

How to Order a Commercial AppraisalX Within Xactus360

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

| ctus360 | | | | | Log Ou |
|------------------------|-----------------------------------|-------------------------|----------------------|---------------|-----------------|
| me Batch Submissions | My Reports Management Reports Pre | ferences Administration | News Training Center | Contact Us | Go To Report ID |
| Credit | Verification | Prop | perty Data | Fraud De | etection |
| Order Credit ReportX | Order Undisclosed Debt Verific | ationX Order F | Flood ReportX | Order LoanShi | eldX |
| Order Business ReportX | Order Tax TranscriptX | Order | √aluation ModelX | | |
| | Order Income VerificationX | Order A | AppraisalX | | |
| | Order Asset VerificationX | | | | |
| | Order Undisclosed Debt Monite | orinaX | | | |

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

| Choose | Order Typ | e | |
|------------|--------------------|-----------|--|
| Please cho | ose an order type. | | |
| Commercial | Verisite | Import VA | |
| | | | |

3. Start by completing the required fields (notated with an asterisk) in the LOAN section. This includes the borrower's First and Last Name and a date for the 'Reply with bid by'. A Co-Borrower can be added as well. Then, add as many details about the loan as you'd like. The next section will automatically open once the required fields have been filled out.

| LOAN | | | | | V |
|------------------|---------------|--------------------------------|----------------------------------|-----------------------------------|---|
| | \rightarrow | Borrower Name* Nickie Green | CO/Borro | wer Name | |
| wailable Users*: | ۹. | Borrower's Email | Owner Na | me | |
| 🔲 🚢 Xactus Demo | | | | | |
| 📕 💄 Xactus Demo | • | Loan Number | Reply with bid by* 07/15/2023 | End of business (Pacific Time) | K |
| 📕 💄 Xactus Demo | | Property Description | | | |
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4. The PROPERTY section will drop down to add the Address and Contact to Access Property. A green check mark will appear once the required fields have been filled out.

| Property Address* | | | Legal Description |
|---|----------------------------------|--------------------------------|--------------------------------------|
| 100 TERRACE AV | | | |
| Citv* | State* Zip* | County* | |
| WEST HAVEN | CT 065 | 16 NEW HAVEN | |
| | | | |
| CONTACT TO ACCE | SS PROPERTY | | |
| CONTACT TO ACCE Contact Name* (blank = | SS PROPERTY borrower) | Contact is* | Property Type Size |
| CONTACT TO ACCE Contact Name* (blank = Nickie Green | SS PROPERTY borrower) | Contact is* Owner | Property Type Size |
| CONTACT TO ACCE Contact Name* (blank = Nickie Green Phone* | SS PROPERTY borrower) Cell | Contact is* Owner Email* | Property Type Size Parcel Number |

5. Lastly, fill out the Order section. Add any attachments here that you would like to pass on to the appraiser or group of appraisers that you will send this bid out to. When you are ready, click the Order button.

| Report Type Self Contained | + ADD ATTACHMENT Or | Drag File(s) Here |
|--|-----------------------|-------------------|
| Value Approach Sales Income Cost Property Interest Sales Price | Purchase Contract.pdf | |
| Lessehold Special Instructions | | |
| | | |
| | | |

The order will then be placed in a Requested status. The Administrator of the division the order was placed under will receive an email notification, informing them that a commercial order has been placed. The Administrator can then open the order and send bid requests to any of your eligible panel appraisers.

Should you have Auto-Bids enabled, the order will reflect a Bidding status. Every eligible commercial appraiser on your panel will receive an email notification, informing them that a commercial order has been placed.

When you have Allow Managed Users to Review Bids enabled, your originators and supervisors can review and accept the appropriate bid.

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