

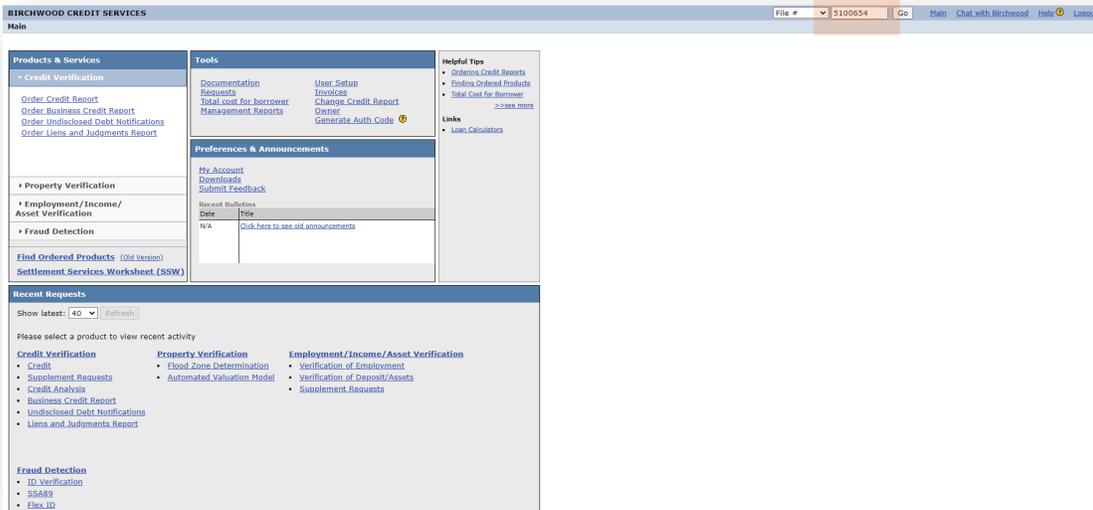
HOW-TO GUIDE



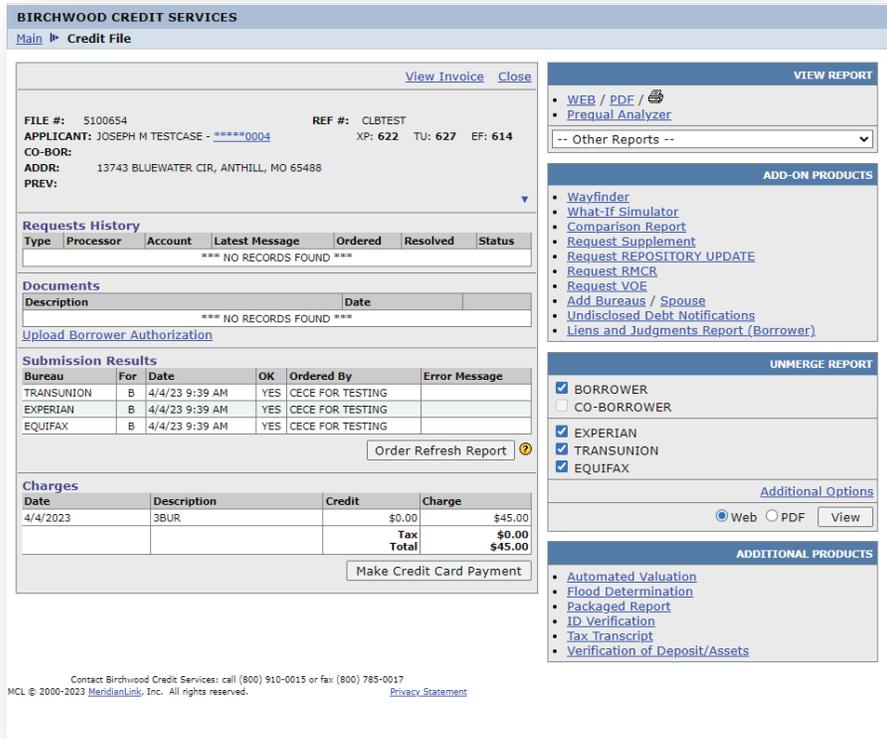
How to Order a Refresh Report from Birchwood

Ordering an Initial Refresh Report

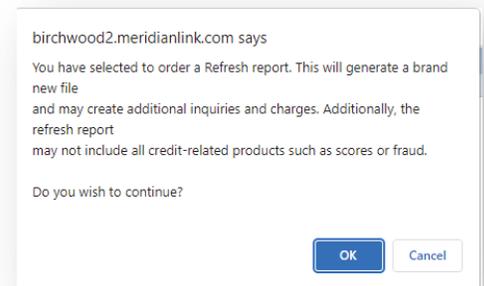
Step One: From the main screen, enter in your Original HARD pull Credit report # in the **File #** box and hit go.



Step Two: Select **Order Refresh Report**.



Step Three: Click **Ok**.



Ordering an Initial Refresh Report

Step Four: Select the bureaus you want and click **Order**.

BIRCHWOOD CREDIT SERVICES
Main | Credit File

Single Order

User: CECE FOR TESTIN [Cancel]

Reference No.: CLBTEST | Loan Type: [v] | Marital Status: [v] | Dependents: [v]

Consumer Information (Applicant and/or Spouse)

First Name	M. Name	Last Name	Suffix	SSN	DOB
JOSEPH	M	TESTCASE	[v]	000000004	08/18/1978

Residential Address Canadian Address

Full Address: 13743 BLUEWATER CIR, ANTHILL, MO 65488 | Length: [v]

Previous Address (If less than 2 years.) Canadian Address

Full Address: [v] | Length: [v]

Others

Property Address: [v]

Applicant Phone: [v] | Applicant Email: [v]

Co-Applicant Phone: [v] | Co-Applicant Email: [v]

Contact: Birchwood Credit Services: call (800) 910-0015 or fax: (800) 785-0017
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Credit Order

XP TU EF
REPORT

[Order]

Options

Automatic Print [?](#)

Pay by credit card

[Enter Access Codes...](#)

Step Five: Click **Ok**.

