

How to Order Pre-QualificationsX Within Xactus360

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

Hom	Batch Submissions	My Reports	Management Reports	Preferences	Administration	News	Training Center	Contact Us	Go To Report ID
	Credit		Verificatio	on	Pro	perty	Data	Fraud	Detectio
€	Order Credit ReportX		Order Undisclosed Debt	/erificationX	Orde	r Flood Re	portX	Order Loa	anShieldX
	Order Business ReportX		Order Tax TranscriptX		Order Valuation ModelX				
			Order Income Verification	Х	Orde	r Appraisal	×		
			Order Asset VerificationX						
			Order Undisclosed Debt I	MonitoringX					

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

_	Report Order Information						
i i i i i i i i i i i i i i i i i i i	Company Identifier						
Credit	X360 V						
ReportX	Xactus Test V						
\rightarrow	Select type of credit report Pre-QualificationX ✓	Include TransUnion	1				
	Losn Number/ID	Include Experian					
	File Access PIN	Include Equifax					
		1					
	Borrower:		l	Test Files]	Co-Borrower:	[Test File]	s
	First Middle La	ast	Suffix SSN	7	First Middle Last	Suffix SSN	
		Di N	123004444				
	Maiden Name Marital Status	Phone Number	DOB (MM-DD-YYYY)D	ependents	Unknown V	one Number DOB (MM-DD-YYYY)Dependen	105
	Driver License Number Driver License S	_l			Driver License Number Driver License State		
	Street Address	Zip	City	ST	Street Address	Zip City ST	_
	800 CLEVELAND AV	44070	BROWNS	ОН	Enter a location		J
	Date From Date To				Date From Date To		
	(MM-YYYY) (MM-YYYY) Owns	_			(MM-YYYY) (MM-YYYY) Owns		
		•			×		
	Landlord's Name	Landlord's Pho	ne		Landlord's Name	Landlord's Phone	
	L				L		
	Landlord's Street Address	Zip	City	ST	Landlord's Street Address	Zip City ST	
			<u> </u>				

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 l authorize the use of the card below	to pay for this order				
Dept pay for this order by credit card					
	u L				
First Name	Last Name				
Company					
Company					
Address					
Address					
C ***	State 71a				
Cond Turn					
VISA					
Card Number					
Evaluation Data					
August (00) + 2022 +					
Save as default					
NO V					
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.