

A credit supplement is a verification performed by Funding Suite used to clarify and update missing, incomplete or inaccurate data reported on a tradelines, inquires, public record or nontraditional credit.

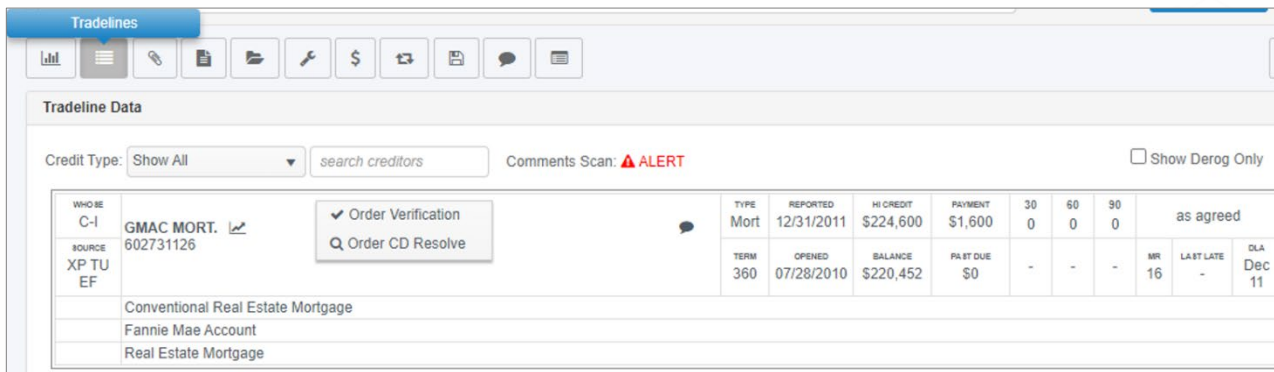
This guide will cover the ordering process for the following credit supplement requests:

- Tradeline Verification
- Add a Tradeline (new account or nontraditional credit)
- Public Record
- Inquiry

You must be in the file to submit a request and have access rights to place an order for a supplement.

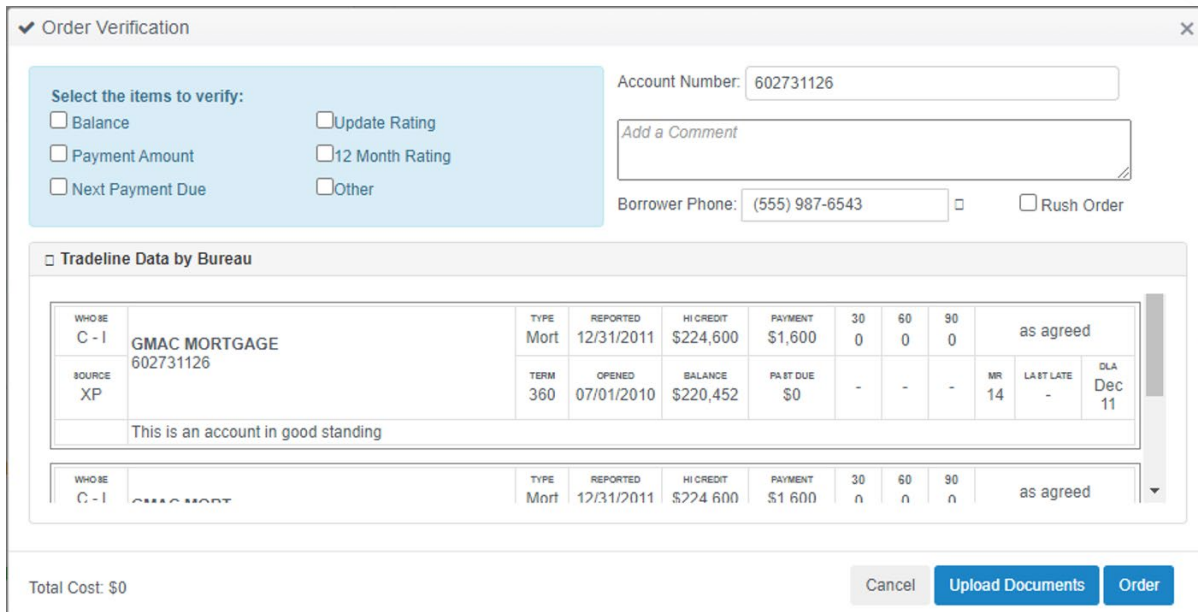
Tradeline Verification

- Within the file click on the Tradelines tab – second from the left
- Find the account, RIGHT CLICK, and choose Order Verification



The screenshot shows the 'Tradelines' tab in a software interface. A table lists account details for 'GMAC MORT. 602731126'. A right-click menu is open over the account, showing options: 'Order Verification' (checked) and 'Order CD Resolve'. The table includes columns for WHO BE, TYPE, REPORTED, HI CREDIT, PAYMENT, 30, 60, 90, MR, LAST LATE, and DLA. Below the table, there are labels for 'Conventional Real Estate Mortgage', 'Fannie Mae Account', and 'Real Estate Mortgage'. A 'Comments Scan: ALERT' indicator is visible at the top right of the table area.

