:	No <u>Upgrade</u> (There may be an additional fee) JOE SMITH (8009100015) 🗳 11/3/2020 9:04:15 AM \$0.00		
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Creditor	USAA FEDERAL SAVINGS				
Request Reason	XP-B;TEST RESCORE DISREGA	RD			
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Contact Birchwood e: 800.910.0015 | Fax: 800.785.0

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'Document Upload Successful' will then appear once the documents are successfully attached.

Customer: B Owner: J File: TI Request #: 1: File #: 3 File Type: P Report Date: 1	ustomer: BCS test wner: JOE SMITH le: TESTCASE, MARISOL - *****0001 equest #: 1577617 le #: 3991127 le Type: PREQUAL eport Date: 11/3/2020		Type: Request Status: Rush: Ordered By: Date Ordered: Date Resolved: Resolved By: Charge:	Help ? Rescore No Doc New No Upgrade (There may be an additional fee) JOE SMITH (8009100015) 11/3/2020 9:04:15 AM \$0.00			
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Click 'Close' to return to the credit file screen. Your uploaded documents should now be listed and we will be notified.

							View I	nvoice Clos	
FILE #: 39911 APPLICANT: MAR CO-BOR: ADDR: 220 PREV:	27 RISOL I	L TESTCASE - <u>**</u> ST AVE, ANTHILI	-, MO 654	88	REF #:	TESTC XP: 74 + -	ASE 5 TU: 74 +	41 EF: 743 • +•	
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Submission R Bureau EQUIFAX TRANSUNION	For B B	Date 11/2/20 12:08 11/2/20 12:08	PM PM	YES YES	JOE S	MITH MITH			

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