

How to Order an Employment and Income VerificationX Supplement 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 🛅 eFolder 🔒 🖶 🗙
				1	Loan #: 2401 Loan Amount:	000712	LTV: // DTI: /	Rate:	Est Closing Date: //

2. Open the eFolder

Encomp	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: //	
					Loan Amount:		DTI: /	Not Locked	🤱 F	S: Xactus Test	~

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

Do	ocum	ents View Standard View	× 🛛 🧿 🗹			
Do	cume	nt Group (All Documents)	✓ Stack	Order None 🗸		
D	ocum	ents (1)	📮 (🗹 🗙 🏖 🖶 eConsent Request eDisclosures Retrieve International Action	e Manager 🛛 Se	end 🔻
Att	Fo	Name 🔺	Description	For Borrower Pair Type Access For Milestone Statu	us Date	
				· · · · · · · · · · · · · · · · · · ·	~ =	\sim
		Verifications	Verifications	MORTGAGE ULTIMATE Settlement Service CL, FN, LO, LP, 📃 Processing Requ	lested 01/22/2	4

4. Once retrieved, click Order Supplement.

Xactus XX	IV ^x Income VerificationX	
<u>Order Reverify</u>	Order Supplement	Order Manual

5. Select an Employer to update and click Submit.

Employer Name	Reference Number	
Enterprise Two	999379900492	۲
Enterprise One-Verifier Integrations Only	999379900494	0
Enterprise USA Einensiel	999379900495	0

6. Input all required fields including information about the Employee and Employer.

Required Fields				
Type of Order:	Manual 🗸			
VOE Type*:	Supplement			
Rush:				
Email notification:				
Send notification to:	xactus@xactus.com			
econdary email notification:				
Loan Number:	2405001015			
imployee:		[Test Files]		
First Name*:	Nickie			
Middle Name:				
Last Name*:	Green			
Suffix:				
SSN*:	799005144			
Street Name*:	100 Terrace Av			
City*:	West Haven			
State*:	СТ			
Zip*:	06516			
Phone Number:				
DOB:				
DOB:				
DOB: mployer: Employment Type:	Former V			
DOB: Employer: Employment Type: Employer Name*:	Former V Enterprise Two			
DOB: Employer: Employment Type: Employer Name*: Street Name*:	Former ✔ Enterprise Two 123 Main			
DOB: Employer: Employment Type: Employer Name*: Street Name*: City*:	Former V Enterprise Two 123 Main St. Louis			
DOB: Employer: Employment Type: Employer Name*: Street Name*: City*: State*:	Former V Enterprise Two 123 Main St. Louis MO			
DOB: Employer: Employment Type: Employer Name*: Street Name*: City*: State*: Zip*:	Former V Enterprise Two 123 Main St. Louis MO 63146			
DOB: Employer: Employment Type: Employer Name*: Street Name*: City*: State*: Zip*: Position*:	Former V Enterprise Two 123 Main St. Louis MO 63146 DEMO EMPLOYEE			
DOB: Employer: Employment Type: Employer Name*: Street Name*: City*: State*: Zip*: Position*: Date Hired:	Former V Enterprise Two 123 Main St. Louis MO 63146 DEMO EMPLOYEE 12/31/2005			
Employer: Employment Type: Employer Name*: Street Name*: City*: State*: Zip*: Position*: Date Hired: Date Terminated:	Former ✓ Enterprise Two 123 Main St. Louis MO 63146 DEMO EMPLOYEE 12/31/2005 07/09/2018			
Employer: Employment Type: Employer Name*: Street Name*: City*: State*: Zip*: Position*: Date Hired: Date Terminated: Phone Number*:	Former ▼ Enterprise Two 123 Main St. Louis MO 63146 DEMO EMPLOYEE 12/31/2005 07/09/2018 8002583488	Fax Number:		
Employer: Employment Type: Employer Name*: Street Name*: City*: State*: Zip*: Position*: Date Hired: Date Terminated: Phone Number*: Contact Name:	Former ✓ Enterprise Two 123 Main St. Louis MO 63146 DEMO EMPLOYEE 12/31/2005 07/09/2018 8002583488 	Fax Number: Email Address:		
Employer: Employment Type: Employer Name*: Street Name*: City*: State*: Zip*: Position*: Date Hired: Date Terminated: Phone Number*: Contact Name: Current as of date invalid:	Former ▼ Enterprise Two 123 Main St. Louis MO 63146 DEMO EMPLOYEE 12/31/2005 07/09/2018 8002583488 □	Fax Number: Email Address:		
Employer: Employment Type: Employer Name*: Street Name*: City*: State*: Zip*: Position*: Date Hired: Date Terminated: Phone Number*: Contact Name: Current as of date invalid: Income Missing/Incorrect:	Former ▼ Enterprise Two 123 Main St. Louis MO 63146 DEMO EMPLOYEE 12/31/2005 07/09/2018 8002583488 □ □	Fax Number: Email Address:		
Employer: Employment Type: Employer Name*: Street Name*: City*: State*: Zip*: Position*: Date Hired: Date Terminated: Phone Number*: Contact Name: Current as of date invalid: Income Missing/Incorrect: Incorrect Pay Rate:	Former ▼ Enterprise Two 123 Main St. Louis MO 63146 DEMO EMPLOYEE 12/31/2005 07/09/2018 8002583488 □ □ □ □ □	Fax Number: Email Address:		
Employer: Employment Type: Employer Name*: Street Name*: City*: State*: Zip*: Position*: Date Hired: Date Terminated: Date Terminated: Phone Number*: Contact Name: Current as of date invalid: Income Missing/Incorrect: Incorrect Pay Rate: Avg hours not included:	Former ▼ Enterprise Two 123 Main St. Louis MO 63146 DEMO EMPLOYEE 12/31/2005 07/09/2018 8002583488 □ □ □ □ □	Fax Number: Email Address:		

7. Then, click Choose File to attach any supporting documents including the borrower's authorization.

Document Type:	Borrower's Authorization 🗸		
File:	Choose File Borrower's horization.pdf	\leftarrow	
Document Description	Borrower's Authorization		[Add Additional File]

8. Once complete, click Submit.



9. The request will be submitted and details will be listed under Service Orders.

Credit ReportX						
Actions:	Service Orders:					
	VOE Supplement: ENTERPRISE TWO					
I <u>Trigger Product Bundle</u>	Order ID:	690324	Upload supporting documentation			
View Authorization	Status:	Pending	Ask a question			
	Ordered:	05-01-2024, 03:36:55 PM				
	Special instructions:					