

## How to Unarchive a Report Within Xactus360

1. Start by logging into Xactus360 and within the Search box click Archive Search. This will search for all reports over 6 months by Report ID, Last Name, and Social Security Number.

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me Batch Submissions Account	My Reports Management Reports Preferences	Administration News Xactus U	Contact Us Search		
Credit	Verification	Property Data	Fraud Detection		
Order Credit ReportX	Order Undisclosed Debt VerificationX	Order Flood ReportX	Order LoanShieldX		
Order Business ReportX	Order Tax TranscriptX	Order Valuation ModelX	Order Fraud ReportX		
	Order Social Security NotificationX	Order AppraisalX			
	Order Income VerificationX	Order Title Service			
		Order MIP			
		Order Recording			
Search			Archive Search Advanced Search		
Loan Number Report ID	Last Name SSN	Search			
All Products v All Operators	✓ Last 30 Days ✓ Open Orders	×	Reset		

2. Search for a report by Report ID, Last Name, First Name, or SSN. Then click Search.

Search	
Archive	Report ID:
	Last Name: First Name:
	SSN:
	Search

3. Once the report is found, click Retrieve from Archive.

Search Archive							
		Name	Loan Number	Product	Report ID	Ordered	Operator
	Retrieve from Archive	GREEN, NICKIE	123test	Credit ReportX	0000000	01/01/2022	XACTUS DEMO

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