

HOW-TO GUIDE



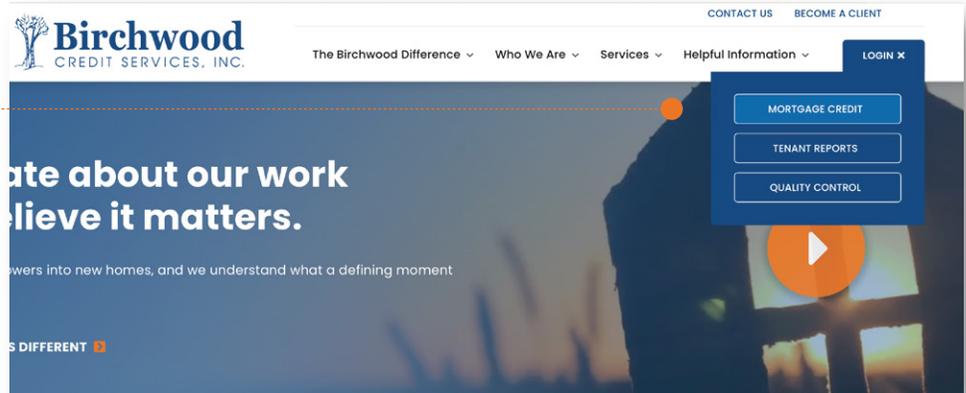
Uploading Borrower Authorizations for Supplement/Update Requests



Birchwood
CREDIT SERVICES, INC.

Borrower Authorizations for Supplements

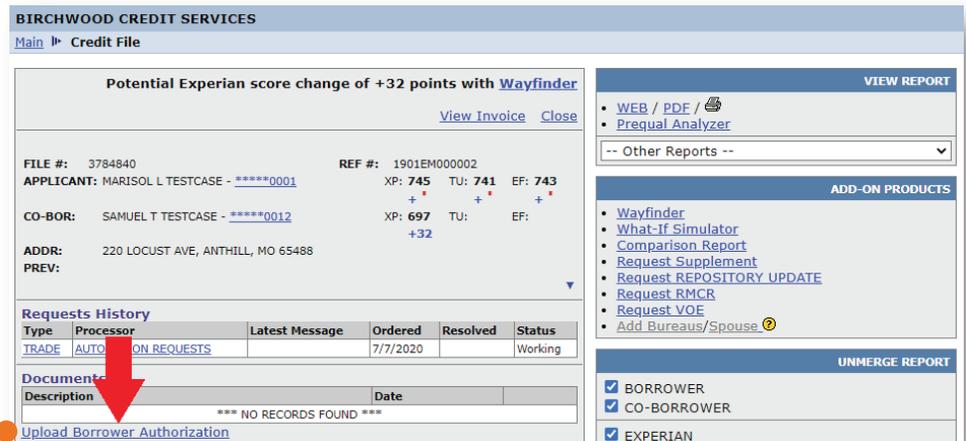
Login to birchwoodcreditservices.com and click the **Login** option at the top of the screen. Select **Mortgage Credit**



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



Locate **Upload Borrower Authorization** under **Documents**.

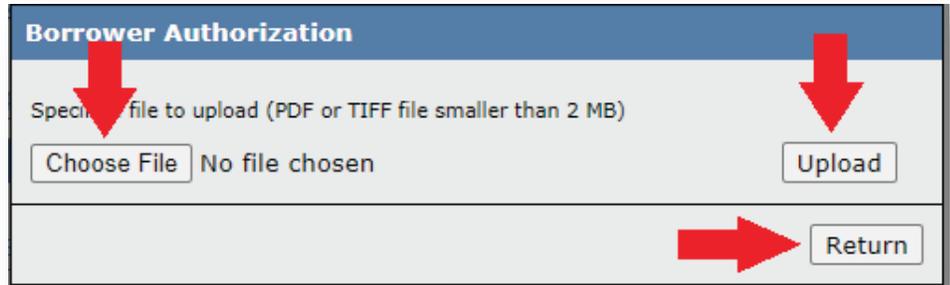


Borrower Authorizations for Supplements

Select **Choose File** and choose the file location.

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

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



The screenshot shows a web interface titled "Borrower Authorization". It features a blue header bar with the title. Below the header, there is a text prompt: "Specify file to upload (PDF or TIFF file smaller than 2 MB)". Underneath this prompt are three buttons: "Choose File", "No file chosen", and "Upload". A red arrow points down to the "Choose File" button. To the right of the "Upload" button is another red arrow pointing down. At the bottom right of the interface is a "Return" button, with a red arrow pointing right towards it.

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.

