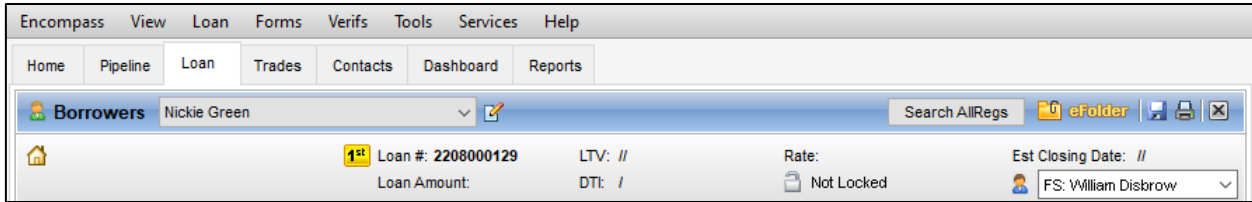
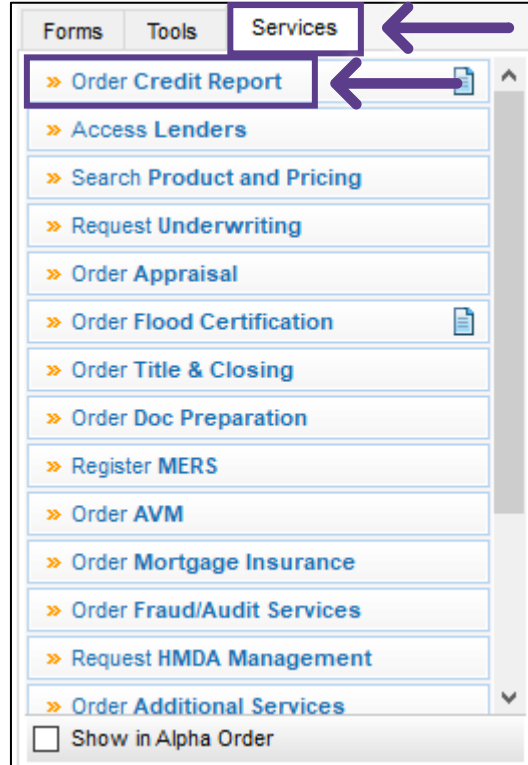


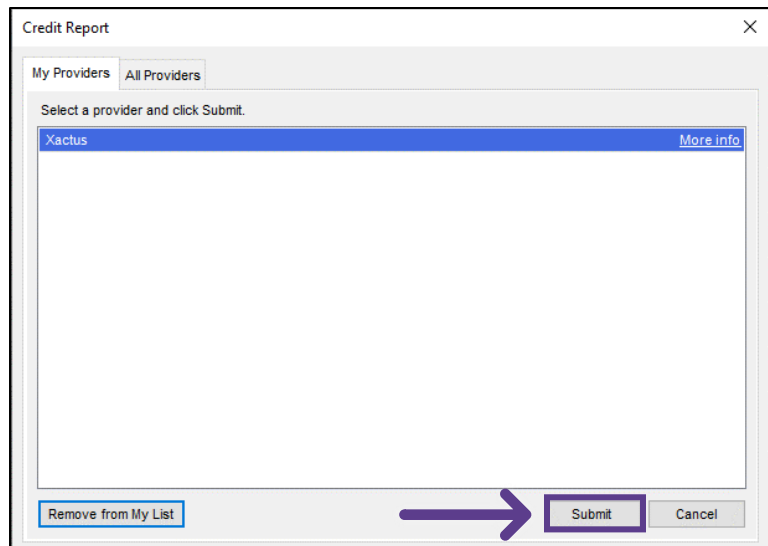
1. Start by logging in and opening the borrowers loan file.



2. Click on the Services tab in the bottom left corner. Select Order Credit Report.



A window will pop-up allowing you to choose your Provider. Select Xactus and click Submit to launch the order form.



3. Enter your user ID and password by clicking LOGIN INFORMATION. Then, make the selections for the report needed.

Request Type: New Report – Adds the co-borrower to an individual report

Report Type: Consumer Credit, Mortgage Only, PreQual, Refresh

Report On: Joint

Next, select an option under Import Liabilities.

Lastly, check the box next to the bureaus needed and when complete, click Finish.

The screenshot shows the Xactus web application interface. At the top right, a purple arrow points to the 'LOGIN INFORMATION' link. Below the header, the 'Borrowers' section shows 'Nickie Green & Alan Brown' and 'Loan Number' '2208000129'. The 'ORDER INFORMATION' tab is active, showing 'Request Type' as 'New Report', 'Report Type' as 'Consumer Credit', 'Report On' as 'Joint', and 'Import Liabilities' as 'Do not import'. A purple box highlights these fields, with a purple arrow pointing to it from the left. To the right, the 'Credit Bureaus' section shows checkboxes for 'Experian', 'Equifax', and 'TransUnion', all of which are checked. Below this, the 'Borrower' and 'Co-Borrower' information is displayed, including last names, first names, SSNs, and birth dates. The 'Borrower' information is: Last Name 'Green', First Name 'Nickie', SSN 'xxx-xx-3333', Birth Date '01/01/1990'. The 'Co-Borrower' information is: Last Name 'Brown', First Name 'Alan', SSN 'xxx-xx-4444', Birth Date '01/02/1990'. Below this, the 'Borrower Current Address' and 'Co-Borrower Current Address' are shown, both with 'Street Name' '100 Terrace Avenue', 'City' 'West Haven', 'State' 'CT', and 'Zip' '06516'. At the bottom right, a purple arrow points to the 'Submit' button.

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

This screenshot shows the same Xactus interface as the previous one, but with a small loading window overlaid in the center. The loading window is a small, semi-transparent box with a circular progress indicator and the text 'Loading...'.

- Xactus

LOGIN INFORMATION

Borrowers

Loan Number






Submitting order on behalf of:

Nickie Green & Alan Brown

2208000129

ORDER INFORMATION

ORDER STATUS

ORDER DATE	REFERENCE NUMBER	PRODUCT	STATUS	DOCUMENTS
07/18/2023 08:09:29 AM	48987112	INDIVIDUAL, [EX , EQ , TU], CONSUMER CREDIT	COMPLETED	
07/18/2023 08:03:34 AM	48986749	INDIVIDUAL, [EX , EQ , TU], CONSUMER CREDIT	COMPLETED	
07/18/2023 07:59:12 AM	48986678	INDIVIDUAL, [EX , EQ , TU], MORTGAGE ONLY	COMPLETED	
07/18/2023 07:55:19 AM	48986532	INDIVIDUAL, [EX , EQ , TU], MORTGAGE ONLY	COMPLETED	
07/18/2023 07:50:33 AM	48986379	INDIVIDUAL, [EX , EQ , TU], MORTGAGE ONLY	COMPLETED	

Close

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

06/04/2024