

How to Order a Participant Verification Batch Within Xactus360

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

actus360						L	.og Out
Home Batch Submissions	My Reports Management Reports	Preferences	Administration	News Training Ce	enter Contact Us	Go To Report ID	9
Credit	Verifica	tion	Pro	perty Data	Frauc	I Detection	1
Order Credit ReportX	Order Undisclosed De	bt VerificationX	Order	r Flood ReportX	Order Lo	anShieldX	
Order Business ReportX	Order Tax TranscriptX		Order	r AppraisalX	Order Fra	aud ReportX	
	Order Social Security	NotificationX					
	Order Income Verificat	ionX					
	Order Asset Verificatio	nX					

2. Then, select FRX_Participants Only Batch under Select Package. The PVx Batch Name should begin or include the order reference number to easily be matched.

\rightarrow	Select Package : FRX_Participants Only Batch
	Description : Participants Only Batch
	PVx Batch Name: * 6999759 Test Batch

3. Use the template to complete the CSV file containing the identifying information for the participant to be included in the batch. The template can be downloaded using the provided link.

Submit Nev	v Batch								
Please up The CSV <u>Downloar</u>	e CSV file must have one row per Participant, formation for the participant to be included in the batch.								
Column	Value	Required?	Values	Comments					
1A	Role	Yes							
1B	Туре	Yes	Individual or Company						
1C	First Name	Yes		Required if Type is Individual					
1D	Middle Name or Initial	No							
1E	Last Name	Yes		Required if Type is Individual					
1F	Company Name	Yes		Required if Type is Company					
1G	State	Yes	State Code	Required if Type is Company & if Individual Appraiser					
1H	Reference Number	No							

4. Then, select a watchlist and ensure the correct email address is listed for notifications.

\rightarrow	Select Watchlist*
	Send e-mail notification when batch is complete.
	xactus@xactus.com ×

5. Finally, upload the CSV file with the participant information. When all required information is input, click Submit

(\uparrow)	
Upload a CSV file	

6. The order will appear in Pending status for a short amount of time and will automatically refresh with the completed report when available.

				8	Error Report	CSV Rej	port 🖻 View Report 🧲
Ordered 12-26-202	Date (24)	C ustomer Name KACTUS TEST ACCOUNT	Report ID 8861103	Pa FR On	ackage RX_Participants nly Batch	Status Completed	Watchlist Xactus_Master
order Details PVx Batch	s Name	Records Uploaded	Records w	vith Error	Records with	Alerts Re	ecords with No Alerts
Prder Details PVx Batch 6999759 1	s Name Fest Batch	Records Uploaded	Records w	vith Error 0	Records with	Alerts Re	ecords with No Alerts 41

7. The report will reflect the following. Comments and edits can be made if needed.

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Advancing th	e Moderi	n Mortgag		Fai	licipan	venne		all		(Print co	over page only
Report ID: 8861103			Date Ordere	d: 12/26/2024			Customer N	umber:	247856		
ustomer Address: 00,BROOMALL,PA 1	9008 REED	AD, SUITE	Ordered By:	xactus Demo			Customer N	ame: XA	CTUS TE	ST ACCOUN	1
DEMARKS											
REMARKS											Add Comments
PARTICIPANT B	ATCH REP	ORT									
		U.M.									
			(Print Section)								Ň
ARTICIPAN	Т ВАТСН	H REPORT	(Print Section)								
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CARTICIPAN ndings Risk Indicator 1	T BATCH	H REPORT	(Print Section) STEPHANIE BROWN -	Hit for EPLS					Cautior	1	Update
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8. 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.