HOW-TO GUIDE



Uploading Borrower Authorizations for Supplement/Update Requests



Borrower Authorizations for Supplements

Login to birchwoodcreditservices.com and click the Login option at the top of the screen. Select Mortgage Credit



Select File # in the upper corner... and enter the borrower's credit report number. Click Go.

roducts & Services	Tools	Helpful Tips	
Credit Verification Order Credit Report Order Business Credit Report Order Business Credit Report Order Undisclosed Debt Notifications	Documentation Requests Jotal cost for horrower Management Reports Generate Auth Code	Ordering Codd Reports Ending Codered Reports Table Cost for Revenue Prior Report Settlement Services New Worksheet	
	Preferences & Announcements Ny Account Downloads	Find Worksheet Links Losn Calculators	
Property Verification	Submit Feedback		
Employment/Income/ Asset Verification	Recent Bulletins Date Title		
Freud Detection	The second secon		
Find Ordered Products (Old Version)			

Locate Upload Borrower Authoriation under Documents.

	Potential Expe	rian score change (of +32 poi	nts with 1	Navfinder			VIEW REPOR
	r otentiar expe	nun seore enunge	or tor por	inco inten j	<u>in a y inita ci</u>			
				View Invo	oice Close	•	WEB / PDF / 📾	
						•	Prequal Analyzer	
						- 1	- Other Reports	
FILE #:	3784840	REI	F #: 1901EN	1000002			· · · · · · · · · · · · · · · · · · ·	
APPLIC	CANT: MARISOL L TESTCAS	E - <u>*****0001</u>	XP: 745	TU: 741	EF: 743			ADD-ON PRODUCT
		*******	+	+	+		Wayfinder	
CO-BOR	R: SAMUEL I TESTCASE		XP: 697	10:	CD:		What If Cimulator	
							what-h Simulator	
	220 LOCUST AVE AN	ITUTUL NO CE 499	+32				Comparison Report	
ADDR:	220 LOCUST AVE, AN	ITHILL, MO 65488	+32			÷	Comparison Report Request Supplement	
ADDR: PREV:	220 LOCUST AVE, AN	ITHILL, MO 65488	+32			:	Comparison Report Request Supplement Request REPOSITORY UPDATE	
ADDR: PREV:	220 LOCUST AVE, AN	ITHILL, MO 65488	+32		•		Comparison Report Request Supplement Request REPOSITORY UPDATE Request RMCR	
ADDR: PREV:	220 LOCUST AVE, AN	ITHILL, MO 65488	+32		•		Comparison Report Request Supplement Request REPOSITORY UPDATE Request RMCR Request VOE	
ADDR: PREV: Reque Type	220 LOCUST AVE, AN ests History Processor	ITHILL, MO 65488	+32 Ordered	Resolved	▼ Status		Comparison Report Request Supplement Request REPOSITORY UPDATE Request RMCR Request VOE Add Bureaus/Spouse @	
ADDR: PREV: Reque Type TRADE	220 LOCUST AVE, AN ests History Processor AUTO ON REQUESTS	ITHILL, MO 65488	+32 Ordered 7/7/2020	Resolved	Vorking		Vinactor Simulator Comparison Report Request Supplement Request REPOSITORY UPDATE Request MCR Request VOE Add Bureaus/Spouse	
ADDR: PREV: Reque Type TRADE	220 LOCUST AVE, AN ests History Processor AUTO ON REQUESTS	ITHILL, MO 65488	+32 Ordered 7/7/2020	Resolved	V Status Working	-	VITACTI SIIITUAUO Comparison Report Request Supplement Request REPOSITORY UPDATE Request RMCR Request VOE Add Bureaus/Spouse @	UNMERGE REPO
ADDR: PREV: Reque Type TRADE	220 LOCUST AVE, AN ests History Processor AUTO ON REQUESTS mente	ITHILL, MO 65488	+32 Ordered 7/7/2020	Resolved	V Status Working		VITACTI SIIIIduadoi Comparison Report Request Supplement Request RPOSITORY UPDATE Request NOCR Add Bureaus/Spouse @	UNMERGE REPO
ADDR: PREV: Reque Type TRADE Docum Descrip	220 LOCUST AVE, AN ests History Processor AUTO ON REQUESTS mento ption	ITHILL, MO 65488	+32 Ordered 7/7/2020 Date	Resolved	V Status Working	- -	VITACTI SIIIIUAU Comparison Report Request Supplement Request REPOSITORY UPDATE Request RMCR Request VOE Add Bureaus/Spouse @	UNMERGE REPO
ADDR: PREV: Reque Type TRADE Docum Descrip	220 LOCUST AVE, AN asts History Processor AUTO ON REQUESTS mento ption	ITHILL, MO 65488	+32 Ordered 7/7/2020	Resolved	Status Working	- -	VITACTI SIMUAUD Comparison Report Request Supplement Request RMCR Request NOE Add Bureaus/Spouse @ BORROWER CO-BORROWER	UNMERGE REPO



BIRCHWOOD CREDIT SERVICES

Borrower Authorizations for Supplements

Select Choose File and choose the file location.

Select **Upload** to initiate the file transfer.

Select **Return** to re-access the borrower main menu

Borrower Authorization	
Specifile to upload (PDF or TIFF file smaller than 2 MB)	- +
Choose File No file chosen	Upload
	Return

For additional assistance, please reach out to our Customer Service department at (800) 910-0015 and a team member will be more than happy to assist you.

