

Attaching Supporting Documentation & Borrower Authorization

- From the **Report Status** screen in the Enterprise Platform, users can find existing credit reports
- Users can search by **various criteria**:
 - Name
 - Status
 - Loan/Reference Number
 - SSN
 - Date
- Clicking **Retrieve All/Selected** will download reports from Factual Data – this option does incur a charge and should only be used to initially retrieve a report
- Clicking **Search** will return all previously pulled reports
- Your search will return results as shown below. Click on the “Select a Service” dropdown and select **Upgrade/Services**

Applicant	Loan #	Reference #	Requested By	Date	Status	Type	Services
SAMPLE, SAM	XXXX1216	722192115489971	Test User 602001-99991	2022-07-11 12:44:34	Complete / View Report	Credit Report XPN,EFX,TRU	Select a service Upgrade/Services Delete Letter of Explanation Retrieve Letters

- To attach a borrower’s signed authorization or a supporting document, click the ‘**Upload Auth/Docs**’
- Check the **box** for the appropriate documentation type and use the browse feature to locate the document
- Click on **Browse** to search through the file folders on your computer or shared drive
- Locate the folder from which you would like to attach the authorization or other supporting documents
- Click on the **Document** and then click **Open** – Please note, only .pdf and .tif files may be used
- Click **Attach**
- Click **Submit** to upload the file

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