

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

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

A window will pop-up allowing you to choose your Provider. Then, click Submit to launch the order form.

3. Start by ensuring Manual is the Type of Order. Then, select the Type of Verification and complete the rest of the fields including Employee information. Your applicant information will pre-populate from the 1003.

**Order Type**

Experian Verify   The Work Number   **Manual**

**Type of Verification**

☒ Verification of Employment  
☐ Verification of Employment & Income

Borrowers  
NICKIE GREEN

Loan Number

☐ Rush

**Employee**

First Name: NICKIE   Middle:   Last Name: GREEN

Suffix:   Social Security Number: 123-00-3333

Street: 100 TERRACE AV   City: WEST HAVEN   State: CT   Zip: 06516

Phone:   Date Of Birth: 01-01-1999

4. Select whether this is the applicants Current or Previous employer and complete all fields.

**Employer**

Employment Name: My Fake Company   Employment Type: Current

Street: 31550 Winterplace Parkway   City: Salisbury   State: MD   Zip: 21804

Position: FOH   Date Hired:   Date Terminated:   Phone: 800-258-3488

Enter Notes

5. Choose a file to attach for the authorization or select E-sign to have the document emailed. To upload a document, click 'Click here'.

Borrower's Authorization

☒ Upload ☐ E-mail borrower auth to E-sign

Borrower's Authorization.pdf

Click here

6. Either browse for the document on your Local Drive or Upload one of the existing documents by clicking UPLOAD. When the document has been uploaded, click Done.

Select Documents and Files

☒ Browse LOCAL DRIVE

DOCUMENT	FILES	DESCRIPTION	FOR BORROWER PAIR	SOURCE	UPLOAD
Verifications- Employment Verific...	Verifications- Employment Verification	The Work Nu...	All	EFolder	UPLOAD
Verifications- Income Verification...	Verifications- Income VerificationX (9'	The Work Nu...	Alan Brown	EFolder	UPLOAD
Verifications- Income Verification...	Verifications- Income VerificationX (9'	The Work Nu...	Alan Brown	EFolder	UPLOAD
Verifications- Income Verification...	Verifications- Income VerificationX (9'	The Work Nu...	Alan Brown	EFolder	UPLOAD
Verifications- Income Verification...	Verifications- Income VerificationX (9'	The Work Nu...	Alan Brown	EFolder	UPLOAD
Verifications- Income Verification...	Verifications- Income VerificationX (9'	The Work Nu...	Alan Brown	EFolder	UPLOAD
Verifications- Income Verification...	Verifications- Income VerificationX (9'	The Work Nu...	Alan Brown	EFolder	UPLOAD

Done

7. If E-Sign is selected, enter the consumer's email address.

Borrower's Authorization

☐ Upload ☒ E-mail borrower auth to E-sign

Email address

xactus@xactus.com

8. Confirm the notification email address and click Submit when complete.

Send status Updates and notifications to:

Primary Notification E-mail

xactus@xactus.com

Secondary Notification E-mail

Cancel Submit

- Once complete, the report can be found in your eFolder once you exit the loan. The status and completed order can also be found by clicking the documents icon next to Verifications.

**Services**

- » Order Flood Certification
- » Order Title & Closing
- » Order Doc Preparation
- » Register MERS
- » Order AVM
- » Order Mortgage Insurance
- » Order Fraud/Audit Services
- » Request HMDA Management
- » Order Additional Services
- » Order Verifications
- » Submit Investors
- » Submit Warehouse Lenders
- » Submit Due Diligence
- » View My Custom Links

☐ Show in Alpha Order

10. Click the order needed and click View Document.

[illegible]

\*Please note Encompass Partner Connect (EPC) verifications use Dynamic & Default E-folders. A document cannot return to the e-folder while a loan is open/locked and may take up to 20 minutes. This is by design of EPC and not a result of a Xactus delay. All documents are available immediately on xactus360.com

1. The Default folder will be labeled verifications and remain in processing / requested status. This is the folder that will allow you to utilize the check status button next to the order verifications option and return to the report screen.

2. The Dynamic folder will return once your order is completed and be labeled with your product and vendor name and say Processing / Received. This is where your completed document will be located.

Encompass eFolder									
eFolder Documents Help									
Documents Preliminary Conditions Underwriting Conditions Post-Closing Conditions Delivery Conditions Packages History									
Documents View Standard View									
Document Group (All Documents) Stacking Order None									
Documents (20)									
Alt	Fo	Name	Description	For Borrower Pair	Type	Access	For Milestone	Status	Date
		1 Verifications	Verifications	KURT BIROVLJEV	Settlement Service	AC, CL, FN, LD,...	Processing	Requested	06/09/23
		2 Income VerificationX (29393)	Experian Verify	KURT BIROVLJEV	Settlement Service	AC, CL, FN, LD,...	Processing	Received	06/09/23

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

02/06/2024