- Select the items you wish to verify or choose Other and add a specific request in the comments
- Borrower phone number is required

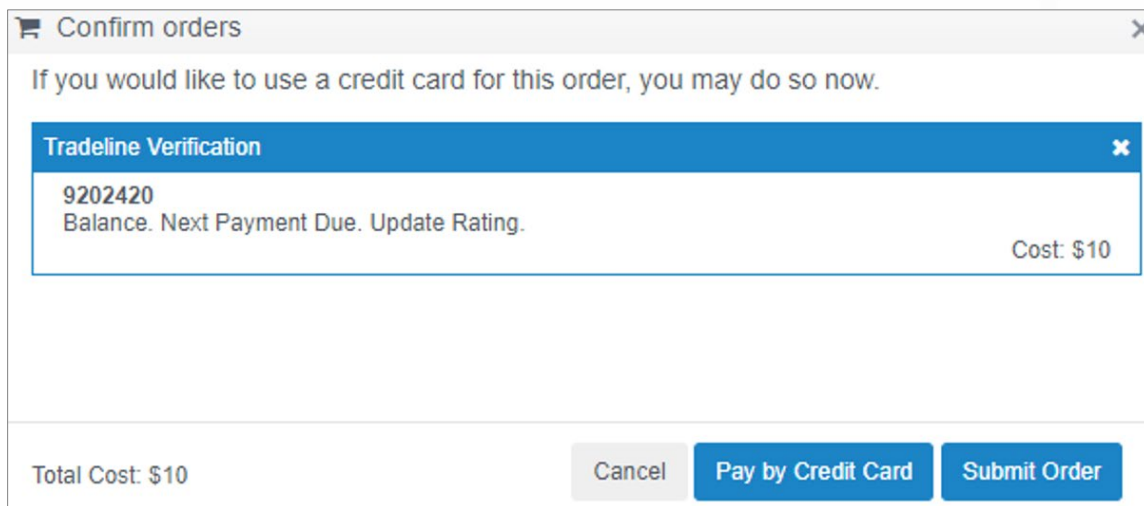
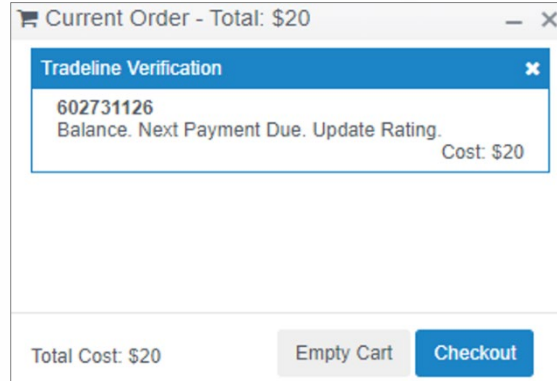


The screenshot shows the 'Order Verification' dialog box. It contains a 'Select the items to verify:' section with checkboxes for 'Balance', 'Update Rating', 'Payment Amount', '12 Month Rating', 'Next Payment Due', and 'Other'. The 'Update Rating' checkbox is checked. There is an 'Account Number' field with '602731126' entered, a 'Borrower Phone' field with '(555) 987-6543' entered, and a 'Rush Order' checkbox. A text area for 'Add a Comment' is present. Below this is a section for 'Tradeline Data by Bureau' containing a table with account details. At the bottom, there is a 'Total Cost: \$0' label and buttons for 'Cancel', 'Upload Documents', and 'Order'.

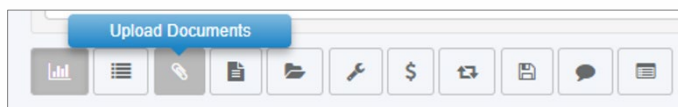
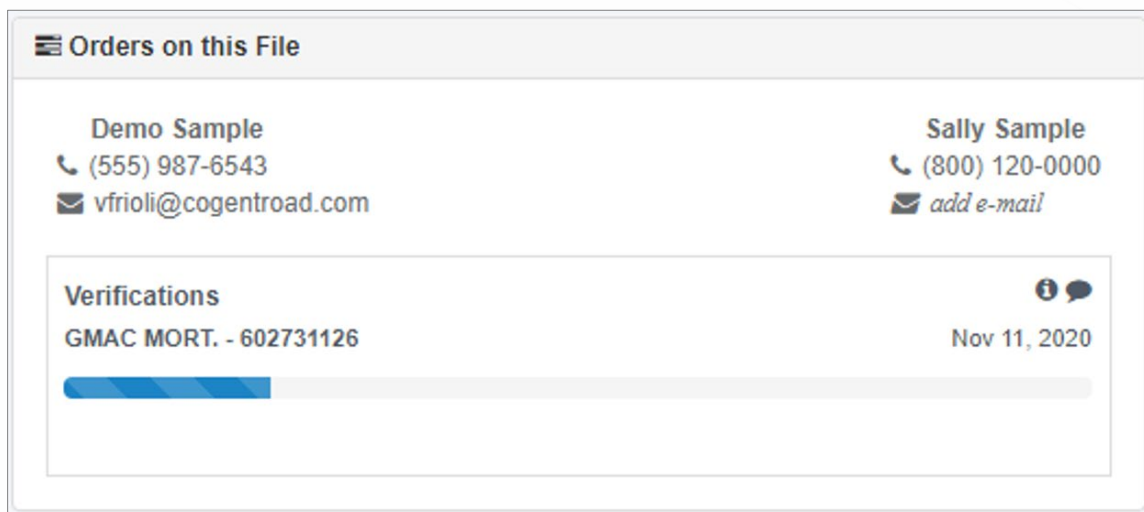
WHO BE	TYPE	REPORTED	HI CREDIT	PAYMENT	30	60	90	MR	LAST LATE	DLA
C - I	Mort	12/31/2011	\$224,600	\$1,600	0	0	0	14	-	Dec 11
XP		07/01/2010	\$220,452	\$0	-	-	-			

