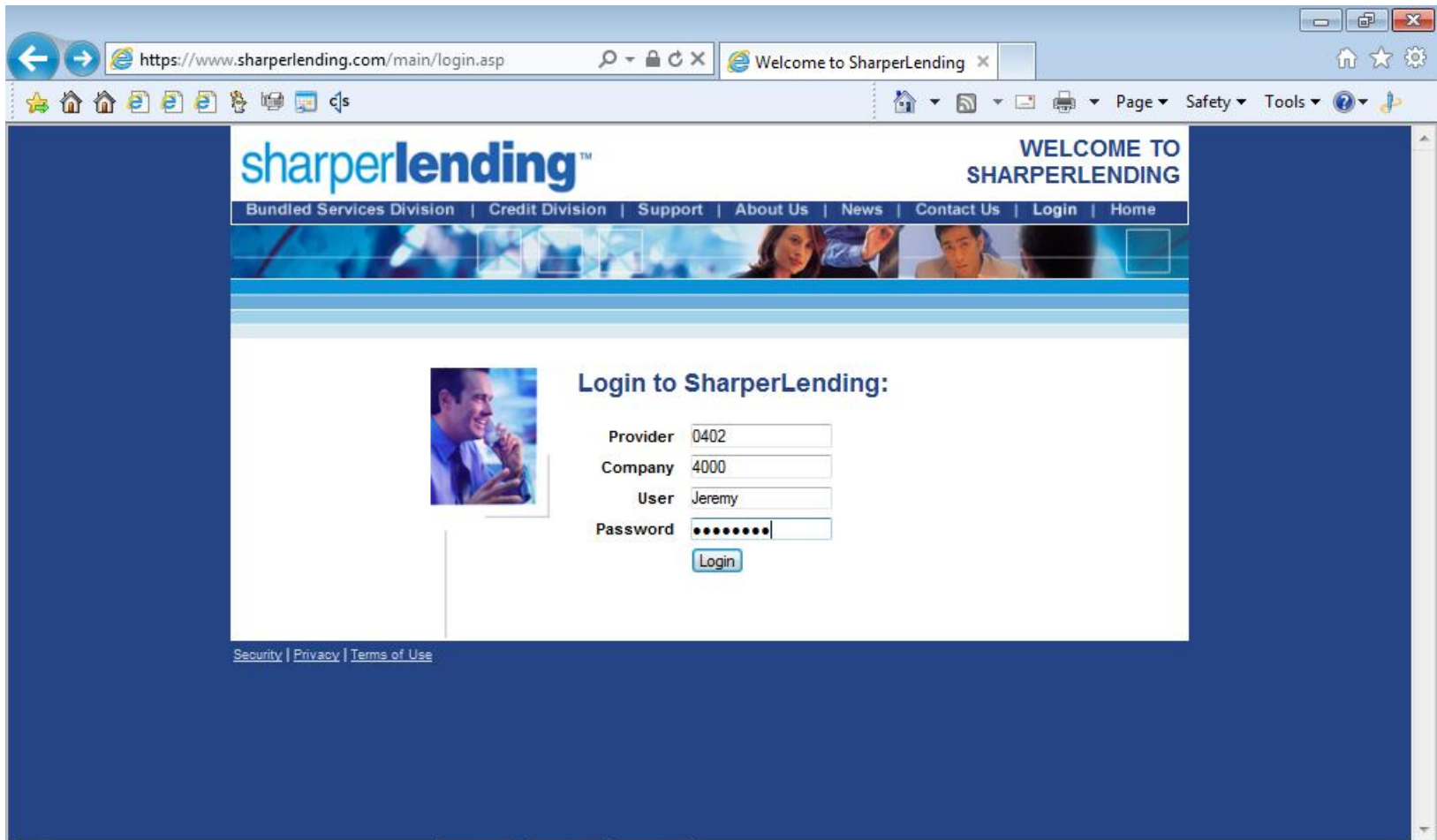




[www.mficredsolutions.com](http://www.mficredsolutions.com)

# HOW TO ORDER TRV & SSN VERIFICATIONS

# Step 1: Log In




The screenshot shows a web browser window with the URL <https://www.sharperlending.com/main/login.asp>. The page features the SharperLending logo and a navigation menu with links for Bundled Services Division, Credit Division, Support, About Us, News, Contact Us, Login, and Home. A banner image shows a group of people. The main content area is titled "Login to SharperLending:" and includes a small image of a man on the phone. Below the title are four input fields: Provider (0402), Company (4000), User (Jeremy), and Password (masked with dots). A "Login" button is positioned below the password field. At the bottom left, there are links for Security, Privacy, and Terms of Use.

