

How to Unmerge a Credit Report

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.

BIRCHWOOD CREDIT SERVICES
Main | Credit File

Potential Equifax score change of +5 points with [Wayfinder](#)
[View Invoice](#) [Close](#)

FILE #: 3991160 REF #: TESTING FMM EMAIL
APPLICANT: DAVID TESTCASE - *****0002 XP: 668 TU: 658 EF: 660
CO-BOR: CARY X TESTCASE - *****0018 XP: 666 TU: EF: 654
ADDR: 43 JACOBSON AVE 21, ANTHILL, MO 65488
PREV:

Requests History
Type Processor Latest Message Ordered Resolved Status
*** NO RECORDS FOUND ***

Documents
Description Date
*** NO RECORDS FOUND ***
[Upload Borrower Authorization](#)

Submission Results
Bureau For Date OK Ordered By Error Message
EQUIFAX B 11/2/20 12:15 PM YES JOE SMITH
EQUIFAX C 11/2/20 12:15 PM YES JOE SMITH
EXPERIAN C 11/2/20 12:15 PM YES JOE SMITH
EXPERIAN B 11/2/20 12:15 PM YES JOE SMITH
TRANSUNION B 11/2/20 12:15 PM YES JOE SMITH
TRANSUNION C 11/2/20 12:15 PM YES JOE SMITH

Order Refresh Report

Charges
Date Description Credit Charge
11/2/2020 3BURJ \$0.00 \$25.00
Tax \$0.00
Total \$25.00
Make Credit Card Payment

VIEW REPORT
• [WEB / PDF /](#)
• [Prequal Analyzer](#)
-- Other Reports --

ADD-ON PRODUCTS
• [Wayfinder](#)
• [What-if Simulator](#)
• [Comparison Report](#)
• [Request Supplement](#)
• [Request REPOSITORY UPDATE](#)
• [Request RMCR](#)
• [Request VOE](#)
• [Add Bureaus/Spouse](#)

UNMERGE REPORT
 BORROWER
 CO-BORROWER
 EXPERIAN
 TRANSUNION
 EQUIFAX
[Additional Options](#)
 Web PDF

ADDITIONAL PRODUCTS
• [Automated Valuation](#)
• [Packaged Report](#)
• [ID Verification](#)
• [Tax Return Verification](#)
• [Verification of Deposit/Assets](#)

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, then click **'Create Unmerged Copy'** at the top of the screen.

Share **Create Unmerged Copy** Close



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.

Unmerged data saved as file #3992120
Open New File Return

Your screen will return the main credit file, and from there you can permanently unmerge the report.

Contact Birchwood
Phone: 800.910.0015 | Fax: 800.785.0017
LearnAbout@birchwoodcreditservices.com
www.birchwoodcreditservices.com

