

Applicant Services

Adding an Applicant:

- To add an applicant, select the **Add Applicant** radio button
- Select '**Joint Report**' to generate a merged report for the Applicant & Co-Applicant
- Enter the **Co-Applicant's information** into the fields
- Click **Submit**

The screenshot shows the 'Co-Applicant 2' form. At the top right, there are two panels: 'Upgrade Services' and 'Applicant Services'. In 'Applicant Services', the 'Add Applicant' radio button is selected. Below this, the 'Joint Report' radio button is selected. The main form contains fields for First Name, Middle Name, Last Name, Suffix, SSN#, Address, City, State, Zip, Date of Birth, Home/Primary Phone, Work/Other Phone, Do you? (Own/Rent), Time at Residence? (Years/Months), Annual Income, Other Income (Monthly), Other Income Description, Previous Address, City, State, Zip, and Do you? (Own/Rent). A 'Submit' button is at the bottom right.

Deleting an Applicant:

- To delete an applicant, select the **Delete Applicant** radio button
- Choose the **borrower or co-borrower** you wish to remove from the report
- Click the '**New Reference #**' checkbox
- Click **Submit**

The screenshot shows the 'Applicant Services' panel. The 'Delete Applicant' radio button is selected. Other options include 'Add Applicant', 'Split Report', and 'Swap Applicants'.

The screenshot shows the 'Requestor Details' section with fields for Requested By, Phone #, Ext #, Fax #, Consumer Phone #, E-mail, and checkboxes for E-mail and Fax. Below this is the 'Select Applicant' section with a 'Please select an Applicant' label and two radio buttons: 'Applicant: Sally Sample' and 'Co-Applicant: Sam Sample'. A 'New Reference #' checkbox is located below the 'Select Applicant' section. A 'Submit' button is at the bottom right.

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Applicant Services

Split a Report:

- To split an applicant from the credit report, select the **Split Report** radio button
- Click the '**New Reference #**' checkbox
- Click **Submit**
- You will be directed back to the Report Status page to view the split reports

Upgrade Services

- ☐ Credit Report
- ☐ Mortgage Only
- ☐ CreditXpert®
- ☐ Retrieve Supplements
- ☐ Loan Quality Cross Check

Applicant Services

- ☐ Delete Applicant
- ☐ Add Applicant
- ☒ Split Report
- ☐ Swap Applicants

Split Report

Requestor Details

Requested By: Training Requests Phone #: (412)503-9200 Ext #: ☐ Rush

Fax #: Consumer Phone #:

E-mail: TrainingRequests@factualdata.com

☐ E-mail ☐ Fax

☒ New Reference #

Applicant	Loan #	Reference #	Requested By	Date	Status	Type	Services
SAMPLE, SAM	XXXX1743	722300211327056	Training Requests 602001-99991	2022-11-02 21:13:08	Complete / View Report	Credit Report XPN,EFX,TRU	Select a service
SAMPLE, SALLY	XXXX1743	722300211326831	Training Requests 602001-99991	2022-11-02 21:13:05	Complete / View Report	Credit Report XPN,EFX,TRU	Select a service

Swap Applicants:

- To swap applicants on the credit report, select the **Swap Applicants** radio button
 - A new Reference Number is automatically generated with this function
- Click **Submit**

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Swap Applicants

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☐ E-mail ☐ Fax

Submit

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