

Disclosure Request Workstep

Disclosure Request Workstep occurs because the Credit Reporting Agency(CRA) didn't include the Credit Disclosure in the credit report.

Prevention: Call the CRA and tell them to add the Credit Disclosure to future credit reports, this will prevent you from needing to complete this workstep on every loan.

1. Completing Disclosure Request Workstep:

- a. **Obtain** Copy of Credit Disclosure.
- b. **Email** It to the assigned Wholesale Client Advocate for that loan.

2. (Optional) Check if a Credit Disclosure was Reissued:

- a. **Click** Credit Screen.
- b. **Click** Archived Credit Report Tab.
- c. **Review** Documents.

If you have any questions, please contact your Account Executive or Wholesale Support for assistance.

Need help?

- Wholesale Support **(855) 399-6242**
- **Resource Library**