

**Title**

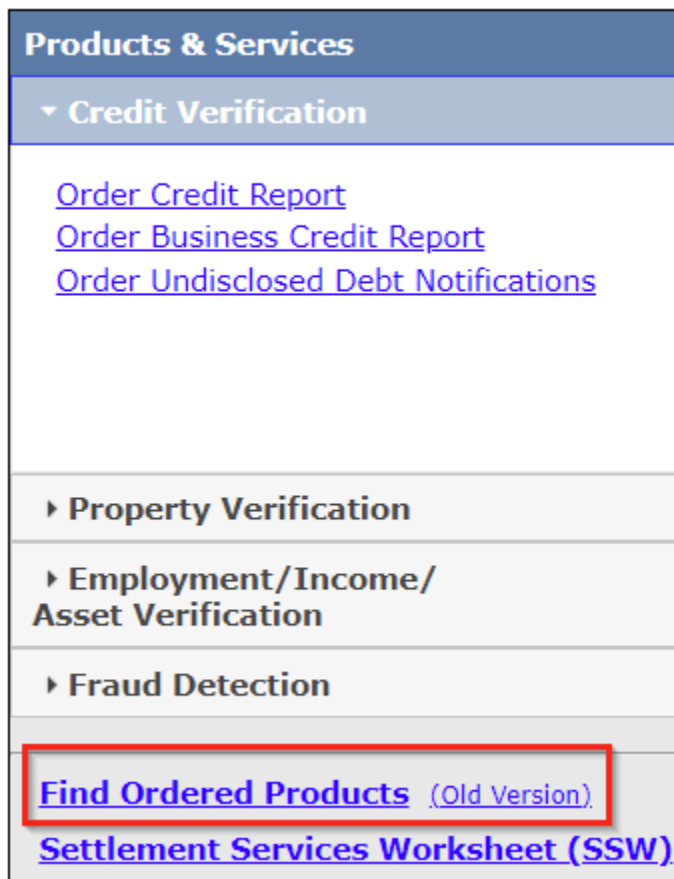
How to Find Ordered Products

**Product**

Mortgage Credit Link

**Information**

To search for and view products that have already been ordered, click on the Find Ordered Products link from the Products & Services section of the Main page.



The Find Ordered Products page will allow you to filter for recent product orders based on the following fields:

- File # - The order ID designated by the consumer reporting agency
- Ref #/Loan ID - Most commonly the loan number from the Loan Origination System)
- SSN - The borrower or co-borrower's social security number.
- First Name - The borrower or co-borrower's first name

- Last Name - The borrower or co-borrower's last name
- User - The employee who ordered the product
- Start Date - The oldest date for the search range
- End Date - The most recent date for the search range
- Product Type - The type of product being searching, such as a credit report, business credit report, or flood determination report
- Status - The current status of the order, such as New, Completed, or Error

If Advanced Search is selected, the following fields can also be used as filters:

- Address - The borrower's current address
- Batch Name - If reports have been ordered in batch, this will allow you to search by the name of the batch at the time of the order

If your office has Sub-Accounts, such as branch offices, the "Include sub-accounts" checkbox can be used to return search results across all sub-accounts as well.

The screenshot shows a search form with the following fields and controls:

- File #: [Empty text box]
- Ref #/Loan ID: [Empty text box]
- SSN: [Empty text box]
- First Name: [Text box containing "Amy"]
- Last Name / Business Name: [Text box containing "America"]
- User: [Dropdown menu showing "--- ALL USERS --"]
- Include sub-accounts: [Unchecked checkbox]
- Start Date: [Text box containing "07/17/2021"] with a calendar icon
- End Date: [Empty text box] with a calendar icon
- Product Type: [Dropdown menu showing "-- ALL --"]
- Status: [Dropdown menu showing "-- ALL --"]
- Advanced Search: [Blue text link]
- Search: [Button]
- Reset: [Button]
- Cancel: [Button]

If your search does not return any results, this could be due to the search parameters entered having a mismatch, or it could be that your login does not have access to the file in question. Please be aware that the date range will default to be within the last 6 months and may need to be adjusted before searching.