

How to Order a Supplement from CIS

A supplement, or trade-line update, is used to clarify incomplete, missing or questionable data on tradelines, public records, inquiries and employment histories.

Request a supplement on a specific tradeline from selecting the hyperlink on the creditor when viewing the credit report:

B	B	GE CARD CO	10/19	02/13 10/19	\$3279 REV	\$3114 MIN \$63
Late Dates: 2/17-90, 1/17-60, 12/16-30, 11/16-30, 10/16-30, 9/16-30						

The Trade Supplement screen will display. Check the appropriate checkboxes, enter your request reason in Additional Instructions, include a phone number and email address for the applicant, upload supporting documentation for the request, including borrower authorization. When you have completed all information and attached documentation, select Submit Order in the bottom right:

TRADELINE SUPPLEMENT #9988713 - BUILDER, SUZI - *****6666

To expedite or ensure that your request is verifiable, please enter the applicant's phone number to authorize a conference call with the applicant.

Check and/or Verify

Update balance
 Update payment
 Delete duplicate
 12 months rating

Verify late dates
 Not applicant
 Account is closed
 Account is current

Update rating
 Included bankruptcy
 Verify PITI
 Other

Account Number:

Creditor:

Applicant's Phone:

Ordered By:

Email (please verify):

Phone:

Additional Instructions:

I have provided or will provide document(s) for this request

Document Description

Borrower Authorization For:

Document Description

Borrower's Authorization

No file chosen

Attach Documentation

No file chosen

[Attach more ...](#)

RUSH (There may be an additional fee)

CIS Service will contact the requestor with any questions. Notification will be sent when the request is complete. Status can be tracked under Requests History on the credit file screen for the applicant:

Requests History					
Type	Processor	Latest Message	Ordered	Resolved	Status
*** NO RECORDS FOUND ***					