

## How to Order a Credit ReportX Within Xactus360

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

Home Batch	Submissions My Report	s Management Reports	Preferences	Administration	News	Training Center	Contact Us	Go To Report ID
Cre	dit	Verificati	on	Pro	perty	Data	Fraud	Detectio
Order Credit	ReportX	Order Undisclosed Debt	Order Flood ReportX			Order LoanShieldX		
Order Busine	ess ReportX	Order Tax TranscriptX		Orde	r Valuation	ModelX		
		Order Income Verification	X	Orde	r Appraisal	x		
		Order Asset VerificationX						
		Order Undisclosed Debt I	MonitoringX					

2. Under 'select type of credit report' choose Credit ReportX. Check the bureaus needed. Then, complete the applicant's information including First Name, Last Name, SSN and Street Address.

	Report Order In	formation									
E	Operator Xactus	~									
Credit	- Auctus	•									
ReportA				-							
	Select type of credit	t report	Include TransUnion								
	Credit ReportX	~									
	Loan Number/ID		Include Experian								
		]									
		5									
	File Access PIN		Include Equifax								
				Jort							
			_								
	Borrower:				Œ	est Files]	Co-Borrower:				[Test Files]
	First	Middle	Last	Suffix SSN			First	Middle	Last	Suffix SSN	
	CHRISTMAS		SNOW	1231	03333		JONATHAN		SNOW	123123333	
	Maiden Name	Marital Statu	5 Phone Number	DOB (MM-D	D-YYYY)Dep	endents	Maiden Name	Marital Status	Phone Number	DOB (MM-DD-YYYY	)Dependents
		Unknown	~					Unknown	~		
	Driver License Num	ber Driver Licens	e State				Driver License Nun	ber Driver License	e State		
	Street Address		City	S	T Zip		Street Address		City	ST Zip	
	99 NORTH POI	LE	MILFORD	0	T 06460		99 NORTH PO	LE	MILFORD	CT 064	60
	Date From						Date From				
	(MM-YYYYY)						(MM-YYYY)				

3. If you wish to pay by credit card, please fill in this information as well. When all is complete, please click Submit.

Credit Card Information:
O Lauthorize the use of the card below to pay for this order
Only pay for this order by credit card
First Name
Company
Address
City State Zip
Card Type Visa
Card Number
Expiration Date       August (08)
Save as default
Submit

4. The report will automatically open on your screen when complete.



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

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