

# REPAIRING YOUR OWN CREDIT MANUALLY

**How you can reduce your work  
from hours to seconds**


# Three Ways to Import Disputes

There are three main ways to import disputes into the software:

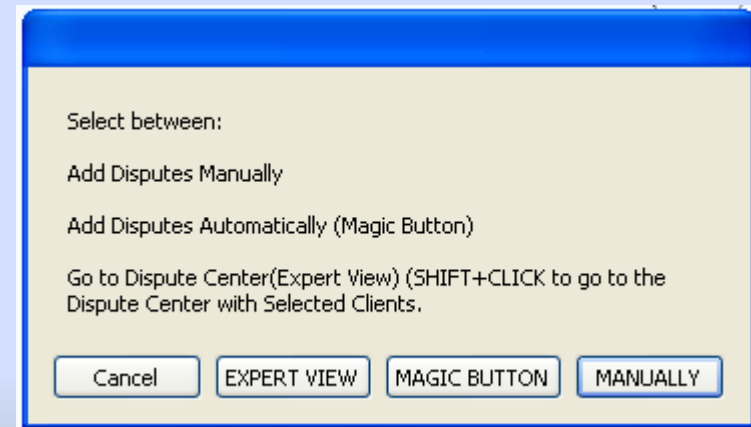
- ***Magic Button* import (automatic)**
  - Extracts disputes from a credit report in one-click and automatically imports all disputes contained in the report.
- **Manual import (manual)**
  - You can add disputes one-by-one using an easy-to-use interface (perfect for printed reports).
- **Expert View (add disputes manually or automatically)**
  - Displays a detailed view of all disputes and allows you to modify or add new disputes.

# Using the *Manual* Option


**The manual option is appropriate when you have a printed report.**





To open the Credit Repair functionality, click  as displayed on the right-hand side of the Main Screen.

To import a dispute manually, click the *Manually* button.



# Using the *Manual* Option


You'll be presented with a *Form View*. Clicking the  button will allow you to enter the details of the current dispute.

 3 Lines View  
 1 Line View  
 Templates Manager  
 Back To Contacts


**Disputes Center**

### FORM VIEW

Dispute # : 1 of 1


User :  


Account # or ID :

Creditor:  

Amount:  If dispute is an Inquiry then enter the inquiry date at left

Dispute Type:  Status:


Credit Bureau:  EQ  EX  TR Select a Credit Bureau and click the DUPLICATE button to create the other two. 

Template Use:  

Private Notes:

### INSTRUCTIONS

Start by adding disputes at left using the **Add** button and the **Delete** button when needed

- 1 After you enter **ALL** disputes click the **Setup All** button
- 2 Then click the **All Due to Print** button
- 3 Then click the **Print Disputes** button 





**Once you are comfortable with this Form View switch to the 1 Line View for more options and productivity.**

Account # or ID	Creditor	Amount	Credit Bureau	Dispute Type	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> EQ <input type="radio"/> EX <input type="radio"/> TR	<input type="text"/>	<input type="text" value="TO DO"/>


# Using the *Manual* Option


As you start adding disputes, they will be listed at the bottom of the screen.

## Disputes Center


 3 Lines View   
  1 Line View   
  Templates Manager   
  Back To Contacts

### FORM VIEW


Dispute # : 2 of 2    

User :     


Account # or ID :     Add

Creditor:     

Amount:     If dispute is an Inquiry then enter the inquiry date at left    Delete

Dispute Type:     Status:     


Credit Bureau:  EQ  EX  TR    Select a Credit Bureau and click the DUPLICATE button to create the other two.    Find Dispute

Template Use:     

Private Notes:

### INSTRUCTIONS

Start by adding disputes at left using the **Add** button and the **Delete** button when needed

- 1 After you enter ALL disputes click the **Setup All** button
- 2 Then click the **All Due to Print** button
- 3 Then click the **Print Disputes** button 

Once you are comfortable with this Form View switch to the 1 Line View for more options and productivity.

Account # or ID	Creditor	Amount	Credit Bureau	Dispute Type	Status
9872359F3	American Express	535.00	<input checked="" type="radio"/> EQ <input type="radio"/> EX <input type="radio"/> TR	<input type="text" value="Charge Off - 3"/>	<input type="text" value="TO DO"/>
635476FG4g	American Profit Recovery, Inc.	634.00	<input type="radio"/> EQ <input checked="" type="radio"/> EX <input type="radio"/> TR	<input type="text" value="Incorrect Information - 16"/>	<input type="text" value="TO DO"/>

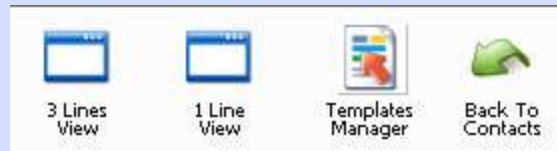
# Using the *Manual* Option

Once you are done adding all the disputes you want, you can set them up for printing by clicking the 3 buttons on the right. And you're done!

