

How to Order a Manual Employment and Income VerificationX Within Xactus360

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

xactus360								Log O	Jut
Home Batch Submissions	My Reports	Management Reports	Preferences	Administration	News	Training Center	Contact Us	Go To Report ID	ο
Credit		Verificati	on	Pro	perty	Data	Fraud	Detection	
Order Credit ReportX		Order Undisclosed Debt	VerificationX	Orde	r Flood Re	portX	Order Loa	anShieldX	
Order Business ReportX		Order Tax TranscriptX		Orde	r Appraisal	x	Order Fra	ud ReportX	
		Order Social Security No	otificationX						
	\rightarrow	Order Income Verification	nX						
		Order Asset VerificationX	(

2. Select Manual as the Type of Order. Then, select the Type of Verification and indicate if the order is needed on a rush. Lastly, complete the rest of the fields including Borrower information, Employer information, and attaching the borrower's authorization. Choose a file to upload for the authorization or select to Email Borrower Auth to E-sign.

Experian Verify The Work Number Manual	EV ^x Employment VerificationX
Loan Number Type of Verification* • Verification of Employment • Verification of Employment & Income • Rush • • Rush • • • Particular	
Borrower First Middle Last NICKIE Middle GREEN Street Address City State 100 TERRACE AV WEST HAVEN CT	Suffix SSN 123-00-3333 Date of Birth Zip Phone Number
Employer Current Imployer Name JOE'S CRAB SHACK 800-258-3488 Street Address City 123 MAIN STREET NEW YORK Position Date Hired FOH Date Hired	Zip 10001
Enter Notes	10
Borrower's Authorization* Upload Email Borrower Auth to E-sign Drag and drop file or click here Borrower's Authorization.pdf 📋 Image: Cross of the second	

3. Confirm the primary email to send status updates and notifications to and enter a secondary email, if needed. Next, select a payment option. When all is complete, click Submit.

\rightarrow	Send Status Updates and Notifications to : Primary Email Secondary Email	
\rightarrow	Payment Invoice Charge One-time payment with new card	Cancel Submit

4. The request will be submitted, and the status can be checked on the applicant screen.

Order Experia	In Verify Order The Work Number Order Tru	IV Ask a Question	
Borrower		Order Details	
Name	NICKIE GREEN	Source	Manual
SSN	123-00-3333	Type of Verification	Verification of Employment
DOB		Status	Pending
Address	100 TERRACE AV, WEST HAVEN, CT 06516	Operator	Xactus Test
Phone		Ordered	07/09/2024, 09:04:29 AM
		Completed	
		Report ID	925193
		Order ID	856851
		Loan Number	
		Analyst	
			Trigger Product B

5. This can also be requested from the applicant screen on the left-hand side.



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