How to Order Credit Supplements

- Click Order to add the request to your Cart
- Continue with more Tradeline Verification requests or click Checkout from the Cart to continue
- A final order review summary before clicking Submit Order
- You may also charge the borrower by clicking Pay by Credit Card before submitting



- New pending orders will appear under the Orders on this File section, as well as your Desktop
- Always upload a wet signed Funding Suite authorization form with any Supplement order



- You may use the Paper Clip icon from within the file to upload and attach your docs

Add a Tradeline

To add nontraditional credit for account history verification, or to add a new account that has not yet reported to the bureaus, you may place an order to Add a Tradeline. Funding Suite will verify the account and add it to the report as a supplement.

- From in the file click on the Tools (wrench) icon and choose Add a Tradeline
- Fill out the request form. Only the top 4 creditor details are required, which include:
 - Creditor Type
 - Creditor Name
 - Account Number
 - Creditor Phone Number
- Click Order to add the request to your Cart. Checkout to finalize and Submit Order.

+ Add a tradeline
×

Demo Sample
 Sally Sample
 Joint

Phone Numbers

Borrower Phone: Co-Borrower Phone:

Creditor Details

Creditor Type:

Account Number:

Creditor Name:

Creditor Phone:

Rush Order

Comments:

Creditor Address

Subject Address

Total Cost: \$10

Public Record

- Click the Tradelines tab (second from the left) and scroll down to the bottom
- Public Records are displayed after Tradelines
- Find the Public Record, **RIGHT CLICK**, and choose Order Verification

Public Records						
WHOSE	AMOUNT	FILED	PAID DATE	DEFENDANT	STATUS	
J	\$100,000.00	-	-	-	Filed	
U S BANKRUPTCY COURT						
35054539906234561						
SOURCE	BALANCE	REPORTED	ATTORNEY	PLAINTIFF	TYPE	
XP	-	Feb 93	-	-	BankruptcyChapter13	

Order Verification

Select the items to verify:

Balance
 Update Rating
 Payment Amount
 12 Month Rating
 Next Payment Due
 Other

Account Number: 35054539906234561

Add a Comment

Borrower Phone: (858) 750-1742 Rush Order

Tradelines Data by Bureau

WHOSE	AMOUNT	FILED	PAID DATE	DEFENDANT	STATUS	
B	\$100,000.00	-	-	-	Filed	
U S BANKRUPTCY COURT						
35054539906234561						
SOURCE	BALANCE	REPORTED	ATTORNEY	PLAINTIFF	TYPE	
XP	-	Feb 93	-	-		

Total Cost: \$0

- Select the items you wish to verify or check Other and add a specific comment
- Click Order to add the request to your Cart. Checkout to finalize and Submit Order
- New pending orders will appear under the Orders on this File section, as well as your Desktop

Inquiry Verification

- Click the Tradelines tab (second from the left) and scroll down to the bottom
- Inquiries are shown at the very bottom below tradelines and public records
- Click the blue Verify link to the right of the inquiry you wish to verify

Inquiries			
	Belongs To	Inquiries	Inquired Date
EF	Jonathon Q Consumer	FUNDINGSTE	11/12/2020 Verify
EF	Jonathon Q Consumer	EAGLERIVER	11/11/2020 Verify
EF	Jonathon Q Consumer	KFHOCLLCDB	11/10/2020 Verify

- Add comments for any specific instructions or requests
- Click Order to add the request to your Cart. Checkout to finalize and Submit Order
- New pending orders will appear under the Orders on this File section, as well as your Desktop

✓ Order Verification ✕

Verify Inquiry Details

Creditor :	FUNDINGSTE	<div>Comments</div> <input type="checkbox"/> Rush Order
Borrower :	Jonathon Q Consumer	
Bureau :	EF	
Borrower Phone:	<input type="text" value="(858) 750-1742"/>	

Total Cost: \$10

Please always upload a wet signed Funding Suite authorization form with each supplement request.

Notifications are sent to the user who places the order when the order has been completed or if additional items or clarification is needed. Such as a more recently dated authorization form, a wet signed authorization VS electronic signature, full account number, or borrower phone number.

Customer Support: 800-848-3162

Borrower Verification Line: 866-965-1906