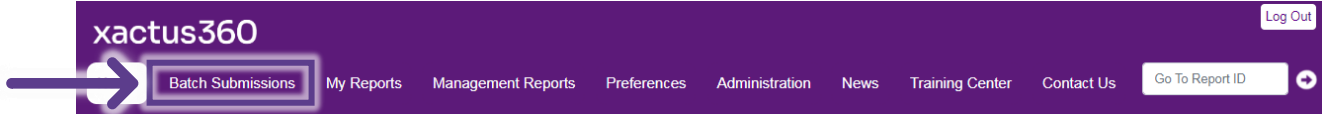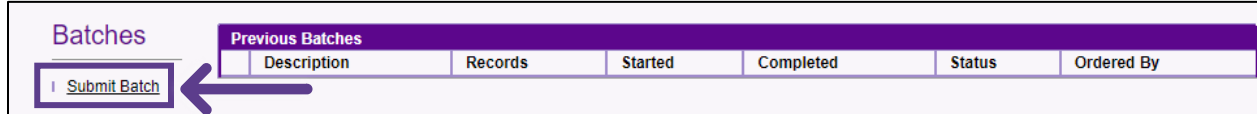# How to Batch Order Credit Within Xactus360

1. Start by logging into Xactus360 and from the home page, click Batch Submissions.

2. Click Submit Batch.

3. On this page, you will be presented with the format to submit the new batch. Click Download template and begin completing the information.

Submit New Batch

To submit a batch upload please upload an Excel spreadsheet containing the identifying information for the borrowers to be included in the batch.

The Excel spreadsheet must have one row per loan, formatted as listed below. If your input spreadsheet contains a header row, your output spreadsheet will contain one as well.

Download template

Column	Value	Required?	Column	Value	Required?
1 (A)	Loan or Reference Number	No	15 (O)	Co-Borrower SSN	Yes, if co-borrower present
2 (B)	Borrower First Name	Yes	16 (P)	Co-Borrower Street Name	No, use borrower Street Name
3 (C)	Borrower Middle Name	No	17 (Q)	Co-Borrower City	No, use borrower City
4 (D)	Borrower Last Name	Yes	18 (R)	Co-Borrower State	No, use borrower State
5 (E)	Borrower Suffix	No	19 (S)	Co-Borrower Zip code	No, use borrower Zip code
6 (F)	Borrower SSN	Yes	20 (T)	Property Street Name	No
7 (G)	Borrower Street Name	Yes	21 (U)	Property City	No
8 (H)	Borrower City	Yes	22 (V)	Property State	No
9 (I)	Borrower State	Yes	23 (W)	Property Zip code	No
10 (J)	Borrower Zip code	Yes	24 (X)	Sale Amount	No
11 (K)	Co-Borrower First Name	Yes, if co-borrower present	25 (Y)	Monthly Income	No
12 (L)	Co-Borrower Middle Name	No	26 (Z)	Additional Income	No
13 (M)	Co-Borrower Last Name	Yes, if co-borrower present	27 (AA)	Loan Amount	No
14 (N)	Co-Borrower Suffix	No	28 (AB)	Additional Debt	No

Below is a sample of what the excel sheet should look like. The excel sheet should be saved as an Excel Workbook.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	000001	NICKIE	A	GREEN		123003333	100 TERRACE AV	WEST HAVEN	CT	06516	CARL		N	TTJHTKH	666794386	7955 CDPWKYDJ ST	WACO	TX	76705
2	000002	ALAN	B	BROWN	JR	123004444	800 CLEVELAND AV	BROWNS	OH	44070	DONNA		O	BBYPXY	666795318	955 TWJYBKFHW BV	CONCORD	NC	28027
3	000003	NANCY	C	BLUE		123006666	200 CIDER BROOK DR	APPLETOWN	CT	06477									
4	000004	ROBERT	E	WHITE		123005555	1 BEEKER ST	YONKERS	NY	10200	KAREN		M	AAHTEXO	666793551	899 WYXBKHW RD	SALEM	VA	24153
5	000005	DEBBIE	F	SMITH		123007777	300 TOWNE ST	WILLIAMSPORT	IN	47993									
6	000006	AMANDA	G	APPLE		123009999	200 CIDER BROOK DR	APPLETOWN	CT	06477									
7	000007	CHRISTMAS	I	SNOW		123103333	99 NORTH POLE	MILFORD	CT	06460	JONATHAN	J	SNOW	SR	123123333	99 NORTH POLE	MILFORD	CT	06460
8	000008	ALAN	K	ORACLE		123101111	10 DANIELS ST	E FALMOUTH	MA	02536	LIZA		L	ORACLE	123121111	10 DANIELS ST	E FALMOUTH	MA	02536

4. Ensure Credit Reports is toggled. Then, add a batch description and check the boxes next to the bureuas needed. If you want to provide any additional information, enter it in the Comment field. Verify the correct email address is listed. Then, click Choose file to upload the excel spreadsheet with the batch. When all is complete, click Continue.

