



## Supplement Ordering Reference Card

### How to order supplements

Open the web report by clicking on **PREQ** or **Web** in the **Credit File** screen:

**VIEW REPORT**

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

-- Other Reports --

Go to the Tradeline or Public Record that you wish to request a supplement for, and then click on the blue highlighted creditor name:

J B **MOUNTAIN BK**  
 3562A0197325346R12345  
**Late Dates:** 12/96-30, 5/96-30

The **Trade Supplement** screen will pop up. Check the appropriate checkboxes and/or enter your request reason in the **Additional Instructions** area. If at least one of the checkboxes is checked then the **Additional Instructions** area is NOT required. If none of the checkboxes was checked then the **Additional Instructions** area will be required.

**TRADE SUPPLEMENT** #1162995 - CUSTOMER, KEN - 606507000

To expedite or ensure that your request is verifiable, please enter the applicant's phone number.

**Check and/or Verify**

Update balance     Verify late dates     Update rating  
 Update payment     Not applicant     Included bankruptcy  
 Delete duplicate     Account is closed     Other  
 12 month rating     Account is current

Account Number: 1972758170  
 Creditor: IRWIN MTD  
 Applicant's Phone:  
 Ordered By: JOE PURDUE  
 Email (please verify): joe@cisinfo.net  
 Phone: 333-275-7722

Additional Instructions:

I have faxed document(s) for this request  
 RUSH (There may be an additional fee)

Submit Order    Clear All    Cancel

Once you are done, click on the **Submit Order** button to submit your supplement request.

Repeat the above procedure for all trade supplements required for this report. Once you are done, close the report screen. The next time you come back to view the **Credit File** screen for this report you will see your supplement requests listed under the **Supplement Requests History** section. Once the supplement requests are completed by your account CRA, the **Status** will say COMPLETED.

View more help files at [www.cisinfo.net/faq.html](http://www.cisinfo.net/faq.html)



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If additional information is needed, CIS Customer Service may leave a note such as **Authorization Required** under the **Message** column for the request.

### Supplement Requests History

Type	Processor	Message	Ordered	Completed	Status
<a href="#">TRADE</a>			8/9/2002 1:58:06 PM		NEW
<a href="#">TRADE</a>			8/9/2002 1:59:19 PM		NEW

The completed supplements will be listed under the **Supplement Reports** section of the **Credit File** screen. Click on the **View** link to view the supplemental report.

### Supplement Reports

Date Created	Created By	
8/9/2002 2:43:06 PM	Shellie Test	<a href="#">view</a>
8/8/2002 4:20:04 PM	Shellie Test	<a href="#">view</a>

After clicking on **View**, the supplement report will be opened in PDF form at. You can print the supplement report by clicking on the printer icon or going to file and choosing print.

You may also check the status of your supplements by clicking on the **Recent Requests** tab from the main desktop. This will list up to 40 supplements. You can click on **View** to view the supplement request or click on the consumer name to go to the **Credit** screen.

Req.#	File#	File	Account	Rush Type	Ordered	Ordered By	Status
228635	1162995	CUSTOMER, KEN	IRWIN MTD	NO	TRADE 05/13/04	TANYA TUFFLY TEST	COMPLETED
175821	337258	CONSUMER, JOHN		NO	TRADE 11/21/03	RON JAROSS	COMPLETED
175818	337258	CONSUMER, JOHN		NO	TRADE 11/21/03	RON JAROSS	COMPLETED

If you need to submit a supplement request that is not specific to any trade or public record, you can enter a general request on the **Credit File** screen. To avoid delay, please **DO NOT** use the **General Request** to submit a trade or public record requests.

**Supplement Requests History**

Type	Date Ordered	Date Completed	Status	
RMCR	3/29/2002 5:58:42 PM	3/29/2002 6:02:40 PM	COMPLETED	<a href="#">review</a>
MISC	4/1/2002 10:28:05 AM	4/1/2002 10:30:05 AM	COMPLETED	<a href="#">review</a>
TRADE	4/1/2002 11:33:03 AM	4/1/2002 11:57:52 AM	COMPLETED	<a href="#">review</a>
TRADE	4/1/2002 11:42:47 AM		WORKING	<a href="#">review</a>

Submit General Request    [How to order supplement ?](#)

Phone (800) 275-7722

Fax (800) 275-8049