**sharperlending™** WELCOME TO SHARPERLENDING

[Bundled Services Division](#) | [Credit Division](#) | [Support](#) | [About Us](#) | [News](#) | [Contact Us](#) | [Login](#) | [Home](#)

**Login to SharperLending:**



Provider

Company

User

Password

[Security](#) | [Privacy](#) | [Terms of Use](#)

# Step 2: Click On New Loan

The screenshot shows a web browser window with the URL <https://www.sharperlending.com/main/login.asp>. The page header includes the SharperLending logo and navigation links: Bundled Services Division, Credit Division, Support, About Us, News, Contact Us, Login, and Home. A navigation bar contains buttons for ADMIN, NEW LOAN, IMPORT, HELP, and LOGOUT. A yellow arrow points to the NEW LOAN button. Below the navigation bar is a table with columns: Reference Number, Loan Number, Status, Originated, Client, and User. The table is currently empty. At the bottom right, a status bar displays 'Current User: 0402 | 4658 | Jeremy'.

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Bundled Services Division | Credit Division | Support | About Us | News | Contact Us | Login | Home

Recent Inbox Search ADMIN NEW LOAN IMPORT HELP LOGOUT

Reference Number	Loan Number	Status	Originated	Client	User
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Current User: 0402 | 4658 | Jeremy

# Step 3: Click On TRV Icon

The screenshot displays a web browser window with the URL <https://www.sharperlending.com/v3/OrderingPlatform/Default.aspx>. The page title is "Welcome to SharperLending" and the current page is "Services Summary".

At the top, there are two tabs: "Services Summary" (active) and "Loan Details". To the right of the tabs are "HELP" and "CLOSE" buttons.

The main content area is titled "Loan Information" and contains the following fields:

Reference Number:	Loan Number:	Borrower:	Property Address:	Loan Status:
				Active

Below the loan information, there is a row of five service icons with labels underneath:

- [Credit](#)
- [AVM](#)
- [Title](#)
- [Flood](#)
- [TRV](#)

A large yellow arrow points to the TRV icon, indicating the next step in the process.

# Step 4: Choose Service Provider And Product, Fill In Borrowers And Your Contact Information As Shown

The screenshot shows a web browser window with the URL <https://www.sharperlen.com/v3/OrderingPlatform/Default.aspx>. The page title is "Order new TRV". The form contains the following sections and fields:

- Service Provider:** A dropdown menu with "Tax Return Verification" selected. A yellow arrow labeled "1" points to this dropdown.
- Select Product:** A dropdown menu with "TRV" selected. A yellow arrow labeled "2" points to this dropdown.
- Loan Information:** A section header.
- Borrower Information:** Fields for "First Name\*" (Jeremy), "Last Name\*" (Honor), and "SSN\*" (123-45-6789). A yellow arrow labeled "3" points to this section.
- CoBorrower Information:** Fields for "First Name", "Last Name", and "SSN".
- Business Information:** Fields for "Name" and "Tax ID".
- Tax Return Verification Information:** A link "Add New TRV" with a red asterisk. A yellow arrow labeled "4" points to this link.
- Loan Number:** Field with value "12345".
- Notification Email Address:** Field with value "Jeremy@mficreditsolutions.com".
- Service Instructions:** A text area with "n/a".

At the bottom of the form are "Order" and "Cancel" buttons.

# Step 5: Click Add New TRV, Select Appropriate Entries, Click Save & Then Click Order Button

Service Provider: Tax Return Verification

Select Product: TRV

Loan Information

**Borrower Information**  
First Name\*: Jeremy  
Last Name\*: Honor  
SSN\*: 123-45-6789

**CoBorrower Information**  
First Name:   
Last Name:   
Tax ID:   
Name:   
Tax ID:   
Business Information

**Tax Return Verification Information**  
Add New TRV \*

Loan Number: 12345  
Notification Email Address: Jeremy@mficreditsc.com

**Service Instructions**  
Service Provider Instructions: n/a

**Add Tax Return Verification Information**

Form\*:   
Years:  2011,  2010,  2009,  2008,  2007

Applicant:  Borrower,  CoBorrower,  Joint,  Business

Record of Account  
Account Transcript

Save Cancel

Order Cancel