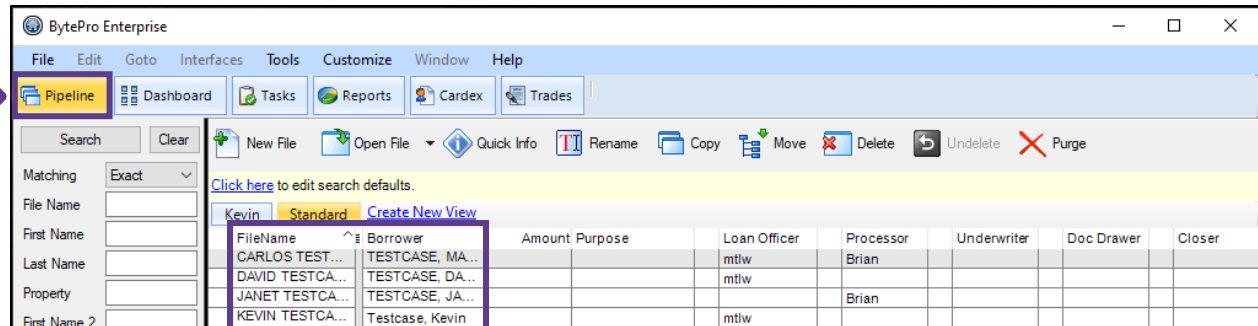
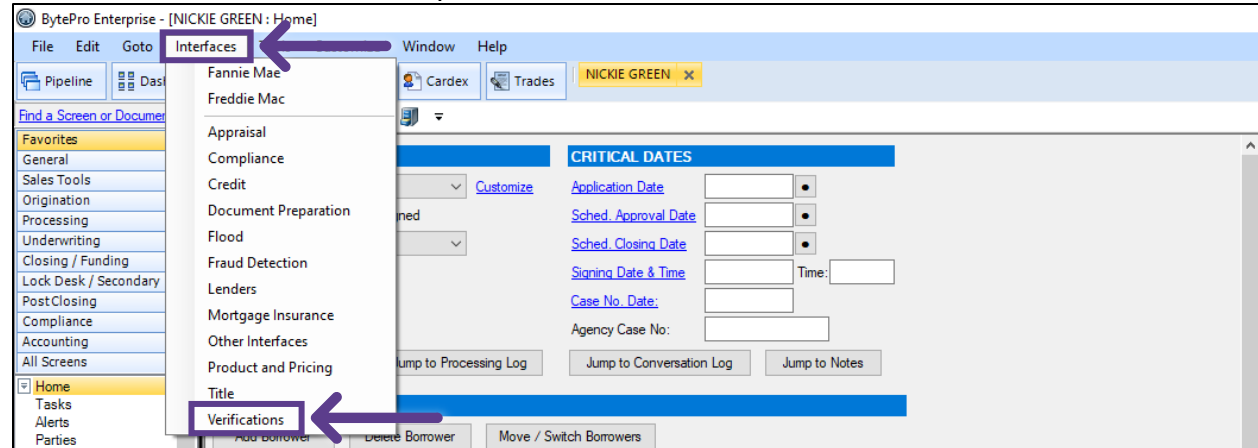


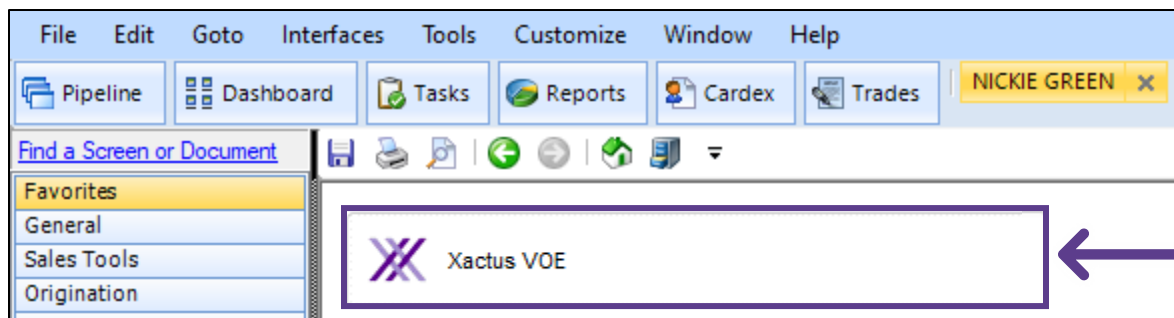
1. Start by logging in and opening the borrowers loan file from the Pipeline.



