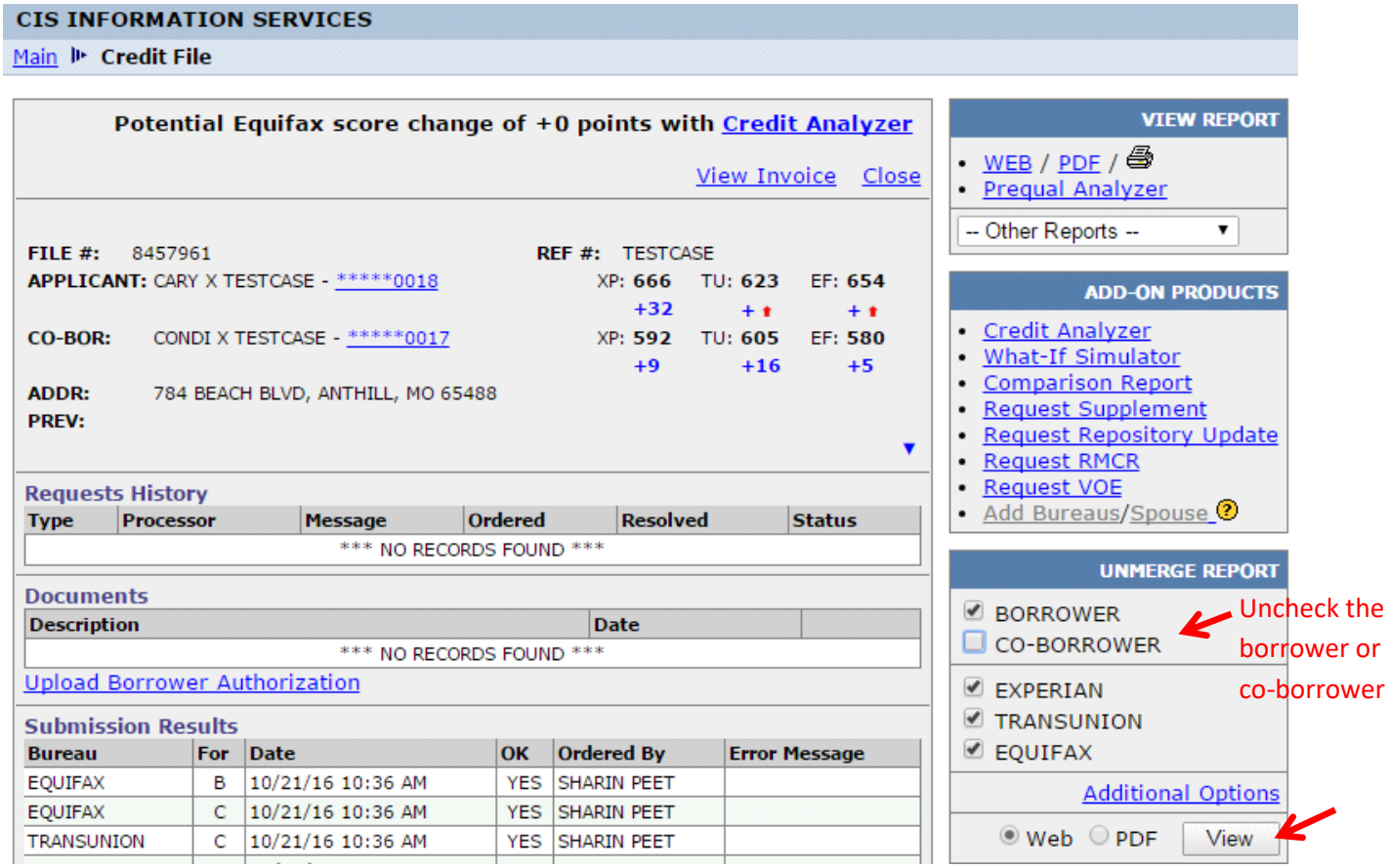
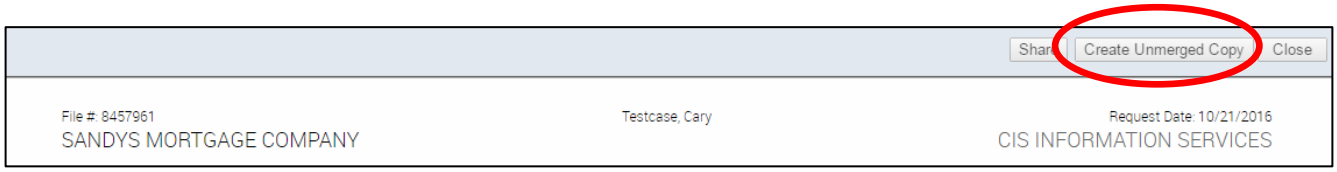
How to Unmerge a Credit Report from CIS

Under the **Unmerge Report** box, uncheck the borrower or co-borrower you wish to remove from the report (you can also use this feature to remove a bureau previously requested). Select **View**:

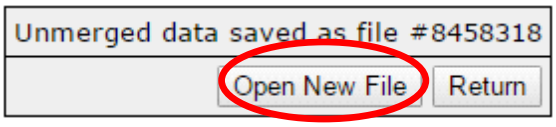


An unmerged report will appear. Unmerge fees may apply (view the charges tab from the credit file screen for charge details). The report is temporarily unmerged in viewing format only at this step.

To permanently unmerge the report for reissue purposes, select **Create Unmerged Copy** at the top of the screen when viewing the report:



A warning will appear that the unmerged data will be saved to a new file with a new file number. **Click OK to proceed**. A message box will appear with the new file #. Select **Open New File** to view the unmerged report:



The screen will return to the main credit file screen, from which you can view the permanently unmerged report.