

1. Start by logging into Xactus360 and from the home page, click Order Income VerificationX.

xactus360								Lo	og Out
Home Batch Submissions	My Reports	Management Reports	Preferences	Administration	News	Training Center	Contact Us	Go To Report ID	0
Credit		Verificatio	on	Pro	perty	Data	Fraud	Detection	
Order Credit ReportX		Order Undisclosed Debt V	/erificationX	Orde	r Flood Rep	portX	Order Loa	anShieldX	
Order Business ReportX		Order Tax TranscriptX		Orde	r Appraisal	x	Order Fra	ud ReportX	
		Order Social Security Noti	ficationX						
	$\rightarrow$	Order Income Verification	×						
		Order Asset VerificationX							

2. Select The Work Number to start. Then, complete the rest of the fields including Employee information. Select Verification of Employment & Income for the Type of Verification and under Records From choose Mortgage Ultimate. Once complete, click Submit.

Loan Number			
Type of Verification* O Verification of Employment	Verification of Employment & Income	7←	
Records From <sup>10</sup>			
<ul> <li>Mortgage VOI (active and inac</li> <li>12 Month Employment History</li> <li>24 Month Employment History</li> </ul>	tive records within past 36 months)	60 Month Employment History Mortgage Ultimate Mortgage Select All	
Borrower			
Nickie	Green	SSN 123-00-3333	
Employee Oode	Employer Name	Employee Salary Key	Employee ID
EmployerCode			

3. The order will process and bring you to a screen to view/download the report

ocuments			
Name	Date	View	Download
TheWorkNumber_83101	07/22/2024, 02:17:09 PM		↓ ↓

4. You can also place additional mortgage ultimate order if needed.

Additional N Order Truv	Iortgage Ultimate Order Supplement	Order Experian Verify Order T	homas & Company Order I
Borrower		Order Details	
Name	Mortgage Ultimate	Source	The Work Number
SSN	799-00-5144	Type of Verification	Verification of Employment Income
		Status	Successful
		Operator	Xactus Test
		Ordered	07/22/2024, 02:17:05 PM
		Completed	07/22/2024, 02:17:09 PM
		Report ID	83101
		Loan Number	
		Reference Number	999345121670
		Fee	\$25.00

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