

How to Add a Tradeline (NonTraditional Credit)

View the CIS credit report in your Loan Origination System (Encompass, Calyx Point, etc.) or in the [CIS platform](#). Select the **Request New Tradeline** hyperlink, found on the top left when viewing the report:

[Request New Tradeline](#)

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You are navigated to the CIS website - Tradeline Supplement - Add a Tradeline screen. Fill in all required fields, upload supporting documentation, including the Borrower Authorization and input instructions for the tradeline you require be added. Include contact information for the creditor. When all detail and documentation is complete, select **Submit Order** (bottom right).

TRADELIN SUPPLEMENT

#9829574 - KNOWSCORE, LUCKY - *****2345

Add a Tradeline

Creditor Name	Account #	Open Date	Account Type	Hi. Credit	Balance	Payment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant's Phone

Ordered By

Email (please verify)

Phone

Additional Instructions

I have provided or will provide document(s) for this request

Document Description	Borrower's Authorization
<input type="text" value="Borrower Authorization"/>	<input type="text"/> <input type="button" value="Browse..."/>
Document Description	Attach Documentation
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

RUSH (There may be an additional fee) [Attach more ...](#)

CIS Customer Service will receive your request immediately and address it. You will be notified via email as soon as your request is complete. NOTE: If you begin in the CIS credit file screen for an applicant, you can also Add a Tradeline using the Request Supplement option, then select 'Add a Tradeline' from the Supplement window:

ADD-ON PRODUCTS

- [Wayfinder](#)
- [What-If Simulator](#)
- [Comparison Report](#)
- [Request Supplement](#)
- [Request REPOSITORY UPDATE](#)

Request Reason (applies to general request)

Please mark the checkbox(es) next to the a

Add a tradeline

On next screen: