

How To Use the Order Multiple Supplements at Once Feature

Clients can request supplements on multiple accounts at the same time. They will have the ability to peruse the details of trades, identify those that need manual verification or work, and order all supplements with the single click of a button. This is especially helpful and time-saving when the same kind of work needs to be requested on multiple tradelines (e.g. verify the balance on multiple accounts).

Use the information in this guide to order multiple supplements with the new feature interface.

Ordering Multiple Supplements Interface

To begin, open the supplements screen - you can get here from either the client side of XpertOnline, or a PDF version of the credit report if the file was ordered from an LOS. In the top left corner will be two tabs. The first tab labeled **Credit Report** shows all the trades as they would appear on the credit report and allows a user to order supplements in standard fashion. The second tab is labeled **Trades** and utilizes an interface to allow multiple supplements to be ordered at once.

<input type="checkbox"/>	Trade Name	Account Number	Trade Date	Action
<input type="checkbox"/>	ALLCOM CU	13746****	05/14/2009	▶
<input type="checkbox"/>	ALLY FINCL	10391835****	12/24/2015	▶
<input type="checkbox"/>	BK OF AMER	54663200125...	11/17/2007	▶
<input type="checkbox"/>	CB/LNBRYNT	7****	06/04/1997	▶
<input type="checkbox"/>	CENTRAL1CU	80000068****	07/09/2012	▶
<input type="checkbox"/>	CENTRAL1CU	20002****	02/01/2000	▶
<input type="checkbox"/>	CENTRAL1CU	2228****	11/01/2005	▶
<input type="checkbox"/>	CENTRAL1CU	80000060****	07/01/2008	▶
<input type="checkbox"/>	CENTRAL1CU	2360****	05/01/2004	▶
<input type="checkbox"/>	CENTRAL1CU	2360****	05/01/2004	▶
<input type="checkbox"/>	CENTRAL1CU	2228****	03/01/2005	▶
<input type="checkbox"/>	CENTRAL1CU	2228****	09/01/2004	▶
<input type="checkbox"/>	CENTRAL1FCU	80121****	01/20/2019	▶

Number of trades selected:

Rapid Rescore

Common Comments:

Attachments:
 No file chosen
 No file chosen

Please include Borrower and Co-Borrower contact information in case we need Borrower/Co-Borrower approval or additional information is required.

Characters Remaining: 255

Priority:

Follow the directions below for ordering multiple supplements:

1. Check the boxes of the trades you wish to order supplements on. **NOTE:** You are only able to order multiple supplements at once if they will share the same **Common**

Comment and Priority. Otherwise you will need to make each more personalized order on their own. Fortunately, this new interface allows you to stay in the supplements tab after each order for better efficiency.

Checkbox	Account Name	Account Number	Date	Action
<input type="checkbox"/>	ALLCOM CU	13746****	05/14/2009	▶
<input type="checkbox"/>	ALLY FINCL	10391835****	12/24/2015	▶
<input type="checkbox"/>	BK OF AMER	54663200125...	11/17/2007	▶
<input type="checkbox"/>	CB/LNBRYNT	7****	06/04/1997	▶
<input type="checkbox"/>	CENTRAL1CU	80000068****	07/09/2012	▶
<input type="checkbox"/>	CENTRAL1CU	20002****	02/01/2000	▶
<input type="checkbox"/>	CENTRAL1CU	2228****	11/01/2005	▶
<input type="checkbox"/>	CENTRAL1CU	80000060****	07/01/2008	▶
<input type="checkbox"/>	CENTRAL1CU	2360****	05/01/2004	▶
<input type="checkbox"/>	CENTRAL1CU	2360****	05/01/2004	▶
<input type="checkbox"/>	CENTRAL1CU	2228****	03/01/2005	▶
<input type="checkbox"/>	CENTRAL1CU	2228****	09/01/2004	▶
<input type="checkbox"/>	CENTRAL1FCU	80121****	01/20/2019	▶

2. To view account details, click the blue drop-down arrow to expand each trade line into a detail section.

Checkbox	Account Name	Account Number	Date	Action
<input type="checkbox"/>	ALLY FINCL	10391835****	12/24/2015	▶
<input type="checkbox"/>	BK OF AMER	54663200125...	11/17/2007	▶
<input type="checkbox"/>	CB/LNBRYNT	7****	06/04/1997	▶
<input type="checkbox"/>	CENTRAL1CU	80000068****	07/09/2012	▼
Account Name: CENTRAL1CU Account Number: 80000068****				
Date Opened: 07/09/2012 Date Last Reported: 06/03/2016				
Credit Limit: 500 High Credit: 531				
Account Type: R Account Status: 01				
<input type="checkbox"/>	CENTRAL1CU	80000060****	07/01/2008	▶

3. Check the box for **Rapid Rescore** if it applies.

4. Click the drop down arrow on the **Common Comments** field to select the appropriate supplement description.
5. Upload any attachments if applicable.
6. Write any pertinent information in the comment field section.
7. Conclude the order by using the **Priority** drop down arrow to select the desired priority and then clicking the **Post Comment** button.

Once these supplements have been ordered, their status can be verified by searching for the reference number in XOL and then clicking the **Supplements** tab. This tab will show all the currently ordered supplements for a file.

XUBJK-3932257 - ALLEN TDETEST78 - INFILE-TRENDED

Supplements			
Status	Priority	Description	Comment
Processing	Standard	ALLY FINCL (10391835)	Update balance
Processing	Standard	ALLCOM CU (13746)	Update balance

[Request a Supplement](#)

UDM has not been ordered on this report

[Order UDM](#)

Upgrade Report

No Upgrade Available

Other Updates

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