

How to Add Documents to an Existing Request

If there's additional documentation required for a pending Rescore or Supplement request, you will need to find the Credit File Screen in the ordering platform. Enter the file number and click **'Go,'** or select the credit file under the **'Recent Requests.'** You can choose the **'Rescore Link'** under **'Requests History,'** if adding documentation to the Rescore or the **'Trade Link'** if adding documentation to a Supplement.

BIRCHWOOD CREDIT SERVICES
Main ▶ Credit File

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

FILE #: 3991127 REF #: TESTCASE
APPLICANT: MARISOL L TESTCASE - *****0001 XP: 745 TU: 741 EF: 743
CO-BOR:
ADDR: 220 LOCUST AVE, ANTHILL, MO 65488
PREV:

Requests History

Type	Processor	Latest Message	Ordered	Resolved	Status
TRADE			11/3/2020	11/3/2020	Completed
RESCORE NO DOC			11/3/2020		New

Documents

Description	Date	
SUPPLEMENTAL REPORT	11/3/2020	view

[Upload Borrower Authorization](#)

Submission Results

Bureau	For	Date	OK	Ordered By	Error Message
EQUIFAX	B	11/2/20 12:08 PM	YES	JOE SMITH	
TRANSUNION	B	11/2/20 12:08 PM	YES	JOE SMITH	
EXPERIAN	B	11/2/20 12:08 PM	YES	JOE SMITH	

[Order Refresh Report](#) ?

From the **'Review Request'** screen, you can include any required documentation by selecting **'Choose File.'** Use the **'Attach More'** link to add multiple documents. Then click **'Upload'** in the bottom right corner.

REVIEW REQUEST

Customer: BCS test
Owner: JOE SMITH
File: TESTCASE, MARISOL - *****0001
Request #: 1577617
File #: 3991127
File Type: PREQUAL
Report Date: 11/3/2020

Type: **Rescore No Doc**
Rush: No **Upgrade (There may be an additional fee)**
Ordered By: JOE SMITH (8009100015)
Date Ordered: 11/3/2020 9:04:15 AM
Date Resolved:
Resolved By:
Charge: \$0.00

Account Number: ACCT000006
Creditor: USAA FEDERAL SAVINGS
Request Reason: XP-B;TEST RESCORE DISREGARD

Attach Document: [Choose File](#) [No file chosen](#)
[Attach more...](#)

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Contact Birchwood
Phone: 800.910.0015 | Fax: 800.785.0017
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www.birchwoodcreditservices.com



'Document Upload Successful' will then appear once the documents are successfully attached.

REVIEW REQUEST [Help ?](#)

Customer: **BCS test**
Owner: **JOE SMITH**
File: **TESTCASE, MARISOL - *****0001**
Request #: **1577617**
File #: **3991127**
File Type: **PREQUAL**
Report Date: **11/3/2020**

Type: **Rescore No Doc**
Request Status: **New**
Rush: **No Upgrade (There may be an additional fee)**
Ordered By: **JOE SMITH (8009100015)**
Date Ordered: **11/3/2020 9:04:15 AM**
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Charge: **\$0.00**

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Creditor: **USAA FEDERAL SAVINGS**
Request Reason: **XP-B;TEST RESCORE DISREGARD**

Attach Document: No file chosen
[Attach more ...](#)

[Download fax coversheet](#)

Document upload successful.

Click '**Close**' to return to the credit file screen. Your uploaded documents should now be listed and we will be notified.

[View Invoice](#)

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+ + +
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PREV:

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Documents

Description	Date	
TEST CASE	11/3/2020	view
SUPPLEMENTAL REPORT	11/3/2020	view

[Upload Borrower Authorization](#)

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[?](#)

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