

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

xac	tus360									Log Out
\rightarrow	Batch Submissions	My Reports	Management Reports	Preferences	Administration	News	Training Center	Contact Us	Go To Report ID	⊖
2 0	lick Submit P	Potob								

2. Click Submit Batch.



3. Ensure Undisclosed Debt VerificationsX Deactivation is toggled. You will be presented with the format to submit the new batch.

Submit Batch	Submit New Batch					
	Column	Value	Required			
Credit Reports	1	Report ID	Yes if no SSN or Loan # provided			
Undicologed Debt Verifications X Activation	2	Borrower SSN	No			
Undisclosed Debt VerificationsX Deactivation	3	Co-Borrower SSN	No			
	4	Loan Number	Yes (if no SSN or Report ID provided)			

4. Then, add a batch description. 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.

Column	Value	Required
1	Report ID	Yes if no SSN or Loan # provided
2	Borrower SSN	No
3	Co-Borrower SSN	No
4	Loan Number	Yes (if no SSN or Report ID provided)
* Description:		
11/11/2024 UD>	BATCH	
Comment:		
Comment		
✓ Send e-mail notif	ication when batch is complete.	
Send e-mail notif	ication when batch is complete.	
Send e-mail notif E-mail Address:	ication when batch is complete.	
Send e-mail notif E-mail Address: xactus@xactus	ication when batch is complete.	
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Send e-mail notif E-mail Address: xactus@xactus Choose File	ication when batch is complete. 8 . com Femplate totivation).csv	
Send e-mail notif E-mail Address: xactus@xactus Choose File	ication when batch is complete. 3.com Femplate totivation).csv]

5. A list of files to deactivate will appear for you to review for accuracy. Click Process to begin deactivating the files.

u wish to discard th	his batch, please click "Cancel".	•		
Row #	Report ID	Borrower SSN	CoBorrower SSN	Status
2	602765			ок
	636433	111887777	222887777	ок
3	636434	111887777	222887777	ок

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

Batch Detail	Batch Details						
Description:	011924-Deactivate 3 reports						
Records:	3						
Started:	January 19, 2024, 9:09:03 AM						
Completed:	January 19, 2024, 9:09:03 AM						
Status:	Completed						
	Deactivate 1 order using Order#						
Comment:	Deactivate 2 orders using SSNs						
Download Batch PDF							

Datch items belans									
Report ID	Row #	Loan ID	Borrower	SSN	Address	Coborrower	SSN	Address	Property Address
602765	2		null null						
					null, null, null				
<u>636433</u>	3		nuli nuli						
					null, null, null				
<u>636434</u>	3		null null						
					null, null, null				
Next									

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