

### How to unmerge a report

From the Main screen of the [cis.meridianlink.com](http://cis.meridianlink.com) website click on **Find Report**. Fill out any of the fields and click on **Submit Query**

Click **Open** next to the report you would like to unmerge


On the right hand side of the screen, you will notice the **Unmerge** section. Choose the borrower, co-borrower or bureau you would like to remove from the report by un-checking the box next to your selection.

**CREDIT** [Request RMCB](#) [View Invoice](#) [Close](#)

FILE #: 233392 FANNIE JOB#:   
 BORR: JOHN HOMEOWNER 300-40-5000 REF NUM: 20030030   
 CO-BOR: MARY HOMEOWNER 500-22-2000 CHARGE: \$0.00   
 ADDR: 4420 E DOUGLAS HIGLEY AZ 85236 LOAN TYPE:   
 PREV: MAR./DEP.: MARRIED/

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**UNMERGE REPORT**

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- CO-BORROWER
- EXPERIAN
- TRANJUNCTION
- EQUIFAX

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Prequal Analyzer   
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Click on the **View** button. You can now print this report by clicking on **Eprint** or **Print Screen**.

### How to permanently unmerge a report

In order to submit an unmerged report to a lender or import it into a LOS you will need to permanently unmerge the report. This can be done by following the steps above. Before clicking on the view button select **Web** copy. When the report opens click on **Create Reissue Number** to get a new file number with the unmerged data

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