

## How to Order VerisiteX Within Xactus360

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

xactus360							La	og Out
Home Batch Submissions	My Reports Management Reports	Preferences	Administration	News	Training Center	Contact Us	Go To Report ID	0
Credit	Verifica	tion	Pro	perty D	Data	Fraud	Detection	
Order Credit ReportX	Order Undisclosed De	Order Undisclosed Debt VerificationX		Order Flood ReportX		Order LoanShieldX		
Order Business ReportX	Order Tax TranscriptX	Order Tax TranscriptX		r Valuation M	lodelX			
	Order Income Verifica	Order Income VerificationX		Order AppraisalX				
	Order Asset Verificatio	Order Asset VerificationX						
	Order Undisclosed De	bt MonitoringX						

2. Under 'Choose Order Type', select Verisite.

	Choose	Order Type		
	Please chr	bose an order type.		
-	Residential	Verisite	Import VA	

3. Start by completing the required fields (notated with an asterisk) in the LOAN section. This includes the Borrowers First and Last Name, Loan Purpose, Product, and when the photos are required by. Then, select any users that should be notified about the order progress. The Photos Required By field is always required when ordering a Verisite Photo Report or Verisite Plus and allows you to select a due date for the photos to be returned by. Depending on the products enabled for the division, you can select the product from the Product Type dropdown list. When you have successfully entered all required information in a section, a green checkmark will appear in the upper right-hand side of the section, indicating you are able to move to the next section.

- LOAN		<b>Z</b>
Available Users*:	Borrower Is a Company Borrower(s) First Name* Last Name Nickie Green	e*
Xactus Demo       Xactus Demo	Borrower's Email	
Xactus Demo     Xactus Demo     Xactus Demo	Loan Purpose* Loan Number Refinance Topose*	
Xactus Demo	Verisite Plus - Verisite Photo Report plus an AVM value and market da Photos Required By* 07/15/2023	a on the property

4. In the PROPERTY section, fill out any required information designated by an asterisk. If you are ordering a Photo Report, the Cell Number and Email entered in this section is what the photo agent will need to login to the Verisite app and access the order.

100 TERRACE AV				PROPERTY IS
0.5	01-1-1	71.4	Quantat	Select property classifications
WEST HAVEN	State*	Zip* 06516	NEW HAVEN	Parcel Number
Contact Name* (blank =	borrower)		Contact is*	
Nickie Green			Owner	•
Phone*	Cell		Email*	

5. Lastly, the ORDER section will drop down to choose the Verisite Template. The section will expand with further instructions.

If no template exists with photo categories and/or photo requirements, they must be added manually in the 'Add Photo Categories to Order' section.

If only one template exists, this template will be automatically Selected. Once a template has been selected, all the associated Photo Categories will be listed.

Add the appropriate Photo Categories so that the Photo Agent knows what pictures/descriptions you are requesting. Click the plus icon to add them to be used in the order. Selected categories that will be requested from the photo agent appear along the right.

Equity	•
Special Instructions for Photo Agent	
Take clear, color, wide angled shots. Daylight photos (	only. No people or pets in the photos.
Add Photo Categories to Order	Photo Categories Used in Order
ridar noto outegoneo to order	
New Category Name	- Kitchen
New Category Name + Exterior	Kitchen     Kitchen     Photo Requirements
New Category Name + Exterior H Interior	Photo Requirements
New Category Name + Exterior Interior	Kitchen  Photo Requirements  Take photos of all cabinets  Include countertops
New Category Name + Exterior H Interior Bathrooms	Kitchen
New Category Name +      Exterior      Interior      Bathrooms      Bedrooms	

6. If you want additional categories that do not appear on the left for selection, enter the request in the 'New Category Name' field and click the plus icon. The new category will automatically appear along the right and be added to the order.

	Add Photo Categories to Order	Photo Categories Used in Order		
		Kitchen		
	+ Exterior	Photo Requirements		
	+ Interior	Take photos of all cabinets Include countertops Include floors Take photos of all appliances together or individually Create New Requirement Press Enter/Return or click the green plus icon in order to add your photo requirement.		
	+ Bathrooms			
	+ Bedrooms			
	+ Living Room			
	+ Other Areas			

07/20/2023

7. You can optionally add specific requirements to any category by maximizing a room and entering text in the 'Create New Requirement' field and clicking the plus icon. For instance, in the Master Bath section, you may want to require a picture of the flooring, bath, and toilet separately, indicating that three photos may need to be taken of this area.

	Photo Categories Used in Order	
	— Kitchen	
	Photo Requirements	
	Take photos of all cabinets 😑	
	Include countertops 😑	
	Include floors 😑	
	Take photos of all appliances together or individually	
$\rightarrow$	Create New Requirement	
Ĭ	Press Enter/Return or click the green plus icon in order to add your photo requirement.	

8. Once all required information has been entered for the product you are ordering, click Order.

Add Photo Categories to Order	Photo Categories Used in Order
Attic +	Kitchen
+ Bedroom	Living Room
+ Bedroom 2	
+ Master Bedroom	Bathroom
+ Master Bathroom	Bathoon
+ Exterior	
+ Garage	
+ Den	
+ Man Cave	
+ Attic	
$\rightarrow$	Order Cancel

When you place a Verisite Photo Report or Verisite Plus order, a text message is sent to your designated photo agent alerting them to the order. They are prompted to install the Verisite photo app and follow the onscreen instructions to provide photos of the requested property. After the requested photos are taken, the photo agent can easily submit all photos at once. The photos are compiled on the Photo Report and you will be alerted via email that it is ready to view.

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