

How to Login to Xactus360 for the First Time

1. Open Xactus360.com and enter your assigned operator ID or username and the password provided to you, then click Login.

xactus360				
	Welcome to Xactus360, please log in:			
	Operator ID: megantest Password: •••••••• Forgot Password			
	Login			

2. Once you login, your current password is the one that was initially provided to you. Then, choose your own password following the listed guidelines. This will be your password going forward until it changes or expires. When complete, click Submit.

Change Password		
Your password is no longer valid.	. Please enter a new password to continue.	
Passwords must be between 8 an	d 14 characters long, contain both uppercase and lowercase letters, and at least one special character. (e.g., %, \$).	
Operator ID:		
megantest		
Enter Current Password:		
•••••		
Enter New Password:		
Confirm New Password:		
	1	
Submit		
Sublint		

3. Next, select your security questions. There are several questions to choose from. These will allow you to unlock your account if needed and to verify your identity with our support team if further assistance is ever needed. Once all questions are complete, enter your email address. Then, click Submit.

Security Questions				
Please take a moment to select and answer the four security questions below. These questions can be used to verify your identity in the event that				
you forget your password in the future.				
Question 1:				
What are the last four digits of your SSN?				
Answer 1:				
1234				
Question 2:				
What is the name of your favorite pet?				
Answer 2:				
Fluffy				
Question 3:				
What is your father's middle name?				
Answer 3:				
Edward				
Question 4:				
What the last name of your favorite author?				
Answer 4:				
Austen				
Email Address (mandatory):				
megan.test@xactus.com				
Submit				
•				

4. Additional authentication may be required through the Google Authentication App. If no additional authentication is needed, you will be taken to the Xactus360 home page.

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