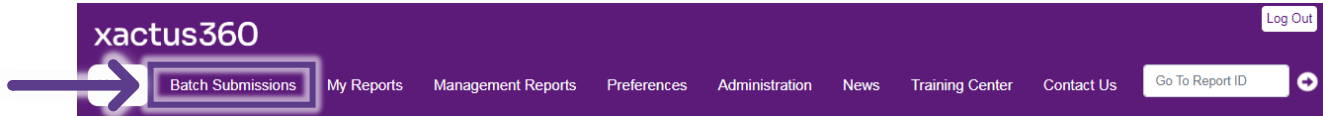
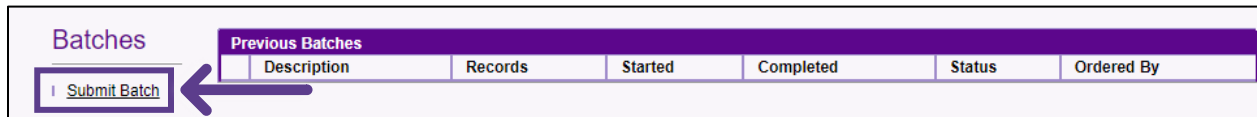


How to Batch Activate Undisclosed Debt VerificationsX Within Xactus360

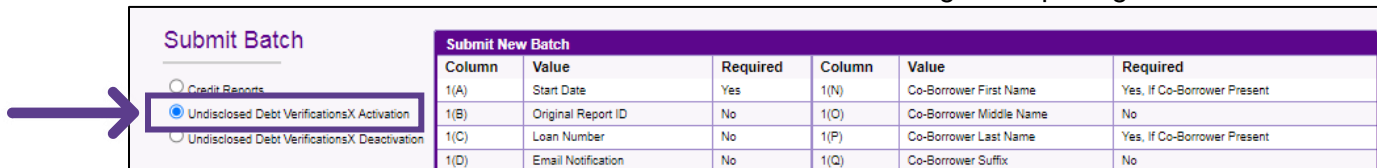
1. Start by logging into Xactus360 and from the home page, click Batch Submissions.



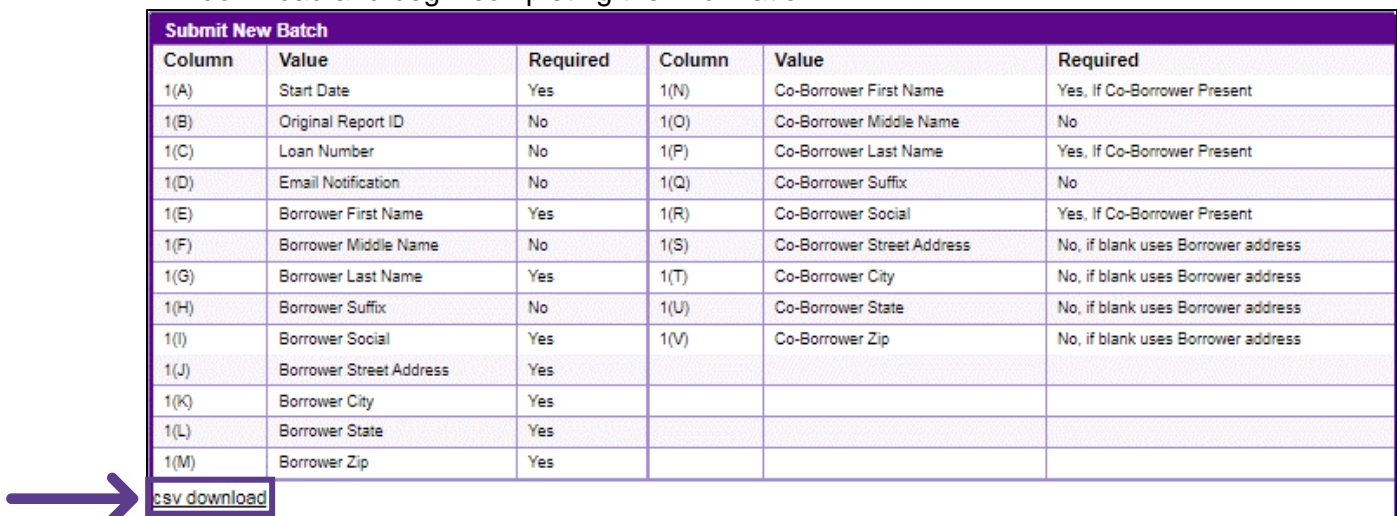
2. Click Submit Batch.



3. Ensure Undisclosed Debt VerificationsX Activation is toggled. You will be presented with the format to submit the new batch. Click csv download and begin completing the information.



4. On this page, you will be presented with the format to submit the new batch. Click csv download and begin completing the information.