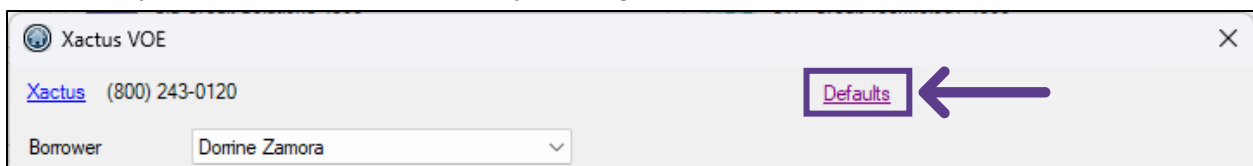
2. Then, click the Interfaces dropdown and select Verifications.



3. A list of providers will appear, double click Xactus VOE to open the order screen.



4. Enter your user ID and password by clicking Defaults.



5. Enter the username and password. Then, make a selection under VOE Type. For a Manual order, select Manual Only. When complete, click Close.

The screenshot shows the 'Defaults' window for the 'Xactus' group. The left sidebar lists various categories under 'Screen', with 'Xactus' selected. The main area contains the following fields:

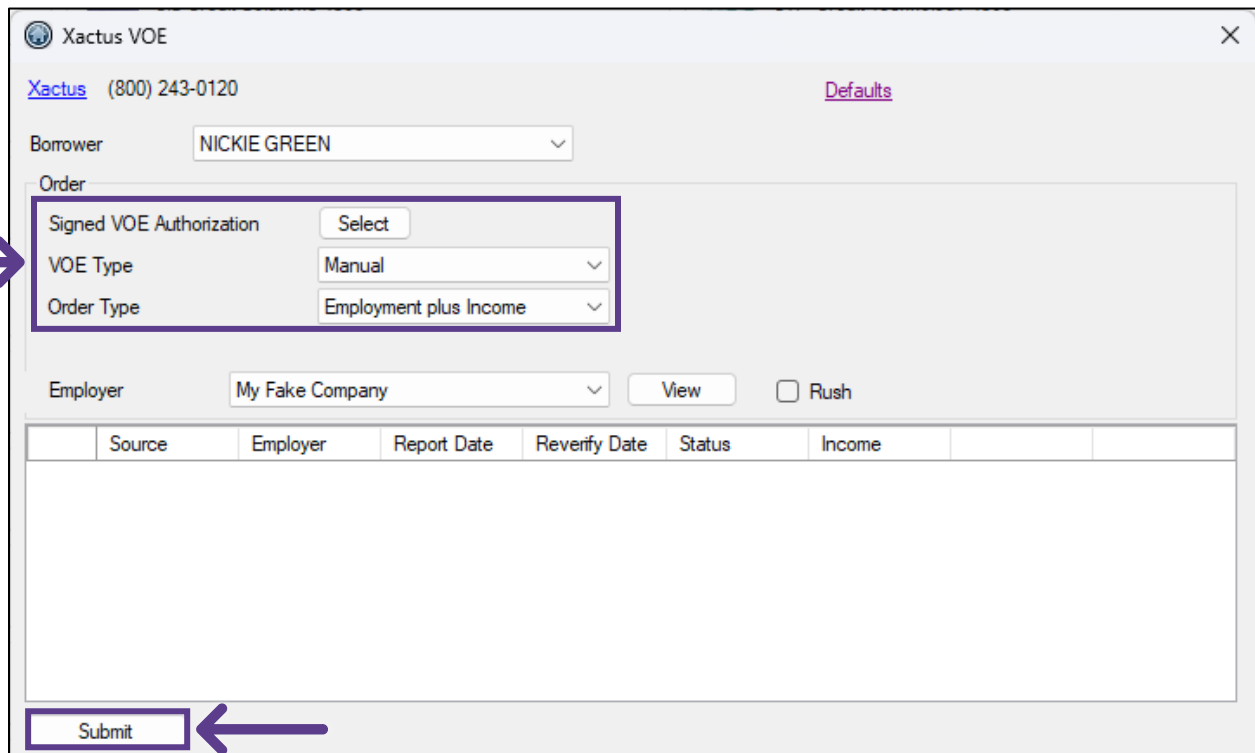
Field	Value	Icon
Username	xactus.demo	Computer and Key
Password	••••••••	Computer and Key
Environment	Production	Computer and Key
VOE Type	Manual Only	Computer and Key, Explain link
Work Number Product Type		Computer and Key
Notification (4506 / SSA / UDM)	Loan Officer	Computer and Key
Notification (4506 / SSA / UDM)	Loan Officer	Computer and Key
Notification (4506 / SSA / UDM)	Loan Officer	Computer and Key
UDM Equifax	<input type="checkbox"/>	Computer and Key
UDM Experian	<input type="checkbox"/>	Computer and Key
UDM TransUnion	<input type="checkbox"/>	Computer and Key