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WARNING! THIS MAY PUT ADDITIONAL INQUIRIES ON YOUR BORROWER(S). DO YOU WANT TO CONTINUE ?

[OK] [Cancel]



Ordering an Initial Refresh Report

Step Six: The refresh report will then open on the screen.

BIRCHWOOD CREDIT SERVICES

Main ▶ Credit File

[New Report](#)

FILE #: 5100683 (REFRESH) FNMA #: INVALID
 APPLICANT: JOSEPH M TESTCASE - *****0004 XP: 622 TU: 627 EF: 614
 CO-BOR:
 ADDR: 13743 BLUEWATER CIR, ANTHILL, MO 65488
 PREV:

*** ORDER COMPLETED ***

Submission Results

Bureau	For	Date	OK	Ordered By	Error Message
EXPERIAN	B	4/4/23 9:48 AM	YES	CECE FOR TESTING	
TRANSUNION	B	4/4/23 9:48 AM	YES	CECE FOR TESTING	
EQUIFAX	B	4/4/23 9:48 AM	YES	CECE FOR TESTING	

Please click on the blue [PREQ](#) link to view the credit report

Charges

Date	Description	Credit	Charge
4/4/2023	3BUR-R	\$0.00	\$10.00
			Tax \$0.00
			Total \$10.00

[View Invoice](#) [Make Credit Card Payment](#)

VIEW REPORT

- [PREQ \(PDF\)](#)
- [Pregual Analyzer](#)

-- Other Reports --

ADD-ON PRODUCTS

- [Wayfinder](#)
- [What-If Simulator](#)
- [Comparison Report](#)
- [Request Supplement](#)
- [Request RMCR](#)
- [Undisclosed Debt Notifications](#)
- [Liens and Judgments Report \(Borrower\)](#)

UNMERGE REPORT

BORROWER
 CO-BORROWER

EXPERIAN
 TRANSUNION
 EQUIFAX

Web PDF [View](#)

SETTLEMENT SERVICES

- [Order AVM](#)
- [Order Flood](#)
- [Order ...](#)

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Ordering a Second Refresh Report

If a second refresh is needed, return to the original hard pull credit report and repeat steps 1-4.

Step Five: The following warning will appear with any existing files in the system with the same SSN. You can choose to use one of the existing files, or if you would like to move forward with ordering a new report, you must select **New Report**.

WARNING: Duplicated SSN/Name detected! Use existing or create new report.

Existing Reports

Firstname	Lastname	SSN	Created	Customer
JOSEPH	TESTCASE	000000004	04/04/2023	BCS test - 999BCSTEST SUB 1
JOSEPH	TESTCASE	000000004	01/30/2023	BCS test - 999BCSTEST SUB 1
JOSEPH	TESTCASE	000000004	01/30/2023	BCS test - 999BCSTEST SUB 1
JOSEPH	TESTCASE	000000004	01/26/2023	BCS test - 999BCSTEST SUB 1
JOSEPH	TESTCASE	000000004	12/22/2022	BCS TEST - 999BCSTEST

New Report Close

WARNING!!

If you are trying to reorder the credit report for the same applicant because the bureau was previously unavailable, click on the blue "open" link for the duplicate file that is detected. Once opened, click on the "Add Bureau" link. Then select the bureau that was not available and click on the "Order" button to reorder. **DO NOT** click on the "New Report" button.

Step Six: Click Ok.

birchwood2.meridianlink.com says
WARNING! THIS MAY PUT ADDITIONAL INQUIRIES ON YOUR BORROWER(S). DO YOU WANT TO CONTINUE ?

OK Cancel

Step Seven: Your new refresh report will open on the screen.

BIRCHWOOD CREDIT SERVICES

Main > Credit File

[New Report](#) **VIEW REPORT**

FILE #: 5100731 (REFRESH) FNMA #: INVALID
 APPLICANT: JOSEPH M TESTCASE - *****0004 XP: 622 TU: 627 EF: 614
 CO-BOR: 13743 BLUEWATER CIR, ANTHILL, MO 65488
 ADDR: 13743 BLUEWATER CIR, ANTHILL, MO 65488
 PREV:

*** ORDER COMPLETED ***

Submission Results

Bureau	For	Date	OK	Ordered By	Error Message
TRANSUNION	B	4/4/23 10:09 AM	YES	CECE FOR TESTING	
EXPERIAN	B	4/4/23 10:09 AM	YES	CECE FOR TESTING	
EQUIFAX	B	4/4/23 10:09 AM	YES	CECE FOR TESTING	

Please click on the blue [PREQ](#) link to view the credit report

Charges

Date	Description	Credit	Charge
4/4/2023	3BUR-R	\$0.00	\$10.00
		Tax	\$0.00
		Total	\$10.00

[View Invoice](#) Make Credit Card Payment

ADD-ON PRODUCTS

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- Other Reports
- Wayfinder
- What-If Simulator
- Comparison Report
- Request Supplement
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- Liens and Judgments Report (Borrower)

UNMERGE REPORT

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- Order ...

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