meridianlink

How to Order a Repository Update (Rescore)

Overview

This document explains how to submit a request for a repository update from within a credit file.

To request a repository update:

- 1. Navigate to the Credit File page for your credit report. This can be done in one of three ways:
 - 1. Use the Quicksearch bar at the top-right of the page to search for the credit file.
 - 2. Use the Find Ordered Products link to search for the credit file.
 - 3. Use the *Credit* link in the *Recent Requests* section to select the credit file if it was recently ordered.
 - 1. 2018 02 14 11 48 56 MCL BETA Internet Explorer

2. Select the *Request REPOSITORY UPDATE* link. This will open a new window to submit information about the rapid rescore

	ADD-ON PRODUCTS
•	Comparison Report
•	Request Supplement
•	Request REPOSITORY UPDATE
•	Request RMCR
•	Request VOE
•	Add Bureaus / Spouse
•	Merge with another file
•	Liens and Judgments Report (Borrower)
	/

3. Verify the information at the top of the page. This includes your phone number, email address, and preferred contact information. You can also designate whether the rescore should be a rush request

Ordered By: (3				Phone:	En	nail: (please	ver	ify)			
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4. Select the tradeline that needs to be updated. When selected using the checkbox, you can also indicate the reason for the update (e.g. to update balance, remove lates, etc.), leave additional comments, and upload documentation.

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Reasons:	Update balance		Update status		Remove lates	Delete account		Remove dispute				
Comments	:											
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- 5. Select Next. This will take you to a confirmation page to verify the information for the rescore request.
- 6. **Select** *Submit Request*. This will send your request to the credit processing team to review and update the credit information.

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Requested By:	BL-TOBY DANVERS	Phone: 714-212-1	212 Total Charge: \$50.00
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