

## HOW TO Order Alternative Credit

Once you log in to [Advantage Credit's secure site](#)

From the **Recent Request** section click **Credit link**

1. Click on the File# to view an existing credit report
2. Under Add-On Products (menu on right)
3. Click on Request Supplement
4. Check the box "Add a Tradeline"
5. Complete all 7 fields
  - Please **attach** any type of documentation you may have to expedite the request (Borrowers' authorization; Utility bill; Phone bill)
6. Click Submit Order

## Retrieve an Existing Supplement

From the **Recent Request** section click **Supplements Tab**

1. Click **Supplements** Tab to see the status
2. Click on **File#** to **view** and print Supplemental Report

***Thank you! We appreciate your business.***