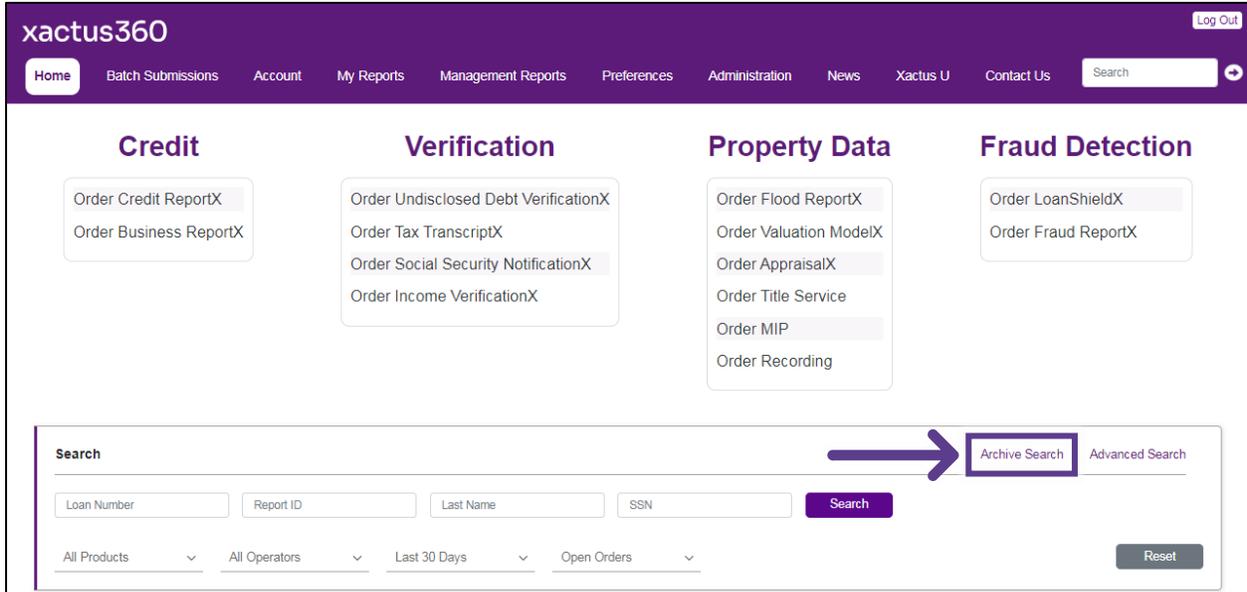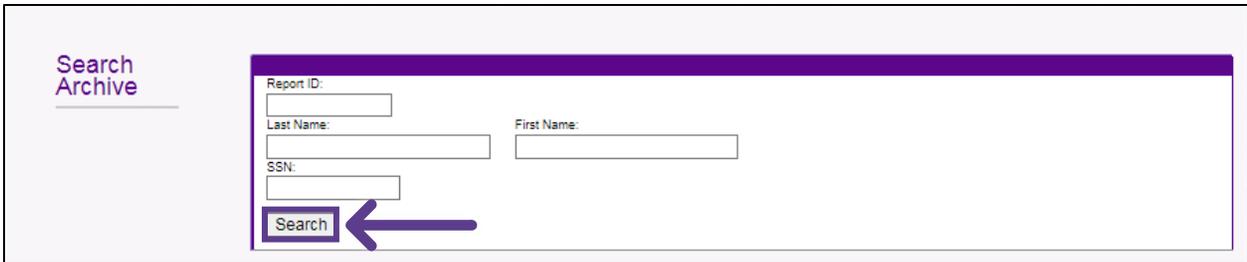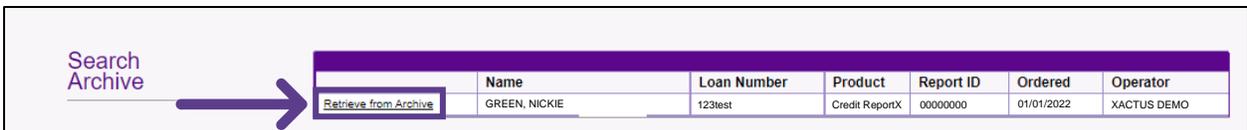# How to Unarchive a Report Within Xactus360

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.

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

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

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