

How to Order an Additional Mortgage Ultimate Report Within Encompass® by ICE Mortgage Technology® (Xactus360)

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

Encom	pass Viev	v Loan	Forms	Verifs T	ools Service	s Help				
Home	Pipeline	Loan	Trades	Contacts	Dashboard	Reports				
8 Bo	orrowers	MORTGAG	E ULTIMATE	:	~ 🗹				Search AllRegs	r 🖵 🔒 💌
				<mark>1</mark> 5	Loan #: 2401 Loan Amount:	000712	LTV: // DTI: /	Rate:	Est Closing Date: //	~

2. Open the eFolder

Encompa	ass Viev	v Loan	Forms	Verifs T	ools Service	s Help					
Home	Pipeline	Loan	Trades	Contacts	Dashboard	Reports					
8 Bor	rowers	MORTGAG	E ULTIMATE		~ 🗹				Search AllRegs	🖆 eFolder	
"				1*	Loan #: 2401	000712	LTV: //	Rate:	Est Cl	osing Date: II	
					Loan Amount:		DTI: /	Not Locked	🤱 F	S: Xactus Test	\sim

3. Click on the existing Mortgage Ultimate order and click Retrieve.

Do	cum	ents View Standard View	✓ J ② Z						
Do	cume	nt Group (All Documents)	 ✓ Stacking 	Order None		~			
Do	cume	ents (1)	L 🕼	🗹 🗙 🍮 🔟 🔒 📄 eCor	nsent Request eDis	closures Retrieve		e Manag	er Send 🔻
Att	Fo	Name 🔺	Description	For Borrower Pair	Туре Ассе	ess For	r Milestowe	Status	Date
				~	~		~	~	- ~
		Verifications	Verifications	MORTGAGE ULTIMATE	Settlement Service CL, I	FN, LO, LP, 📃	Processing	Requested	01/22/24

4. Once retrieved, click Additional Mortgage Ultimate.

	Additional Mortgage Ultimate Condensation Ment Order Experian Verify Order Manual						
Borrower	Order Information						
Name MORTGAGE ULTIMATE	Source	The Work Number					
SSN 666-45-8926	Type of Verification	Verification of Employment & Income					
	Status	Completed					
	Ordered By	Xactus Test					
	Ordered	09/24/2024, 10:20:11 AM					
	Completed	09/24/2024, 10:20:15 AM					

5. Make selections for the order and click Submit.

Order Type		Operator ID: xactusdemo Switch Operator ID
Experian Verify The Work Number M	anual	
Borrowers	← Coan Number 2401000714	
First Name Last Name ULTIMA	E Social Security Num 666-45-8921	mber
Employer Code Employer The Work Number Employer Search	Name Employee Salary	Key Employee ID
Type of Verification		
 Verification of Employment Verification of Employment & Income 		
By submitting this order, I certify that I have a copy of th	e consumer's authorization.	

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