

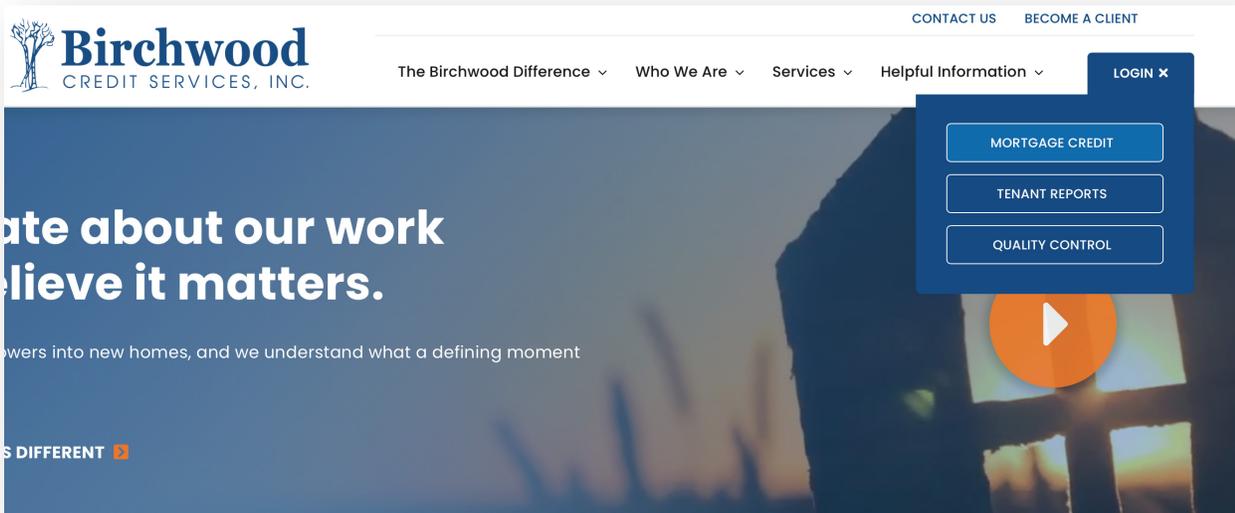
HOW-TO GUIDE



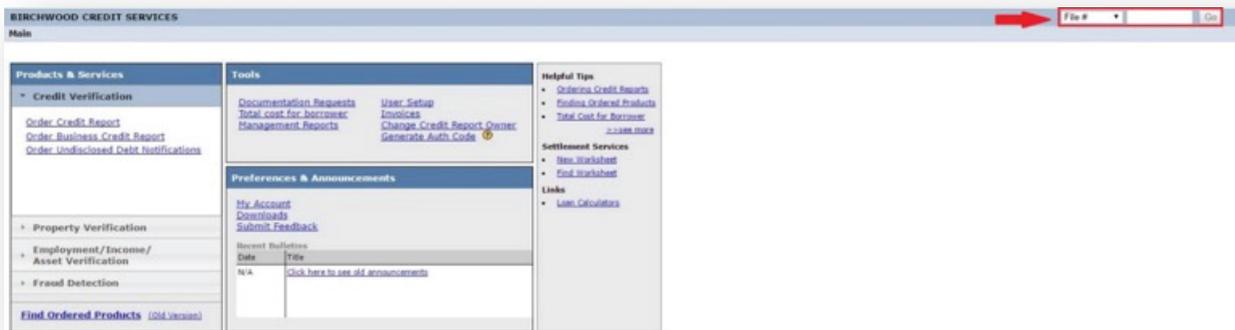
Closed Loan Pricing Invoice Instructions

Closed Loan Pricing Invoice Instructions

Step One: Go to www.birchwoodcreditservices.com and select **Login** at the top of the screen. Choose **Mortgage Credit**.



Step Two: Select **File Number** in the upper right hand corner and enter the borrower's credit report number. Click **Go**.



Closed Loan Pricing Invoice Instructions

Step Three: Click **Closed Loan Adjustment** at the bottom of the screen.

BIRCHWOOD CREDIT SERVICES
Main ▶ Credit File

[View Invoice](#) [Close](#)

FILE #: 5025484 REF #: CLBTEST
 APPLICANT: JOSEPH M TESTCASE - *****0004 XP: 622 TU: 627 EF: 614
 CO-BOR: 13743 BLUEWATER CIR, ANTHILL, MO 65488
 PREV:

Requests History

Type	Processor	Account	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
TRANSUNION	B	1/30/23 6:45 AM	YES	CECE CURRIER	
EQUIFAX	B	1/30/23 6:45 AM	YES	CECE CURRIER	
EXPERIAN	B	1/30/23 6:45 AM	YES	CECE CURRIER	

[Order Refresh Report](#) ⓘ

Charges

Date	Description	Credit	Charge
1/30/2023	3BUR	\$0.00	\$45.00
		Tax	\$0.00
		Total	\$45.00

[Closed Loan Adjustment](#) [Make Credit Card Payment](#)

Step Four: The \$45.00 price point will be upgraded to \$150.00. Click **View Invoice**.

BIRCHWOOD CREDIT SERVICES
Main ▶ Credit File

[View Invoice](#) [Close](#)

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[Order Refresh Report](#) ⓘ

Charges

Date	Description	Credit	Charge
1/30/2023	3BUR	\$0.00	\$45.00
1/30/2023	SUPER BUNDLE	\$0.00	\$105.00
		Tax	\$0.00
		Total	\$150.00

[Make Credit Card Payment](#)

Step Five: Adjusted invoice will be available for printing for closing file.

Make a Credit Card Payment [Print](#) [Close](#)


 2617 WHITE MOUNTAIN HWY, P.O. BOX 436
 NORTH CONWAY, NH 03860
 Tel: 800-910-0015
 Fax: 900-785-0017

1/30/2023
 BCS test #999BCSTEST SUB 1
 2617 WHITE MOUNTAIN HWY 2ND FL
 NORTH CONWAY, NH 03860

Date	File #	Name	Description	Payments	Charges
1/30/2023	5025484	TESTCASE, JOSEPH	3BUR	\$0.00	\$45.00
1/30/2023	5025484	TESTCASE, JOSEPH	SUPER BUNDLE	\$0.00	\$105.00
1/30/2023	5025498	TESTCASE, JOSEPH	COMPARISON REPORT	\$0.00	\$0.00

Total Charges: \$150.00
 Taxes: \$0.00
 Total Payments: \$0.00
 Amount Due: \$150.00

Note: If paying by check, please include the invoice or report number on the check.

