

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

Encomp	ass Viev	v Loan	Forms	Verifs To	ools Services	Help			
Home	Pipeline	Loan	Trades	Contacts	Dashboard	Reports			
Borrowers Kevin Testcase					~ 🗹				🛅 efolder 🛛 🚽 🖨 🗶
6 9614 ORIOLE LANE ANTHILL, MO 65488				1 st Loan #: 1807000100 L Loan Amount: D			LTV: // DTI: /	Rate:	Est Closing Date: //

2. Open the report from the eFolder or click the documents icon next to Additional Services.



3. Click the order needed and click Retrieve.

From Service Providers							
tt Name 🔻	Requested From	For Borrower Pair	Status	Date			
Other Services	Xactus - Undisclosed Debt	NICKIE GREEN and AL	Requested	09/12/23			

4. Then, click Deactivate.

Borrower		Co-Borrower		
8 Name NICKIE GREEN	🔒 SSN 123003333	⊗ Name	🖶 SSN	
Address 100 TERRACE AV, WEST H	AVEN, CT 06516	⊘ Address		

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