

How to Order an Express SupplementX Within Xactus360

1. Start by logging into Xactus360 and opening the borrowers file from the home page.



2. On the left-hand side under Actions, click Order Xpress Update.

Credit					
ReportX					
Actions:	Service Orders:				
Copy/Merge/Unmerge	Tradeline Updat	e: AMEX (186	581359 <mark>12541</mark>)		
Order SupplementX	Order ID:	11	751745		I Upload supporting documentation
I Order Xpress Update	Status:	Pe	ending		I Ask a question
Order RescoreX	Ordered:		3-07-2023, 08:30:5	6 AM	
LoanShield Credit Review/Refresh Report	Special instructions:				
Liens and Judgements	_				
Refresh Report	Borrower				Co-Borrower
Compare Reports	Borrower: Nickie	Green	SSN	123-00-3333	
Submit Service Request	Address: 100 Te	errace Ave			
I Download Loan Data/1003					
Add Red Flag Report	West	Haven, CT, 06	516		
Reassign Report Owner	Email: Phone:				
	Scores				
Order New Credit ReportX		TransUnion	Experian	Equifax	
Order New Mortgage Only	FICO:	730	[732]	734	
I Order New Pre-QualificationX	Credit Assure:	<u>+18</u>	<u>+37</u>	<u>+27</u>	
Options:	Wayfinder™:	Order	Order	Order	
Subscriber Directory					
View Authorization		-			
Letter Of Explanation	What-If ***:	Order	Order	Order	
Consumer Disclosure	Xcel ScoreX (?):		Order		
Score Disclosure	Summary				
Adverse Action Notice	Accou	nts: 33			Balance: \$16,742
Customize Report	Open Accou	nts: 25			Payment: \$197
	Delinquent Accou	nts: ()			Past Due: \$0

3. Choose which Tradelines you need to update by checking the box next to it. You may check multiple Tradelines at one time if you wish. Then, click Order.

Liabilities						
Update	Name	Account Number	Date Opened	Balance	Owner	Source
	CHASE MORT	× • • • • • • • • • • • • • • • • • • •	06-2019	\$144,497	Applicant	TransUni
	CITI	XXXXXXXXX5488	04-2017	\$5,641	Applicant	TransUn
	DISCOVER FIN	XXXXXXXXX0119	03-2008	\$252	Applicant	TransUni
	CRDT FIRST	X4686	07-2022	\$20	Applicant	TransUn
	BENFCL NB/BJ	XXXXXXXXX1025	04-2012	\$0	Applicant	TransUni
	BOA MBNA	7723	07-2010	\$0	Applicant	TransUni
	CHASE MORT	XXXXXX0467	01-2015	\$0	Applicant	TransUni
	HUDSON UN BK	XXX7611	12-2005	\$0	Applicant	TransUni
	HUDSON UN BK	XXXX7211	07-2013	\$0	Applicant	TransUni
	NATN-GE/GEMB	XXXXXXXXX1180	09-2018	\$0	Applicant	TransUni
	NATN-GE/GEMB	XXXXXXXXXX1193	09-2018	\$0	Applicant	TransUni
	PEOPL BK CCR	5138	08-2013	\$0	Applicant	TransUni
	RSHK/CBUSA	XXXXX7451	05-2011	\$0	Applicant	TransUni
	UNITED ILLUM	XXXX1140	09-1996	\$0	Applicant	TransUni
	BANK OF AMERICA	XXXXXXXXXXX1113	09-1991		Applicant	Experian

4. A new copy of the report will open on the screen with the requested updates.

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xact	us X	370 Reed Rd., 800-243-0120	Suite 100 Broomall, F	PA 19008	ES [×]	Expre	ss Sup	plemei	ntX		
ACTUS TEST ACCO 0 Reed Road, Suite oomall, PA 19008	DUNT Client 100 Reque Loan I	Code: X03 sted By: Xact lumber:	30 tus Demo	Orderec Release Reissue	i: 08/07 d: 08/07 ed:	7/2023 7/2023		Report Reposit Price:	ID: <u>4954</u> cories: EXP	<u>19968</u>	
Borrower	Social Secur	ly Number DOB	Marital Stat	Co-B Name	orrower		Social Security N	lumber DOB		Order Verifica Marital Status	tio
Urrent Address 00 Terrace Ave Nest Haven, CT 0	6516	Former Address		Current	Address		I	Former Address	1		
			(Credit Hist	ory						
CHASE	ECOA Individual Account Type Open	Opened 05/2023 Collateral Credit Card, Torms Pay	Last Activity 07/2023 Terms 1 Payments	Closed Reported On EXP-A1	Reported 07/2023	Manner of Pa Current (High Credit \$5,499 ayment O01)				
Mon 2 Cu Tra	Months Reviewed 2	ths Reviewed 30-59 Days Late 6 0 Times 0 120-149 Days Late 1 0 Times 0		60-89 Days Late 0 Times 150+ Days Late 0 Times	-89 Days Late Times 0+ Days Late Times		90-119 Days Late 0 Times		Payment \$107	Balance \$5,379	
	Comment Curr Acct Tradeline det	ail updated as r	reported to Expe	erian on 07/2023							

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