

## How to Add or Edit the Loan Number Within Xactus360

1. Start by logging into Xactus360 and opening the borrowers file from the home page.



## 2. Under the Details section, navigate to the Loan Number field.

Credit, ReportX								
Actions	0				C- B			
Copy/Merge/Upmerge	Borrower Berewer	Customor	CON-	500 50 7000	Add Co-Borrower			
	Address 4000	E Direh Ot	3314. 300-30-7000		Add Co-Donowei			
Order Xpress Undate	Address: 1000	5 BIRCH SL						
Order RescoreX	Purb	ank CA 01502						
LoanShield Credit Review/Refresh Report	Email: Phone:							
Lexis Nexis Liens & Judgments	Score							
Refresh Report	500103	TransUnion	Experian	Equifax				
Compare Reports	FICO:	1 620 1	eso	620	-			
Submit Service Request	FICO:	[028]	000	020	-			
Download Loan Data/1003	Credit Assure:	<u>+13</u>	<u>+10</u>					
Reassign Report Owner	Wayfinder™:	Order	Order	Order				
Cancel Report (Allow Repull)					-			
Upload Supporting Docs	What-If™:	Order	Order	Order	-			
Convert to Mortgage Only	Xcel ScoreX (): Order							
L. Tripper Dreduct Duedle	Summary							
I Ingger Product Bundle	Accou	nts: 4			Balance:	\$15,185		
Ontione	Open Accou	nts: 3			Payment:	\$469		
Subscriber Directory	Delinquent Accou	nts: 0			Past Due:	\$0		
View Authorization	Details							
Letter Of Explanation	Loan Numb	er:		ave	Status:	Completed		
ezLOE	Report	D: 61040134			Entered:	07-15-2024, 02:54:13 PM		
Consumer Copy	Report Ty	e: Credit Repo	rtX		Completed:	07-15-2024_02:54:14 PM		
Score Disclosure	Operator: Xactus Demo				Account:	XACTUS TEST ACCOUNT (X0330)		

## 3. Enter the Loan Number and click Save.

Details									
Lo	an Number: 9876543210	Save	$\leftarrow$	Status:	Completed				
	Report ID: 61040134			Entered:	07-15-2024, 02:54:13 PM				
F	Report Type: Credit ReportX			Completed:	07-15-2024, 02:54:14 PM				
	Operator: Xactus Demo			Account:	XACTUS TEST ACCOUNT (X0330)				

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