

How to Add Bureaus to a Credit Report Within Encompass® by ICE Mortgage Technology® (Xactus360)

1. Start by logging in and opening the borrowers loan file.

Home Pipeline Loan Trades	Contacts Dashboard Reports	
8 Borrowers Nickie Green	~ 2	Search AllRegs 📴 GFolder 🚽 🔒 🗙
<u>6</u>	11 Loan #: 2208000129 LTV: // Loan Amount: DTI: /	Rate: Est Closing Date: // Image: State of the stat
2. Click on the Service Select Order Credit	es tab in the bottom left corne Report.	Forms Tools Services > Order Credit Report > Access Lenders > Access Lenders > Search Product and Pricing > Request Underwriting > Order Appraisal > Order Flood Certification > Order Title & Closing > Order Doc Preparation > Order Doc Preparation > Order Mortgage Insurance > Order Fraud/Audit Services > Request HMDA Management > Order Additional Services Show in Alpha Order



A window will pop-up allowing you to choose your Provider. Select Xactus and click Submit to launch the order form. 3. The upgrade feature is used to add missing bureaus to an existing report. Start by, entering your user ID and password by clicking LOGIN INFORMATION. Then, make the selections for the report needed.

Request Type: Upgrade

Next, select an option under Import Liabilities.

Lastly, check the box next to the missing bureaus and when complete, click Submit.

Borrowers •			Loan Nun	iber	Submitting order on	behalf of:			
Nickie Green & Alan B	Brown		220800	0129					
ORDER INFORMATIC	ON ORDE	ER STATUS						_	
Request Type • Ref:			Reference Nun	nber		Crec	it Bureaus		
Upgrade		~	48986749			✓ E	xperian		
Report Type			Report On			🗹 E	quifax		
Consumer Credit		~	Individual		~	🗸 т	ransUnion		
Do not import		~							
Do not import		~			Co-Borrower				
Borrower Last Name	First Name	~	SSN	Birth Date	Co-Borrower Last Name	First Name		SSN	Birth Da
Do not import Borrower Last Name Green	First Name Nickie	~]	SSN x00-x0-3333	Birth Date	Co-Borrower Last Name Brown	First Name Alan		55N	Birth Da
Borrower Last Name Green	First Name Nickie	~	SSN xxx-xx-3333	Birth Date 01/01/1990	Co-Borrower Lest Name Brown City	First Name Alan State	2	SSN xxx-xx-444	Birth De 14 01/02/
Borrower Green Borrower Last Name	First Name Nickie St ess	treet Name	SSN xxx+xx+3333	Birth Date	Co-Borrower Last Name Brown City West Haven	First Name Alan State	2	SSN xxx-xx-444 Zip 06516	Birth De 14 01/02
Borrower Green Borrower Last Name	First Name Nickie St ess	I v v v v v v v v v v v v v v v v v v v	SSN xxxxxxxx3333 Avenue	Birth Date	Co-Borrower Last Name Brown City West Haven	First Name Alan State	2	SSN xxx-xx-444 Zip 06516	Birth De 14 01/02/

4. A small window will appear as the report is loading. Please do not click off this screen until the processing is complete.

Xactus										OGIN INFORMATIC
Borrowers *			Loan Num	ber		Submitting order on b	ehalf of:			
Nickie Green & Alan Bro	own			0129						
ORDER INFORMATION	N OR	DER STATUS								
Request Type *			Reference Num	ber			Credit Bureau	s		
Upgrade			48986749				Experian			
							Equifax			
Consumer Crade			Report On				TransUnior			
Consumer Credit			Individual							
mport Liabilities					5					
Do not import					2	\mathbf{X}				
Borrower						Co-Borrower				
Last Name	First Name		SSN	Birth Date		Last Name	First Name		SSN	Birth Date
Green	Nickie			01/01/1990		Brown	Alan		xxx-xx-4444	
		Street Name			City	1	State	2	tip	
Borrower Current Address		Avenue								
Co-Borrower Current Add	dress	100 Terrace	Avenue		w	lest Haven			06516	
									C	lose Submit

02/06/2024

5. When complete, the report will automatically open on your screen and will be saved into the Encompass eFolder. The report can also be viewed by clicking the blue icon under Documents.



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

02/06/2024