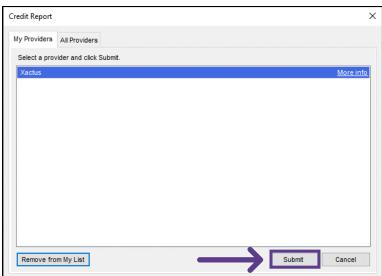


## How to Order a Credit ReportX Within Encompass® by ICE Mortgage Technology® (Xactus360)

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

Borrowers Nickie Green	~ 🗹	Search AllRegs 🔛 cFolder 🚽 🖶 🗶			
<b>6</b>	1st         Loan #: 2208000129         LTV: //           Loan Amount:         DTI: /	Rate: Est Closing Date: //			
		Forms Tools Services			
		» Order Credit Report			
		» Access Lenders			
		» Search Product and Pricing			
		» Request Underwriting			
		Order Appraisal     Order Flood Certification     Sorder Title & Closing			
Click on the Ser Select Order Cre	vices tab in the bottom left corner				
		» Order Doc Preparation			
		» Register MERS			
		» Order AVM			
		» Order Mortgage Insurance			
		» Order Fraud/Audit Services			
		» Request HMDA Management			
		» Order Additional Services			

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

Request Type:

- New Report Orders a new credit report, or add frozen bureaus to an existing file, add a co-borrower.
- Upgrade Add bureaus to an existing file.
- Import From Website Imports an existing report of a particular report ID.

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

Report On: Individual or Joint

Next, select an option under Import Liabilities

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

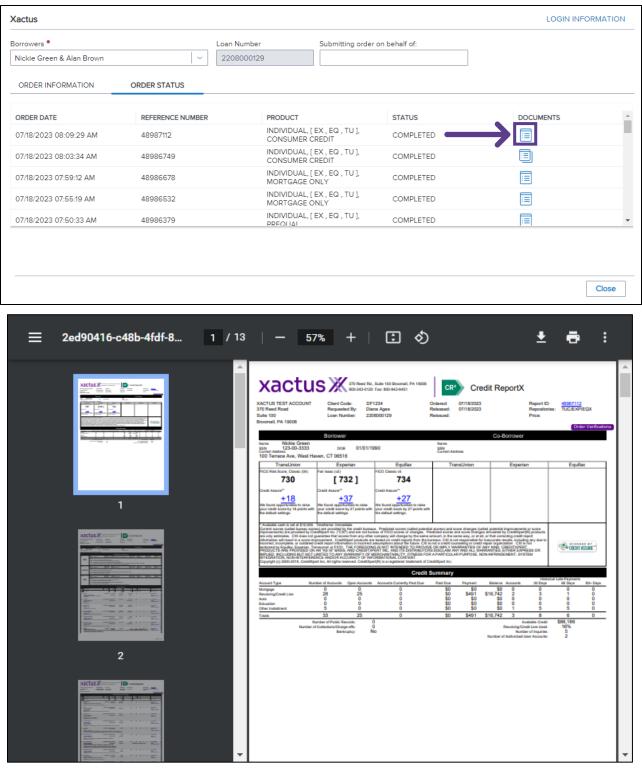
		Loan Nu	ımber	Submitting order on b	ehalf of:		
Nickie Green & Alan Brow	'n	~ 22080	00129				
ORDER INFORMATION	ORDER STATU	S					
Request Type •		Reference Nu	umber		Credit Bureau	S	
New Report	×	·			🗹 Experian		
Report Type •		Report On •			Equifax		
Consumer Credit	×	Individual			🗸 TransUnio	n	
Import Liabilities							
Do not import							
Do not import Borrower	First Name	SSN	Birth Date	Co-Borrower Last Name	First Name	SSN	Birth Date
Do not import Borrower			Birth Date 01/01/1990		First Name	SSN xxx-xx-444	
Do not import Borrower Last Name	First Name	SSN xxx-xx-3333	01/01/1990	Last Name			
Do not import Borrower Last Name	First Name Nickie Street Nam	SSN xxx-xx-3333	01/01/1990	Last Name Brown	Alan	xxx-xx-444	

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

Xactus									LOGIN INFORMATIO
Borrowers *			Loan Nur	nber	Submitting order or	behalf of:			
Nickie Green & Alan Brown			2208000129						
ORDER INFORM		RDER STATUS							
Request Type *			Reference Nur	nber		Credit E	Bureaus		
New Report 🗸 🗸						Expe	erian		
Report Type *			Report On •			Equi	fax		
Consumer Credit ~		Individual			Tran	sUnion			
Import Liabilities									
Do not import									
Borrower					Co-Borrower				
Last Name	First Name		SSN	Birth Date	Last Name	First Name	SSN		Birth Date
Green	Nickie			01/01/1990	Brown	Alan		c-xxc-4444	01/02/1990
		Street Name			City	State	Zip		
Borrower Current Address 100 Terrace		Avenue		West Haven		0651	6		
Co-Borrower Current Address 100 Terrace.		Avenue		West Haven		0651	6		
									Close Submit

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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.



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

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