

## Credit Builder Alliance Report

1. Report is due the 7<sup>th</sup> of each month
2. In DHL click on Utilities
3. Click on Credit Bureau Export, Metro II
4. Download report to existing Metro 2 folder on desktop.
5. Click on <https://www.cbasecuresite.org:275/> and login
6. Click on Update Metro2 File
7. Click Browse and select txt file
8. Click Upload
9. Select Monthly
10. Select No for CBA Staff contact
11. Submit Metro2 file
12. Fill out CBA routing slip
13. Print
14. Scan and email to self
15. Email copy to Peg Ortel, Valorie Stock, and Michael Esquilin.