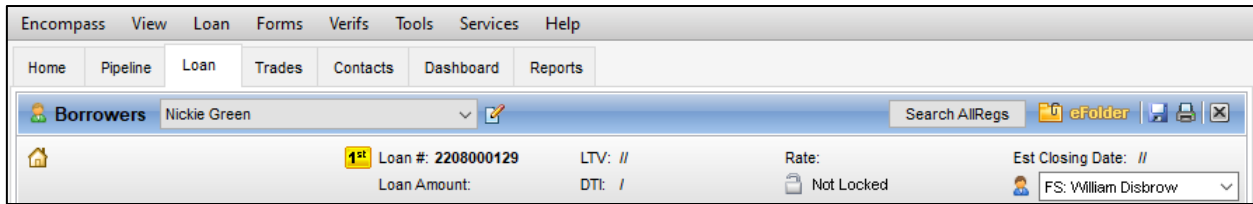
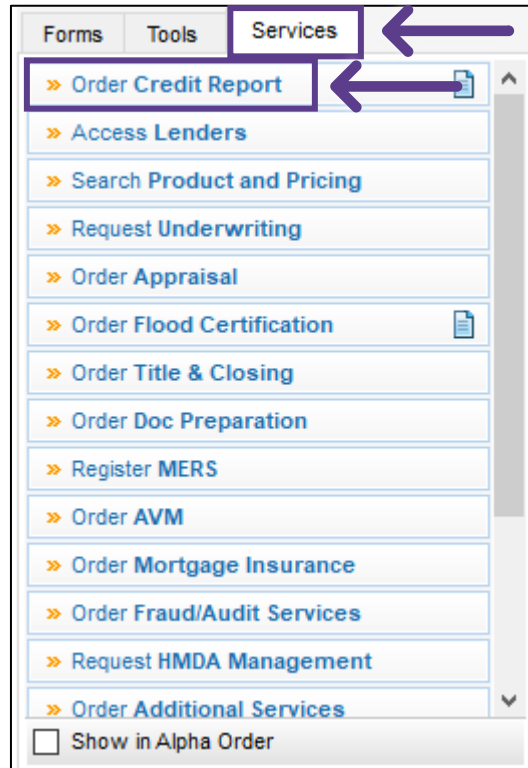


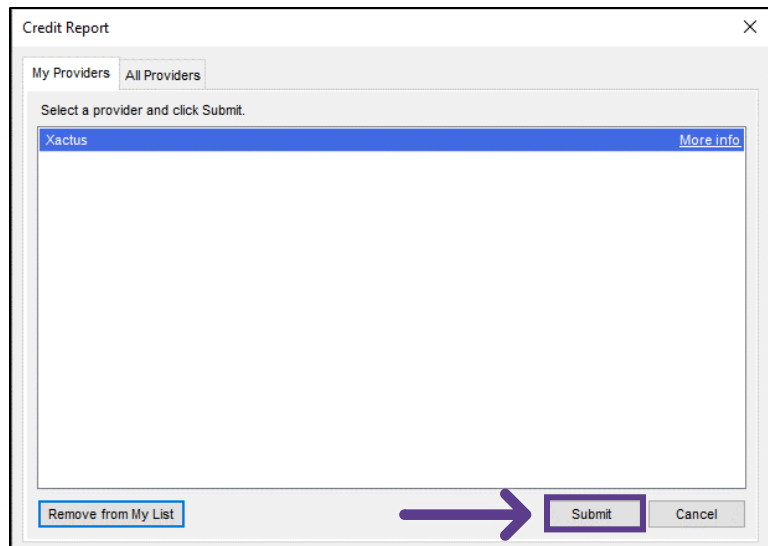
1. Start by logging in and opening the borrowers loan file.



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



A window will pop-up allowing you to choose your Provider. Select Xactus and click Submit to launch the order form.



3. A refresh report can only be ordered following a hard inquiry. Start by entering your user ID and password by clicking LOGIN INFORMATION. Then, make the selections for the report needed.

Request Type: New Report

Report Type: Refresh

Reference Number: Report ID of the original hard inquiry report

Next, select Import all under Import Liabilities.

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

The screenshot shows the Xactus report ordering interface. A purple arrow points to the 'LOGIN INFORMATION' link in the top right corner. Another purple arrow points to the 'Request Type' dropdown, which is set to 'New Report'. A third purple arrow points to the 'Report Type' dropdown, which is set to 'Refresh'. A fourth purple arrow points to the 'Submit' button at the bottom right. The form includes fields for Borrowers (NICKIE GREEN & ALAN BROWN), Loan Number (2307000328), and Submitting order on behalf of. The 'ORDER INFORMATION' tab is active, showing 'Request Type' (New Report), 'Reference Number' (45298949), 'Report Type' (Refresh), 'Report On' (Joint), and 'Import Liabilities' (Import all). The 'Credit Bureaus' section has checkboxes for Experian, Equifax, and TransUnion, all of which are checked. The 'Borrower' and 'Co-Borrower' sections contain personal information, including last names, first names, SSNs, birth dates, and current addresses.

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

This screenshot shows a smaller version of the Xactus report ordering form, likely a modal window that appears during report processing. It contains the same fields as the main form, including Borrowers, Loan Number, Request Type (New Report), Reference Number (48999145), Report Type (Refresh), Report On (Individual), Import Liabilities (Import all), and the checked Credit Bureaus (Experian, Equifax, TransUnion). The Borrower and Co-Borrower information is also present. At the bottom right, there are 'Close' and 'Submit' buttons.

- Xactus

LOGIN INFORMATION

Borrowers

Loan Number






Submitting order on behalf of:

Nickie Green & Alan Brown

2208000129

ORDER INFORMATION

ORDER STATUS

ORDER DATE	REFERENCE NUMBER	PRODUCT	STATUS	DOCUMENTS
07/18/2023 08:48:36 AM	48989145	INDIVIDUAL, [EX], REFRESH	COMPLETED	
07/18/2023 08:28:53 AM	48988066	INDIVIDUAL, [EX , EQ , TU], CONSUMER CREDIT	COMPLETED	
07/18/2023 08:26:00 AM	48987958	INDIVIDUAL, [EX , EQ , TU], CONSUMER CREDIT	COMPLETED	
07/18/2023 08:20:52 AM	48987683	INDIVIDUAL, [EX , EQ , TU], CONSUMER CREDIT	COMPLETED	
07/18/2023 08:09:29 AM	48987112	INDIVIDUAL, [EX , EQ , TU], CONSUMER CREDIT	COMPLETED	

Close

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

08/01/2023