

## How to Order a Mortgage Only Report Within Xactus360

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

Ho	Batch Submissions	My Reports	Management Reports	Preferences	Administration	News	Training Center	Contact Us	Go To Report ID
	Credit		Verificati	on	Pro	perty	Data	Fraud	Detectio
۶ſ	Order Credit ReportX	C	Order Undisclosed Debt	Orde	r Flood Re	Order LoanShieldX			
	Order Business ReportX	c	Order Tax TranscriptX		Orde	r Valuation			
		c	Order Income Verification	nX	Orde	r Appraisal	X		
		c	Order Asset ∨erification>	(					
		c	Order Undisclosed Debt	MonitoringX					

2. Under 'select type of credit report' choose Mortgage Only. If scores are not needed on the report, uncheck the box "Include Repository Score Models." Then, complete the applicant's information including First Name, Last Name, SSN and Street Address.

Credit ReportX	Report Order Information         Company Identifier         X0330         X0390         Select type of credit report         Mortgage Only         Loan Number/ID         File Access PIN	Include Repository St	core Models	•				
	Borrower:			[Test Files]	Co-Borrower:			[Test Files]
	First Middle	Lest BROWN	Suffix SSN 123004	004444	First NICKIE	Middle Last	Suffi	× SSN 123003333
	Maiden Name Marital St	atus Phone Number	DOB (MM-DD-	YYYY)Dependents	Maiden Name	Marital Status Phon	e Number D	OB (MM-DD-YYYY)Dependents
	Driver License Number Driver Lic	ense State			Driver License Numb	er Driver License State		
	Street Address 800 CLEVELAND AV	City BROWNS	ST OH	Zip 44070	Street Address	AV	City WEST HAVEN	ST Zip CT 06516
	Borrower's Previous Addres	s (If less than 2 years)			Co-Borrower's P	Previous Address (If les	is than 2 years)	
	Street Address	City	ST	Zip	Street Address		City	ST Zip
	Submit							

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:									
<ul> <li>I authorize the use of the card below to pay for this order</li> <li>Don't pay for this order by credit card</li> </ul>									
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.



5. You can also convert the Streamline report to a full Tri-Merge by clicking on 'Convert to Credit ReportX' under Actions. This is required to reissue the report to your LOS.

Actions:	Borrower				Co-Borrower					
Copy/Merge/Unmerge	Borrower: Alar	n Brown	SSN: 1	23-00-4444	Borrower: N	ickie Green	SSN:	123-00-3333		
Order SupplementX	Address: 800	Cleveland Av			Address: 100 Terrace Av					
Order Xpress Update										
Order RescoreX	Bro	wns, OH, 44070			West Haven, CT, 06516					
LoanShield Credit Review/Refresh Report	Email:		Phone:		Email:	Email: Phone:				
Lexis Nexis Liens & Judgments	Scores									
Compare Reports	Scores Included	I ( <u>exclude</u> )								
Submit Service Request		TransUnion	Experian	Equifax		TransUnion	Experian	Equifax		
Download Loan Data/1003	FICO	723	742	732	F	ICO: 730	[732]	734		
Reassign Report Owner		120	1.12	102		100	[102]	101		
I <u>Cancel Report (Allow Repull)</u>	Summary									
Upload Supporting Docs	Acco	unts: 1			Balance: \$144,497					
	Open Acco	unts: 1			Payment: \$2,238					
<u>Convert to Credit ReportX</u>	Delinquent Acco	unts: 0			Past Due: \$0					
	Details									
I Trigger Product Bundle	Loan Num	ber:	Sa	ive	Status: Completed					
	Report	t ID: 62136531			Entered: 08-02-2024, 12:00:00 AM					
Options:	Report Ty	ype: Mortgage O	inly		Completed: 08-06-2024, 04:18:20 PM					
Subscriber Directory	Opera	ator: Xactus Dem	no		Account: XACTUS TEST ACCOUNT (X0330)					
View Authorization										
Letter Of Explanation	Available Repo	orts								
I <u>ezLOE</u>		Report Type	Date	Format						
Consumer Copy (Borrower)	View Download	Mortgage Only	08-06-2024 04:18:3	4 PM PDF						
L Consumer Conv (Co-Borrower)	them bounded	mongage only to	10 00 2021, 01.10.0							

6. If you want to convert an existing Tri-Merge report to a Streamline report, click 'Convert to Mortgage Only' under Actions.

Actions:	Borrower						Co-Borrower					
I <u>Copy/Merge/Unmerge</u>	Borro	wer: Alar	Brown	rown SSN: 123-00-4444			Borrower: Nickie	SSN:	SSN: 123-00-3333			
Order SupplementX	Addr	ress: 800	Cleveland Av				Address: 100 T					
Order Xpress Update												
Order RescoreX	Browns, OH, 44070						West Haven, CT, 06516					
LoanShield Credit Review/Refresh Report	Email: Phone:						Email: Phone:					
I Lexis Nexis Liens & Judgments	Scores	Scores										
Refresh Report			TransUnion	Experian	Equ	iifax		TransUnion	Experian	Equifax		
<u>Compare Reports</u>		FICO	723	742	732		EICO:	730	[732]	734		
<u>Submit Service Request</u>	PICO:		120	142	102			100	07			
Download Loan Data/1003	Credit Assure:		<u>+33</u>	<u>+0</u>	+0		Credit Assure:	<u>+18</u>	<u>+37</u>	+26		
Reassign Report Owner	Wayfinder™:		Order	Order	Orde	<u>er</u>	Wayfinder™:	Order	Order	Order		
<u>Cancel Report (Allow Repull)</u>												
Upload Supporting Docs		What-If <sup>TM</sup>	Order	Order	Orde		What-IfTM-	Order	Order	Order		
			<u></u>					<u></u>				
<u>Convert to Mortgage Only</u>	Xcel	ScoreX (?)		Order			Xcel ScoreX ():			Order		
	Summary											
Trigger Product Bundle	Accounts: 48						Balar	ce: \$167 152				
	Once Accounter 22						Payment: \$2,544					
Options:	Delinguest Associate: 0						Past Due: \$0					
Subscriber Directory	Definit	uent Acco	units. U				1 as Due. 40					
View Authorization	Details	5			0 mil			Operation				
Letter Of Explanation	Loan Number: Save						Status: Completed					
I <u>ezLOE</u>	Report ID: 62136531						Entered: 08-02-2024, 12:00:00 AM					
Consumer Copy (Borrower)	Report Type: Credit ReportX					Completed: 08-06-2024, 04:19:37 PM						
Consumer Copy (Co-Borrower)	Operator: Xactus Demo						Account: XACTUS TEST ACCOUNT (X0330)					
Score Disclosure												
Adverse Action Notice	Availa	ble Repo	rts									
Customize Report			Report Type	Date		Format						
	View D	ownload	Credit ReportX	08-08-2024, 04	19:37 PM	PDF						
	View D	ownload	Mortgage Only	08-06-2024, 04	18:34 PM	PDF						

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