Below the table, there are two links:

- [Automatically activate to Xactus UDM at the following statuses](#)  
None
- [Automatically deactivate to Xactus UDM at the following statuses](#)  
None

The 'Close' button is located at the bottom right of the window.

6. Next, attach the borrower's authorization, select the VOE Type, and Order Type. Then, select the Employer from the Employer dropdown. When complete, click Submit.



The screenshot shows the 'Xactus VOE' web application. At the top, there is a header with the Xactus logo, the phone number '(800) 243-0120', and a 'Defaults' link. Below the header, the 'Borrower' field is set to 'NICKIE GREEN'. The 'Order' section is highlighted with a purple box and a purple arrow pointing to it from the left. This section contains three fields: 'Signed VOE Authorization' with a 'Select' button, 'VOE Type' with a dropdown menu showing 'Manual', and 'Order Type' with a dropdown menu showing 'Employment plus Income'. Below the 'Order' section, the 'Employer' field is set to 'My Fake Company', with a 'View' button and a 'Rush' checkbox. At the bottom of the form, there is a table with columns: Source, Employer, Report Date, Reverify Date, Status, Income, and two empty columns. Below the table is a 'Submit' button, which is highlighted with a purple box and a purple arrow pointing to it from the left.

Xactus VOE

Xactus (800) 243-0120 Defaults

Borrower NICKIE GREEN

Order

Signed VOE Authorization Select

VOE Type Manual

Order Type Employment plus Income

Employer My Fake Company View ☐ Rush

Source	Employer	Report Date	Reverify Date	Status	Income		
--------	----------	-------------	---------------	--------	--------	--	--

Submit

7. Under Status Message, it will appear as 'Being Processed' until complete. Once complete, you will receive an email. Return to this screen and click Retrieve to populate the order.

Xactus VOE

[Xactus](#) (800) 243-0120 [Defaults](#)

Borrower 

NICKIE GREEN

Order

Signed VOE Authoriz:

VOE Type 

Manual

Order Type 

Employment plus Income

Employer 

My Fake Company

View

☐ Rush

	Source	Employer	Report Date	Reverify Date	Status	Income	
▶	VOE	My Fake Com...			File Is Being ...		<div>Retrieve</div>

Submit

Status Messages (double-click to view long messages)

Date	Message
8/29/24 9:44:51 AM	Request to order a VOE for employer My Fake Company. Response status is: 0. File Is Being Processed

8. The report can be viewed by double clicking the request under Documents.

Xactus VOE

Xactus (800) 243-0120

Defaults

Borrower

NICKIE GREEN

Order

Signed VOE Authorization

Select

VOE Type

Manual

Order Type

Employer

My Fake Company

View

☐ Rush

	Source	Employer	Report Date	Reverify Date	Status	Income		
▶	VOE	My Fake Com...			Verified by M...		Retrieve	Re-Verify

Submit

Status Messages (double-click to view long messages)

Date	Message
8/29/24 11:19:12 AM	Request to status VOE for employer My Fake Company. Response status is: 0. Verified by MARY SMITH on 2024-08-29
8/29/24 9:44:51 AM	Request to order a VOE for employer My Fake Company. Response status is: 0. File Is Being Processed

Documents (double-click on a document to view it)

Date	Name
8/29/24 11:19:12 AM	Xactus VOE for NICKIE GREEN

Close

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

08/29/2024