

# Adding documents to a pending CIS Rescore or Supplement

When additional documentation is required to be included with a pending (a.k.a. open or unresolved) Rescore or Supplement request, please follow the below instructions.

Navigate to the credit file screen in the CIS ordering platform. From the main screen, enter the borrower's File # at the top and click GO, or select the credit file under Recent Requests. From the credit file screen, choose the **Rescore** link under **Requests History** (if adding documentation for a Rescore) or the **Trade** link (if adding documentation to a Supplement):

**CIS INFORMATION SERVICES** File # [ ] Go

Main > Credit File

Potential Equifax score change of +20 points with [Credit Analyzer](#)  
[View Invoice](#) [Close](#)

FILE #: 8506179 REF #: TESTCASE  
 APPLICANT: DAVE TESTCASE - \*\*\*\*\*0019 XP: 608 TU: 647 EF: 638  
 +28 +26 +20

CO-BOR:  
 ADDR: 5359 FRIDAY ST, ANTHILL, MO 65488  
 PREV:

**Requests History**

Type	Process	Message	Ordered	Resolved	Status
<a href="#">RESCORE</a>			11/30/2016		Working
<a href="#">TRADE</a>			11/30/2016		New

**Documents**

Description	Date	
testcase documentation	11/30/2016	<a href="#">view</a>
adding docs to pending rescore	11/30/2016	<a href="#">view</a>
adding docs to pending rescore	11/30/2016	<a href="#">view</a>
account statement	11/30/2016	<a href="#">view</a>

[Upload Borrower Authorization](#)

**Submission Results**

Bureau	For	Date	OK	Ordered By	Error Message
EQUIFAX	B	11/30/16 10:08 AM	YES	SHARIN PEET	
TRANSUNION	B	11/30/16 10:08 AM	YES	SHARIN PEET	
EXPERIAN	B	11/30/16 10:08 AM	YES	SHARIN PEET	

[Order Refresh Report](#)

**Charges**

Date	Description	Credit	Charge
11/30/2016	3BUR	\$0.00	\$0.00
11/30/2016	MISC-Supplement	\$0.00	\$11.00
	Tax		\$0.00
	<b>Total</b>		<b>\$11.00</b>

[Make Credit Card Payment](#)

**VIEW REPORT**

- [WEB / PDF /](#)
- [Prequal Analyzer](#)

-- Other Reports --

**ADD-ON PRODUCTS**

- [Credit Analyzer](#)
- [What-If Simulator](#)
- [Comparison Report](#)
- [Request Supplement](#)
- [Request REPOSITORY UPDATE](#)
- [Request RMCR](#)
- [Request VOE](#)
- [Add Bureaus / Spouse](#)

**UNMERGE REPORT**

BORROWER  
 CO-BORROWER

EXPERIAN  
 TRANSUNION  
 EQUIFAX

[Additional Options](#)

Web  PDF [View](#)

**ADDITIONAL PRODUCTS**

- [Automated Valuation](#)
- [Flood Determination](#)
- [ID Verification](#)
- [Tax Return Verification](#)
- [Verification of Deposit](#)
- [Verification of Employment](#)

From the Review Request screen (below), include required documentation by selecting **Choose File**. If additional documents are required, click the **Attach more** link. After selecting the file(s) from your desktop, click the **Upload** button (bottom right):

**REVIEW REQUEST** [Help](#)

Customer: SANDYS MORTGAGE COMPANY Type: **Rescore** type will be Trade if a Supplement  
 Owner: SHARIN PEET Request Status: **Working**  
 File: TESTCASE, DAVE - \*\*\*\*\*0019 Rush: **No Upgrade**  
 Request #: 1477566 Ordered By: SHARIN PEET (8002757722)  
 File #: 8506179 Date Ordered: 11/30/2016 10:39:49 AM  
 File Type: PREQUAL Date Resolved:  
 Report Date: 11/30/2016 Resolved By:  
 Charge:

Account Number: 151515151  
 Creditor: ACCOUNT1  
 Request Reason: XP-B;TU-B;EF-B;Remove lates;Please update the lates per the attached documentation;this is a testcase - please do not resolve;I have attached a document for this request.  
 Attach Document: [Choose File](#) No file chosen