Submit Batch

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6 (F)	Borrower SSN	Yes		20 (T)	Property Street Name	No
7 (G)	Borrower Street Name	Yes		21 (U)	Property City	No
8 (H)	Borrower City	Yes		22 (V)	Property State	No
9 (I)	Borrower State	Yes		23 (W)	Property Zip code	No
10 (J)	Borrower Zip code	Yes		24 (X)	Sale Amount	No
11 (K)	Co-Borrower First Name	Yes, if co-borrower present		25 (Y)	Monthly Income	No
12 (L)	Co-Borrower Middle Name	No		26 (Z)	Additional Income	No
13 (M)	Co-Borrower Last Name	Yes, if co-borrower present		27 (AA)	Loan Amount	No
14 (N)	Co-Borrower Suffix	No		28 (AB)	Additional Debt	No

* Description:
07/21/2023 CREDIT BATCH

Comment:

Repositories:
☐ TransUnion
☑ Experian
☑ Equifax

☑ Send e-mail notification when batch is complete.
E-mail Address:
xactustest@xactus.com

Choose File   Batch Credit Template.xlsx

Continue...

5. After clicking Continue, those who were identified in the batch upload will appear. Click Process to begin processing this batch request. If you wish to discard this batch, please click Cancel.

Submit New Batch

The following requests were identified in your batch upload. Please review the list below for accuracy; the information cannot be changed once your batch has been submitted. Click "Process" to begin processing this
If you wish to discard this batch, please click "Cancel".

Row #	Loan ID	Borrower	SSN	Address	City, St, Zip
1	Loan or Reference Number	Borrower First Name Borrower Middle Name Borrower Last Name Borrower Suffix	?????	Borrower Street Name	Borrower City, Borrower State Borrower Zip code
2	123	NICKIE GREEN	123003333	100 TERRACE AV	WEST HAVEN, CT 06516
3	789	NANCY BLUE	123006666	200 CIDER BROOK DR	APPLETOWN, CT 06477
4	101	NOT HIT	123040004	600 SAW MILL RD	WEST HAVEN, CT 06516
5	112	ROBERT WHITE	123005555	1 BEEKER ST	YONKERS, NY 10200
6	415	AMANDA APPLE	123009999	200 CIDER BROOK DR	APPLETOWN, CT 06477
7	161	FROZEN FILE	000000032	600 SAW MILL RD	WEST HAVEN, CT 06516
8	718	CHRISTMAS SNOW	123103333	99 NORTH POLE	MILFORD, CT 06460

Process   Cancel

6. The next screen will display all batch details including the status.

Batch Details

Batch Details
Description: 07/21/2023 CREDIT BATCH
Records: 7
Started: July 31, 2023 9:31:55 AM
Completed:
Status: Processing (0 of 7 complete)
Comment:

Batch Items Details

Report ID	Row #	Loan ID	Borrower	SSN	Address	Coborrower	SSN	Address	Property Address
	2	123	NICKIE GREEN	123003333	100 TERRACE AV WEST HAVEN, CT, 06516	ALAN BROWN	123004444	800 CLEVELAND AV BROWNS, OH, 44070	
	3	789	NANCY BLUE	123006666	200 CIDER BROOK DR APPLETOWN, CT, 06477				
	4	101	NOT HIT	123040004	600 SAW MILL RD WEST HAVEN, CT, 06516				
	5	112	ROBERT WHITE	123005555	1 BEEKER ST YONKERS, NY, 10200	DEBBIE SMITH	123007777	300 TOWNE ST WILLIAMSPORT, IN, 47993	
	6	415	AMANDA APPLE	123009999	200 CIDER BROOK DR APPLETOWN, CT, 06477				
	7	161	FROZEN FILE	000000032	600 SAW MILL RD WEST HAVEN, CT, 06516				
	8	718	CHRISTMAS SNOW	123103333	99 N POLE MILFORD, CT, 06460	JONATHAN SNOW	123123333	99 N POLE MILFORD, CT, 06460	

[Next]

7. Once complete you will receive an email notification and can now access the files on Xactus360.

Dear Valued Customer:

Per your request, XACTUS is providing notification that the batch request "07/21/2023 CREDIT BATCH" has been completed.

Thank you for using XACTUS.

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.