- 1 After you enter ALL disputes click the **Setup All** button 
- 2 Then click the **All Due to Print** button 
- 3 Then click the **Print Disputes** button 

# Using the *Manual* Option

**Once you feel comfortable using the Form View Screen you can click the 1 Line View button for more options and functionality.**



# Using the *Expert View*

The “Expert View” takes you directly to the 1 Line View after clicking the *Credit Repair* button.

The screenshot displays the 'Disputes Center' software interface. At the top, there is a toolbar with various icons for actions like 'Add Dispute', 'Delete Dispute', 'Help', 'Creditors List', and 'Find All To Follow Up'. Below the toolbar, a search bar contains the name 'John Smith' and several filters. A summary box shows 'Collection (189) 0000' with an amount of 246. The main area is a table of disputes with columns for Description, Creditor, Dispute Type, Account, Amount, Credit Status, and Due Date. The table lists various disputes such as 'Unauthoriz', 'Late', 'Bank of', 'Bank/Savings', 'American Profit', 'Verizon', 'Wadsworth', 'University Of', 'Quality', 'Eac Financial', 'Cbe Group', 'Central Finl', 'Credit', 'Rmb, Inc', and 'Verizon'. At the bottom, there is a 'Paste Be ->' field and a summary bar showing 'Extract Disputes from AnnualCreditReport / CreditKeeper / TrueCredit / CheckCreditTotal / CreditPac / Kroll Factual Data / CreditC'.

Description	Creditor	Dispute Type	Account	Amount	Credit Status	Due On	Follow Up	Days	Client
[[Inquiry-3]]	Cap One	Unauthoriz	NA	03/29/20	EQ	01	0	70.00	John Smith
[[Inquiry-3]]	Cap One	Unauthoriz	NA	02/12/20	EQ	01	0	70.00	John Smith
[[Inquiry-3]]	Cap One	Unauthoriz	NA	01/14/20	EQ	01	0	70.00	John Smith
[[Late 30-1]]	Urea Federal	LATE	4924XXXX	21967	EQ	02	0	70.00	John Smith
[[Late 30-1]]	Urea Fed	LATE	5156850113	8927	EQ	02	0	70.00	John Smith
[[Late 30-1]]	Bank of	LATE	1322309000	7852	EQ	02	0	70.00	John Smith
[[Late 30-1]]	Bank/Savin	LATE	6034622300	5234	EQ	02	0	70.00	John Smith
[[Late 30-1]]	Urea Savings	LATE	5493XXXX		EQ	02	0	70.00	John Smith
[[Late 30-1]]	Urea Fed	LATE	5156850113	8927	EQ	02	0	70.00	John Smith
[[Late 30-1]]	Bank of	LATE	1322309000	7852	EQ	02	0	70.00	John Smith
[[Late 30-1]]	Urea Savings	LATE	5493227000	259	EQ	02	0	70.00	John Smith
[[Late 30-1]]	Urea Fed	LATE	5156850113	8927	EQ	02	0	70.00	John Smith
[[Late 30-1]]	Bank of	LATE	1322309000	7852	EQ	02	0	70.00	John Smith
[[Late 30-1]]	Urea Fed	LATE	5493227000	0	EQ	02	0	70.00	John Smith
[[Late 30-1]]	Urea Savings	LATE	5493227000	259	EQ	02	0	70.00	John Smith
[[Inconevly]]	American Profit	REQUEST	6254462760	3467	EQ	03	0	70.00	John Smith
[[Collection-1]]	Verizon	Generic	346246	457	EQ	03	0	70.00	John Smith
[[Collection-1]]	Wadsworth	Generic	923000	457	EQ	03	0	70.00	John Smith
[[Collection-1]]	University Of	Generic	1004346200	3640	EQ	03	0	70.00	John Smith
[[Collection-1]]	Quality	Generic	1200534660	560	EQ	03	0	70.00	John Smith
[[Collection-1]]	Eac Financial	Generic	9146300000	780	EQ	03	0	70.00	John Smith
[[Collection-1]]	Cbe Group	Generic	5149745000	246	EQ	03	0	70.00	John Smith
[[Collection-1]]	Central Finl	Generic	8407974000	3543	EQ	03	0	70.00	John Smith
[[Collection-1]]	Credit	Generic	69679	264	EQ	03	0	70.00	John Smith
[[Collection-1]]	Rmb, Inc	Generic	679640000	4570	EQ	03	0	70.00	John Smith
[[Collection-1]]	Verizon	Generic	1022300000	373	EQ	03	0	70.00	John Smith
[[Collection-1]]	Urea Federal	Generic	3464324000	457	EQ	03	0	70.00	John Smith
[[Collection-1]]	Collection	Generic	3484074000	246	EQ	03	0	70.00	John Smith

Expert view allows you to modify, print, and add disputes.

It will also display summary information related to your credit repair.