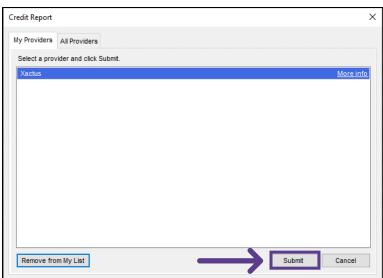


How to Add a Co-Borrower Within Encompass® by ICE Mortgage Technology® (Xactus360)

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

Home Pipeline Loan Trade	s Contacts Dashboard Reports						
Borrowers Nickie Green	~ 🗹		Search AllRegs	📫 efolder 📙 🔒	×		
a	11 Loan #: 2208000129 LTV: // Loan Amount: DTI: /	Rate:		st Closing Date: // FS: William Disbrow	~		
		Forms To	ools Serv	ices			
		» Order Cre	edit Report		1		
		» Access L	» Access Lenders				
		» Search P	» Search Product and Pricing				
		» Request l	» Request Underwriting				
		» Order Appraisal					
Select Order Cred	ces tab in the bottom left corner	» Order Flood Certification					
		» Order Tit	tle & Closing				
		» Order Do	c Preparatio	n			
		» Register MERS					
		» Order AV	/M		1		
		» Order Mo	ortgage Insu	rance			
		» Order Fra	aud/Audit Sei	rvices			
		» Request I	HMDA Manag	ement	Ī		
		» Order Ad	Iditional Serv	ices	•		
		Chaurin /	Alpha Order				

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



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 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.

Borrowers •			Loan Nu	mber	Submitting order o	n behalf of:			
Nickie Green & Alan	Brown		✓ 22080	00129					
ORDER INFORMATI		ER STATUS							
Request Type •			Reference Nu	mber		1	Credit Bureaus		
New Report							🗹 Experian		
Report Type •			Report On •				🖌 Equifax		
Consumer Credit		~	Joint		~		✓ TransUnion		
Import Liabilities									
Import Liabilities Do not import		~							
		`			Co-Borrower				
Do not import	First Name	~	SSN	Birth Date	Co-Borrower Last Name	Fir	st Name	SSN	Birth Da
Do not import Borrower	First Name Nickie	~]	SSN xxxx-xx-3333	Birth Date 01/01/1990			st Name	SSN 3000-300-4	
Do not import Borrower Last Name		~ 			Last Name				
Do not import Borrower Last Name	Nickie	~			Last Name	A			Birth Da 4444 01/02/
Do not import Borrower Last Name	Nickie		xoo-xo-3333		Last Name Brown	S	Alan	XXXX-XXX-4	
Do not import Borrower Last Name Green	Nickie	Street Name	xoo-xo-3333		Last Name Brown City	S	Alan	Zip	

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 INFORMATION
Borrowers * Nickie Green & Alan Brow	'n		Loan Nun		Subn	itting order on be	helf of:			
ORDER INFORMATION	OR	DER STATUS								
Request Type * New Report Report Type * Consumer Credit Import Liebilities Do not Import			Reference Nun Report On * Joint	iber	\diamond		Credit B Expe Equit Trans	rian ax		
Borrower Last Name	First Name		SSN	Birth Date	Co-Bo	arrower	First Name		SSN	Birth Date
Green	Nickie			01/01/1990	Bro		Alan		3000-300-4444	01/02/1990
		Street Name			City		State	z	0p	
Borrower Current Address		100 Terrace	Avenue		West Ha	ven			06516	
Co-Borrower Current Addre	ess	100 Terrace	Avenue		West Ha	ven			06516	
									C	lose Submit

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.

Xactus					LOGIN	INFORMATION
Borrowers •		Loan Number	Submitting order	r 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		AL, [EX , EQ , TU], ER CREDIT	COMPLETED		
7/18/2023 08:03:34 AM	48986749		AL, [EX , EQ , TU], ER CREDIT	COMPLETED		
7/18/2023 07:59:12 AM	48986678		AL, [EX , EQ , TU],	COMPLETED		
7/18/2023 07:55:19 AM	48986532		AL, [EX , EQ , TU],	COMPLETED		
7/18/2023 07:50:33 AM	48986379		AL, [EX , EQ , TU],	COMPLETED	 [=]	
						Close
≡ 9622cdc0-1	fc79-4724-b	1 / 12 -	57% +	: 🔊	± e	5 :
		XACTUS TEST ACC 370 Recel Rox4, Suit Boomvil, PA 19008 New Association Transformer Rock association Rock As	Interpretation Requested By: Xie Loan Number: 240 Borrowwor Borrowwor standington, CC 2003 0.0 n Experient (M) Fail haac (a) 785 Orall Assam" - Wed a refrequence with the abult settings. How abult settings.	330 Ordered Released Bessued: 990 Name Bessued: 990 Ressued: 990 Trend Bessued: 990	Price: \$134 CoSEDITIONICI Mary Homeowner 507-23-2000 Cola 02/02/1991 507-23-2000 Cola 02/02/1991 0 Status Representation Cola 02/02/1991 Jinton Experian PCO Counce: PCO Counce: Status [7771] Cola: Analogica Policy Counce: View to read: 432 Inter methods to sea on constatus Policy Counce: View to read: Year to read: Status The total of on constatus The total of on constatus	experience to content Versilentene quifax 6 783
		Annual Type Annual An	Number of Accounts Open Accounts 0 0 1 1 2 1 5 5 dt: 0 8xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	0 \$0 0 \$0 0 \$0 0 \$0 0 \$0 0 \$0 0 \$0 0 \$0	Approximation High Christi Bistances Accurate 32 Days \$20 \$50 \$00 0 \$255 \$10,000 \$290 0 \$255 \$27,00 \$10,500 0 \$255 \$27,00 \$10,500 0 \$257 \$12,247 \$5,000 0 \$267 \$14,418 \$27,858 0 0 \$267 \$26,418 \$27,858 0 0 \$400 \$15,838 VBBININ Mascurate \$12,059 Healwing Microbininininininininininininininininininin	EDITADORE 10 Formation 10 Fo

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

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