

# How to Order a Flood ReportX Within BytePro (Xactus360)

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

BytePro Enterprise     − □ ×								Х			
File Edit	Goto Inte	rfaces Tools	Customize Window	Help							
Pipeline	B Dashboard	d 🔀 Tasks 🕻	🥭 Reports 🛛 💈 Cardex	Trades							
Search	Clear	🔁 New File	🌁 Open File 🔹 🕠 G	uick Info ∏	Rename 📑 Co	opy	🗱 Delete 🛛 🎦	Undelete 🗙	Purge		
Matching Exact  Click here to edit search defaults											
File Name	File Name Standard Create New View										
First Name		FileName	^∎ Borrower	Amount P	urpose	Loan Officer	Processor	Underwriter	Doc Drawer	Closer	
Last Name		CARLOS TES	T TESTCASE, MA			mtlw	Brian				
Property		JANET TESTO	CA TESTCASE, DA			mtlw	Brian				
First Name 2		KEVIN TESTO	A Testcase, Kevin			mtiw					

## 2. Then, click the Interfaces dropdown and select Credit.

😡 BytePro Enterprise - [NICKIE GREEN : Home]						
File Edit Goto	Interfaces	Window Help				
Pipeline	Fannie Mae	Cardex				
Find a Screen or Documer	Freddie Mac					
Favorites	Appraisal		-			
General	Compliance	CRITICAL DATES				
Sales Tools	Credit	✓ Customize Application Date •				
Origination	Document Proparation	ned Sched, Approval Date				
Underwriting	Flood					
Closing / Funding	Fraud Detection					
Lock Desk / Secondary	Lenders	Signing Date & Time				
PostClosing	Mortgage Insurance	Case No. Date:				
Accounting	Other Interfaces	Agency Case No:				
All Screens	Product and Pricing	ump to Processing Log Jump to Conversation Log Jump to Notes				
	Title					
Tasks	Mail anti-					
Alerts Parties		Re Borrower Move / Switch Borrowers				

#### 3. A list of providers will appear, click Xactus Flood Solutions to open the order screen.

DataVerify Flood Services	Data Facts Flood
Advantage Credit Inc. of Colorado Flood	Figure Floodplain Consultants Incorporated
Advantage Credit, Inc. by Credit Interlink Flood	GCE GC Engineering
AFR Services	Informative Research Flood
Pirchwood Flood	Partners Flood
CIC Credit Flood	ServiceLink National Flood
CIS Credit Solutions Flood	Universal Credit Services Flood
CoreLogic Flood Services	Xactus Flood Solutions
Credit Plus Flood	]

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

Xactus Flood Solutions	
Provider	Borrower And Subject Property Flood Results HMDA Info
Xactus Flood Solutions Xactus Flood Solutions Certification 844-4EZ-CERT (844-439-2378)	Borrower First, M. Last NICKIE GREEN
customersupport@xactus.com   Defaults   Order   Request Type   Order   Product Type   Life of Loan Determinati ~     Rush   Request ID   Lender Case No	Subject Property         Street       100 TERRACE AV         City, State, Zip       WEST HAVEN         County       New Haven         Legal Desc.
Comments Submit View Documents View	w Status Messages
	Close

5. Once the username, password, and default report type are entered, click OK.

	Defaults			×
	Defaults			
$\rightarrow$	User Name Password	xactus.demo 📃 🐋		
$\rightarrow$	Default Product	Life of Loan Determination	· · · · · · · · · · · · · · · · · · ·	
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- 6. Then, make the selections for the report needed. Request Type:
  - Order Orders a new credit report.
  - Upgrade Upgrade the report from a basic order to Life of Loan.
  - Status Query Check the status of the order.
  - Transfer Submits a transfer request to another lender.

Once all fields are complete, click Submit.

	Xactus Flood Solutions		×
	Provider	Borrower And Subject Property Flood Results HMDA Info	
	Xactus Flood Solutions Xactus Flood Solutions Certification 844-4EZ-CERT (844-439-2378)	Borrower First, M, Last NICKIE GREEN	
	customersupport@xactus.com Defaults	Subject Property	
	Order	Street 8631 VISTA HILLS DR	
	Request Type Order V	City, State, Zip RICHMOND TX 77407	
~	Product Type Life of Loan Determinati V	County Fort Bend ~	
		Legal Desc.	
	Rush		
	Request ID	Parcel No:	
	Lender Case No 12345678910		
	Comments		
	Submit View Documents View	/ Status Messages	
1			
		Close	

7. A message will appear indicating the report has downloaded successfully. Click Yes to view the report.



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

# 05/06/2024