

HOW-TO GUIDE

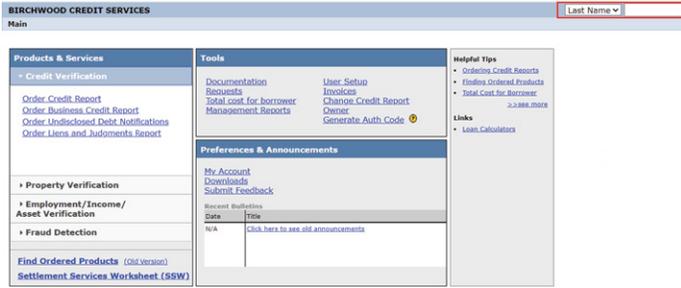


Ordering a Repository Update



Birchwood
CREDIT SERVICES, INC.

Rescore Tab Ordering Instructions



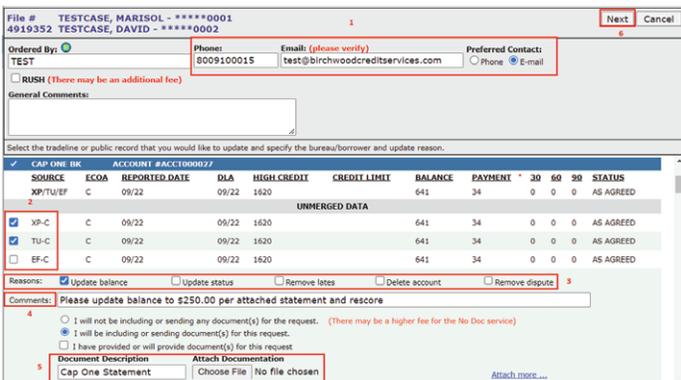
STEP ONE

Log on to birchwoodcreditservices.com using the **Mortgage Credit** option and locate your borrowers credit profile menu.

Use the **Quick Search** function in the upper right corner to search by **File # / Reference # / SSN / Last Name**

STEP TWO

Access the repository update/rescore menu by selecting **Request REPOSITORY UPDATE** option.



STEP THREE

1. Verify your phone, email, address, and preferred method of contact.
2. Select applicable tradeline(s) and bureaus to be updated/rescored.
3. Provide reasons for update/rescore.
4. Include any comments/clarifications.
5. Attach supporting documentation.
6. Proceed by selecting **Next**

STEP FOUR

Review estimated charges and request details, agree to terms of use, and **Submit Request**.

Please note: Estimated charge does not include fees associated with rush requests; these fees will be charged separately.

