

## How to Order an Equifax Guarantor/Principal Report Within Xactus360

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

Ho	Batch Submissions	My Reports	Management Reports	Preferences	Administration	News	Training Center	Contact Us	Go To Report ID
	Credit Verification		Property Data			Fraud Detection			
	Order Credit ReportX	c	Order Undisclosed Debt	VerificationX	Orde	r Flood Re	portX	Order Loa	anShieldX
	Order Business ReportX	C	Order Tax TranscriptX		Order Valuation ModelX				
		c	Order Income Verification	١X	Orde	r Appraisal	X		
		c	Order Asset Verification	(					
		C	Order Undisclosed Debt	MonitorinaX					

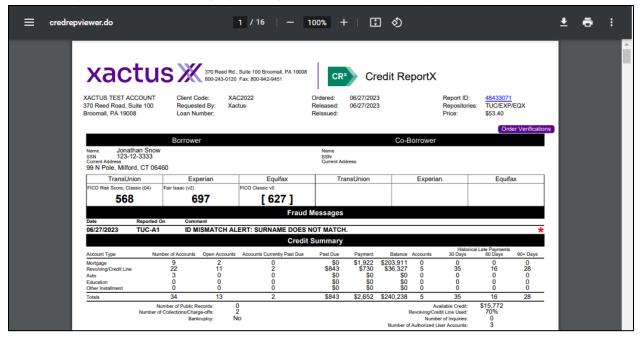
2. Under 'select type of credit report' choose Credit ReportX. Check the bureaus needed. Then, complete the applicant's information including First Name, Last Name, SSN and Street Address.

	Report Order I	Information								
	Operator									
Credit	Xactus	~								
Credit ReportX										
	Select type of crea	dit report	Include TransUnion							
	Credit Report									
	Loan Number/ID		Include Experian							
	·			4						
	File Access PIN		Include Equifax							
			Include Red Flag Re	port						
	Borrower:				[Test Files]	Co-Borrower:				[Test Files]
	First	Middle	Last	Suffix SSN		First	Middle	Last	Suffix SSN	
	CHRISTMAS		SNOW	123103333		JONATHAN		SNOW	123123333	
	Maiden Name	Marital Clatu	Is Phone Number	DOB (MM-DD-YYYY	Dependents	Maiden Name	Marital Statu:	s Phone Number	DOB (MM-DD-YYYY)	
	Maiden Name	Unknown		000 (MM-00-1111		Maiden Name	Unknown			Sependents
	Driver License Nu	mber Driver Licens	se State			Driver License Nur	mber Driver Licens	e State		
	Street Address		City	ST Zip		Street Address		City	ST Zip	
	99 NORTH PO	DLE	MILFORD	CT 064	160	99 NORTH PO	LE	MILFORD	CT 0646	0
	Date From (MM-YYYY)					Date From				
						(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:						
I authorize the use of the card below to pay for this order						
Don't pay for this order by credit card						
First Name Last Na	me					
Company						
Address						
City State	Zip					
Card Type Visa						
Card Number						
Expiration Date						
August (08) 🖌 2022 🗸						
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.