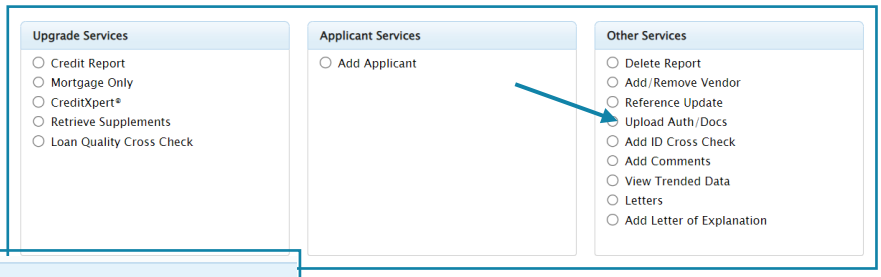
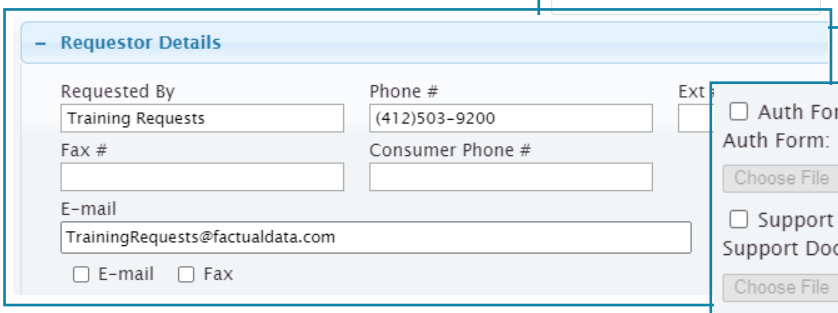
TRAINING

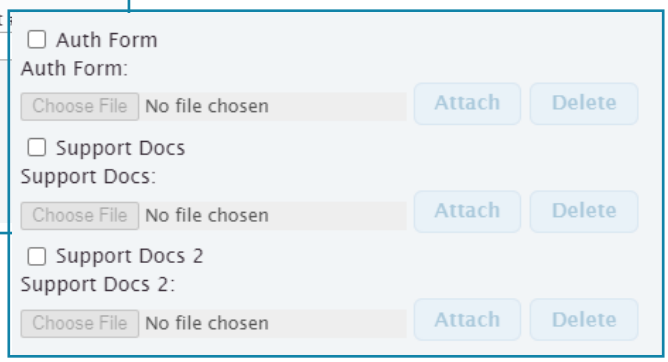
Ordering Alternative Credit

Factual Data

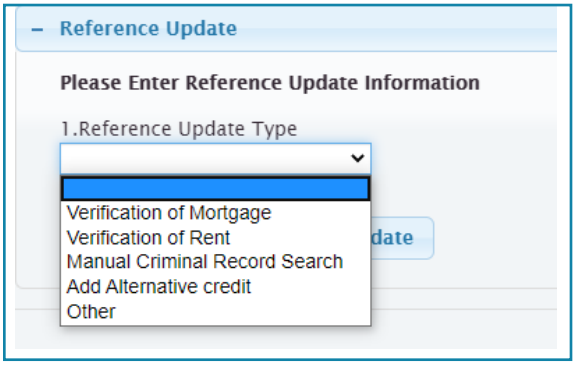
- From the Upgrade menu, select **Reference Update**
- Include your **Contact information** as well as attaching any relevant **authorization forms or supporting documents**



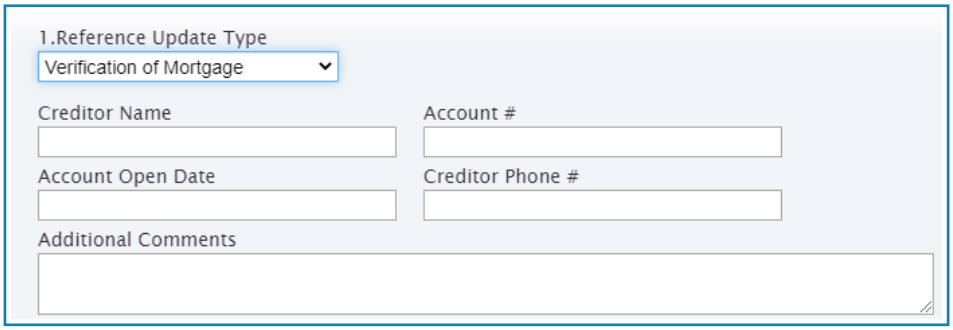




- Select the reference update type:
  - **Verification of Mortgage**
    - Used when a new or transferred mortgage or account needs to be added
  - **Verification of Rent**
    - Used when a Landlord or Rental agreement needs to be added
  - **Add Alternative Credit**
    - Used when adding non-traditional type of credit to the file; cell phone bills, insurance policies, etc.
  - **Other**
    - Used when there is a verification need that may fall outside of the given options



- Along with attaching supporting documentation/borrower's authorization, be sure to include as much detail as possible to help with the verification process



Proprietary & Confidential

© 2022 Factual Data. All Rights Reserved.