Below is a sample of what the excel sheet should look like.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Start Date	Original R	Loan Num	Email Not	Borrower	Borrower	Borrower	Borrower	Borrower	Borrower	Borrower	Borrower	Borrower	Co-Borrow	Co-Bor
2	11/3/2023	52123367	000001	marketing	NICKIE	A	GREEN		1.23E+08	100 TERRA WEST HAV	CT	06516	CARL	N	
3	11/3/2023	52123372	000002	marketing	ALAN	B	BROWN	JR	1.23E+08	800 CLEVE BROWNS	OH	44070	DONNA	O	
4	11/3/2023	52123375	000003	marketing	NANCY	C	BLUE		1.23E+08	200 CIDER APPLETOV	CT	06477			
5	11/3/2023	52123378	000004	marketing	ROBERT	E	WHITE		1.23E+08	1 BEEKER	YONKERS NY	10200	KAREN	M	
6	11/3/2023	52123384	000005	marketing	DEBBIE	F	SMITH		1.23E+08	300 TOWN WILLIAMS	IN	47993			
7	11/3/2023	52123386	000006	marketing	AMANDA	G	APPLE		1.23E+08	200 CIDER APPLETOV	CT	06477			

- Then, add a batch description and check the boxes next to the bureaus 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

☐ Credit Reports
☒ Undisclosed Debt VerificationsX Activation
☐ Undisclosed Debt VerificationsX Deactivation

Submit New Batch

Column	Value	Required	Column	Value	Required
1(A)	Start Date	Yes	1(N)	Co-Borrower First Name	Yes, If Co-Borrower Present
1(B)	Original Report ID	No	1(O)	Co-Borrower Middle Name	No
1(C)	Loan Number	No	1(P)	Co-Borrower Last Name	Yes, If Co-Borrower Present
1(D)	Email Notification	No	1(Q)	Co-Borrower Suffix	No
1(E)	Borrower First Name	Yes	1(R)	Co-Borrower Social	Yes, If Co-Borrower Present
1(F)	Borrower Middle Name	No	1(S)	Co-Borrower Street Address	No, if blank uses Borrower address
1(G)	Borrower Last Name	Yes	1(T)	Co-Borrower City	No, if blank uses Borrower address
1(H)	Borrower Suffix	No	1(U)	Co-Borrower State	No, if blank uses Borrower address
1(I)	Borrower Social	Yes	1(V)	Co-Borrower Zip	No, if blank uses Borrower address
1(J)	Borrower Street Address	Yes			
1(K)	Borrower City	Yes			
1(L)	Borrower State	Yes			
1(M)	Borrower Zip	Yes			

[csv download](#)

* Description:
11/03/2023 UDx BATCH

Comment:

Repositories:

☒ TransUnion
☒ Experian
☒ Equifax

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

UDx Batch...e upload.csv

- 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 batch request. If you wish to discard this batch, please click "Cancel".												
Row #	Start Date	Original Report ID	Email Notification	Borrower	SSN	Address	City, St, Zip	Coborrower	SSN	Address	City, St, Zip	Status
2	11-03-2023	52123367	marketing@xactus.com	NICKIE A GREEN	123003333	100 TERRACE AV	WEST HAVEN, CT 06516	CARL N TTJHTKH	666794388	7966 CDPWKYDJ ST	WACO, TX 76705	OK
3	11-03-2023	52123372	marketing@xactus.com	ALAN B BROWN JR	123004444	800 CLEVELAND AV	BROWNS, OH 44070	DONNA O BBYPXY	666795318	955 TWJYBKFWH BV	CONCORD, NC 28027	OK
4	11-03-2023	52123375	marketing@xactus.com	NANCY C BLUE	123006666	200 CIDER BROOK DR	APPLETOWN, CT 06477					OK
5	11-03-2023	52123378	marketing@xactus.com	ROBERT E WHITE	123005555	1 BEEKER ST	YONKERS, NY 10200	KAREN M AAHTEXO	666793551	899 WYXBKH RD	SALEM, VA 24153	OK
<input type="button" value="Process"/> <input type="button" value="Cancel"/>												

11/03/2023

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

Batch Details
Description: 11/03/2023 UDx BATCH
Records: 4
Started: November 3, 2023 12:24:01 PM
Completed: November 3, 2023 12:24:01 PM
Status: Completed
Comment:

DownloadBatch PDF

Batch Download

Batch Items Details

Report ID	Row #	Loan ID	Borrower	SSN	Address	Coborrower	SSN	Address	Property Address
52123975	2	000001	NICKIE A GREEN	123003333	100 TERRACE AV WEST HAVEN, CT, 06516	CARL N TTJHTKH	666794386	7655 CDPWKYDJ ST WACO, TX, 76705	
52123976	3	000002	ALAN B BROWN JR	123004444	800 CLEVELAND AV BROWNS, OH, 44070	DONNA O BSYFXY	666795318	955 TWJYBKFWH BV CONCORD, NC, 28027	
52123977	4	000003	NANCY C BLUE	123006666	200 CIDER BROOK DR APPLETOWN, CT, 06477				
52123978	5	000004	ROBERT E WHITE	123005555	1 BEEKER ST YONKERS, NY, 10200	KAREN M AAHTEXO	666793551	899 WYXBKHW RD SALEM, VA, 24153	

Next

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

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

11/03/2023