

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

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

Encompass View Loan Forms Verifs Tools Sen	vices Help					
Home Pipeline Loan Trades Contacts Dashboa	rd Reports					
🚨 Borrowers Kevin Testcase 🗸	2		🛅 efolder 🚽 🖶 🗙			
Image: Second system 1et Loan #: 180700 ANTHILL, MO 65488 Loan Amount:	D0100 LTV: // DTI: /	Est Closing Date: //				
		Forms Tools	Services			
		» Order Credit Rep	ort ^			
		» Access Lenders				
		» Search Product and Pricing				
		» Request Underwriting				
		» Order Appraisal				
2. Click on the Services tab in the t Select Order Flood Certification	oottom left corner.	» Order Flood Certification				
		» Order Title & Closing				
		» Order Doc Prepar	ration			
		» Register MERS				
		» Order AVM				
		» Order Mortgage Insurance				
		» Order Fraud/Audit Services				
		» Request HMDA Management				
		» Order Additional Services				
		Show in Alpha Ord	der			
	Flood Certification					
	My Providers All Providers					
	Select a provider and click Submit.					
	Xactus - Flood ReportX Partner Connect					
A window will pop-up allowing you						
to choose your Provider. Then,						
click Submit to launch the order						
form.						
	Remove from My List		Submit Cancel			

02/05/2024

3. First, select the Order Type and whether Life of Loan is needed. If you wish to input additional information such as the Tax ID number and Legal Description, enter it under Optional Information. Your applicant information will pre-populate from the 1003. Lastly, ensure the correct email address is entered for the alert. When all is complete, click Submit.

Residential		Life Of Loan Yes		✓ Loan Number 2310000502		
Property Address						
99 NORTH POLE		City Milford		CT	Zip06460	
Flood ReportX will be ordered on the a	xove property address					
Optional Information			Onuntu			
Tax ID	Legal Description		New Haven			
Lot	Block	Section	Subdivision	Township	Range	
Street Address 100 TERRACE AV	Middle	GREEN City WEST HAVEN	Suffix CT	Zip06516		
Co-Borrower				Last Name	Suffix	
Co-Borrower Co-Borrower ALAN BROWN		First Name ALAN	Middle			
Co-Borrower Co-Borrower ALAN BROWN Street Address 800 CLEVELAND AV		First Name ALAN City BROWNS	Middle	Zip		
Co-Borrower Co-Borrower ALAN BROWN Street Address 800 CLEVELAND AV Email Notification		City BROWNS	State	Zip		

4. Click the document icon under View to open the determination. If additional research is needed on the property, the status will appear as Pending and an email will be sent to you when complete. The report may be transferred by clicking Transfer to Lender at the top.

ransfer to Lender							
roperty					Order Details		
Idress 8631 VISTA HILLS I	DR, RICHMOND, TX, 77407				Report ID	4811237	
					Report Type	Life of Loan	
orrower		Co-Borrower			Order By	Xactus Demo	
Ime Niskis Green		Name	éles Breus		Status	Completed	
Address 100 TERRACE AV Wart House CT 08548			100 TERRACE AV. West Haven, CT. 06516	Ordered 02/02/2024, 01:13:34 PM			
						00001024,0110.0411	
ptional Information							
x ID			Legal Description				
ounty			Lot	Block		Section	
Ibdivision			Township	Range			
eport							
Name	Date		View				
Elead ReportV pdf	02/02/2024_01:13:34_PM	1	B				

5. The report can be also viewed on the Xactus360 website or in the Encompass eFolder.

Home	Pipeline	Loan	Trades	Contacts	Dashboard	Reports				
🙎 Boi	rrowers	Nickie Gre	en and Alan	Brown	~ 🗹				Search AllRegs	
				1	Loan #: 2308	000154	LTV: //	Rate:	Est Closing Date: //	
					Loan Amount:		DTI: 1	Not Locked	🙎 FS: Xactus Test	~
48 A	lerts & Mess	ages	Log	•	J 1003 URLA Par	t 1 LA P2	1003 URLA P3 1003 U	RLA P4 1003 URLA Lender REGZ-L	E Itemization 1008 Disclos	ure Tracking
Proce	essing expec	ted	08/25	5/23 🔺						
🔳 Subm	ittal expecte	d	09/01	/23	To be completed	1 by the Le	nder:			\sim
🔳 Cond	Approval e	opected	09/04	1/23	Agency Case N	0		Print ULI / NULI on URLA		
🔳 Resul	bmittal expec	ted	09/09	9/23	Lender Case No			Print both ULI / NULI and Lo	ban #	
E Appro	oval expecte	d	09/11	/23				URLA Loan Identifier 230800	0154	

6. Click to open the Flood ReportX.

C Encompass eFolder										
eFolder Documents Help										
Documents Preliminary Conditions Underwr	ting Conditions Post-Closing Conditions	Delivery Conditions Packages	History							
Documents View Standard View V 🖌 🕢 🗹										
Document Group (All Documents) V Stacking Order None V										
Documents (2)		🔓 🕼 🗹 🗙 🚨 📇 📔 😑 🕻	nsent Request	eDisclosures Retrieve	e Document Manager	File Manag	jer Sen	d 🔻		
Att Fo Name 🔺	For Borrower Pair	Туре	Access Fo	r Milestone S	Status	Date				
	Flood	~	~		~	\sim	=	\sim		
Flood ReportX Flood Determination		All	Settlement Service	AC, CL, FN, LD, 📃	Processing F	Received	02/02/24			
Flood ReportX	All	Settlement Service	AC, CL, FN, LD, 📃	Processing F	Received	02/02/24				

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