xactus ✕✕
Advancing the Modern Mortgage

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

2. On the left-hand side under Actions, click Copy/Merge/Unmerge.

3. Toggle Copy to copy the existing report for the selected borrowers/bureaus to a new report ID. When all is complete, please click Submit.

Report Copy/Merge/Unmerge

⦿ **Copy**
Exact copy of existing report to new report ID

◯ **Unmerge**
Copy of existing report for selected borrower(s) /bureaus to new report ID

◯ **Merge**
Merge of existing individual reports for selected borrower(s) to new joint report ID

Submit

Submit will incur additional charges. All bureau re-pulls will incur additional inquiries & bureau fees

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