[Attach more...](#) click to include additional documents

[Download fact sheet](#)

[Upload](#) [Close](#)

Document upload successful will appear once the document(s) is successfully attached:

**REVIEW REQUEST**

[Help ?](#)

Customer: <b>SANDYS MORTGAGE COMPANY</b> Owner: <b>SHARIN PEET</b> File: <b>TESTCASE, DAVE - *****0019</b> Request #: <b>1477566</b> File #: <b>8506179</b> File Type: <b>PREQUAL</b> Report Date: <b>11/30/2016</b>	Type: <b>Rescore</b> Request Status: <b>Working</b> Rush: <b>No Upgrade (There may be an additional fee)</b> Ordered By: <b>SHARIN PEET (8002757722)</b> Date Ordered: <b>11/30/2016 10:39:49 AM</b> Date Resolved: Resolved By: Charge:
--	---

Account Number	<b>15151515151</b>
Creditor	<b>ACCOUNT1</b>
Request Reason	<b>XP-B;TU-B;EF-B;Remove lates;Please update the lates per the attached documentation;this is a testcase - please do not resolve;I have attached a document for this request.</b>

Attach Document:  No file chosen

[Attach more ...](#)

[Download fax coversheet](#)

Document upload successful.

Contact CIS: West (866) 303-0445, SouthWest (866) 303-0445, MidAtlantic (410) 644-5020, or East (800) 275-7722

MCL © 2000-2016 MeridianLink, Inc. All rights reserved.

[Privacy Statement](#)

Click **Close** to return to the credit file screen. The document(s) is now listed and the CIS representative handling the Rescore or Supplement Request has been notified:

**CIS INFORMATION SERVICES**

File #

[Main](#) » [Credit File](#)

**Potential Equifax score change of +20 points with [Credit Analyzer](#)**

[View Invoice](#) [Close](#)

FILE #: 8506179	REF #: TESTCASE
APPLICANT: DAVE TESTCASE - *****0019	XP: 608 TU: 647 EF: 638
	+28 +26 +20

CO-BOR:  
 ADDR: 5359 FRIDAY ST, ANTHILL, MO 65488  
 PREV:

**Requests History**

Type	Processor	Message	Ordered	Resolved	Status
RESCORE			11/30/2016		Working

**Documents**

Description	Date	
adding docs to pending rescore	11/30/2016	<a href="#">view</a>
adding docs to pending rescore	11/30/2016	<a href="#">view</a>
account statement	11/30/2016	<a href="#">view</a>

[Upload Borrower Authorization](#)

**Submission Results**

Bureau	For	Date	OK	Ordered By	Error Message
EQUIFAX	B	11/30/16 10:08 AM	YES	SHARIN PEET	
TRANSUNION	B	11/30/16 10:08 AM	YES	SHARIN PEET	
EXPERIAN	B	11/30/16 10:08 AM	YES	SHARIN PEET	

**Charges**

Date	Description	Credit	Charge
11/30/2016	3BUR		\$0.00
			\$0.00
		<b>Tax</b>	<b>\$0.00</b>
		<b>Total</b>	<b>\$0.00</b>

VIEW REPORT

- [WEB / PDF](#) /
- [Prequal Analyzer](#)

-- Other Reports --

ADD-ON PRODUCTS

- [Credit Analyzer](#)
- [What-If Simulator](#)
- [Comparison Report](#)
- [Request Supplement](#)
- [Request REPOSITORY UPDATE](#)
- [Request RMCR](#)
- [Request VOE](#)
- [Add Bureaus / Spouse](#)

UNMERGE REPORT

BORROWER

CO-BORROWER

EXPERIAN

TRANSUNION

EQUIFAX

[Additional Options](#)

Web  PDF

ADDITIONAL PRODUCTS

- [Automated Valuation](#)
- [Flood Determination](#)
- [ID Verification](#)
- [Tax Return Verification](#)
- [Verification of Deposit](#)
- [Verification of Employment](#)