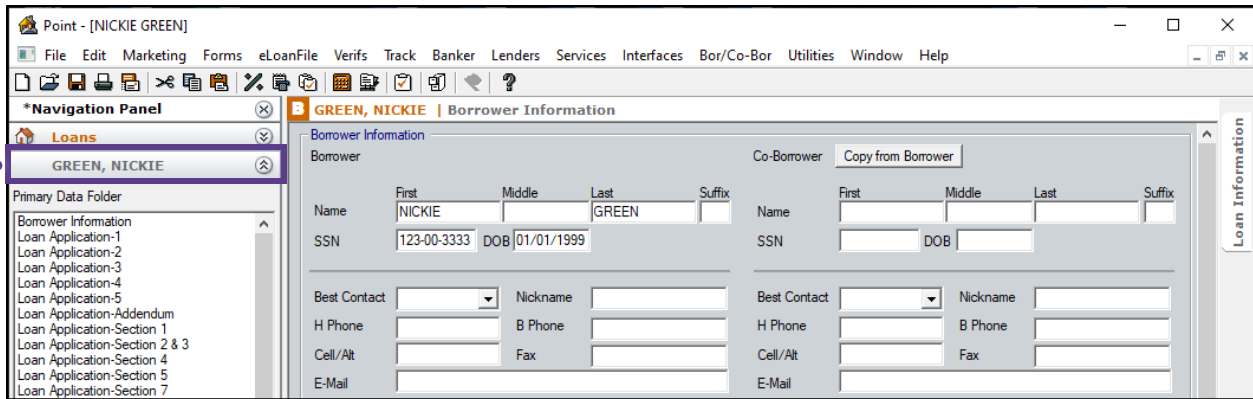
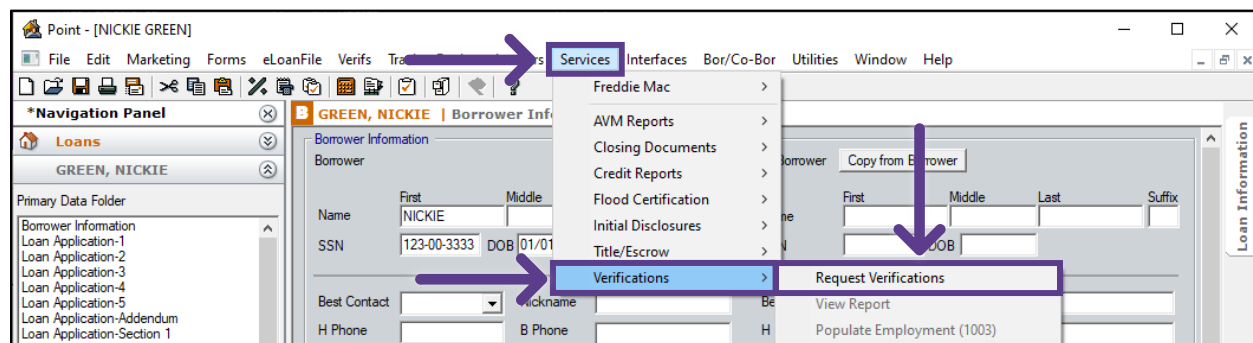


1. Start by logging in and opening the applicants loan file.



2. Click on the Services drop-down menu and navigate to Verifications, then click Request Verifications.



3. Select Xactus as the Verification Services Provider. Then, select the Order, Request and Verification type:
- Order Type – New or Check Status
- Request Type – Select Borrower: toggle between borrower and co-borrower if joint.
- NOTE: Order Reference Number is always required on a Reverify order.
- Verification Type – Check the box for Verification of Employment and select Reverify from the dropdown menu.
- Select box for VOE Rush Processing as necessary (additional expedite fee may apply).
- When all information is entered correctly, please click Submit.

Request Verifications

Verification Services Provider: **Xactus** 800-243-0120 [Getting Started](#)

Generic Verification Request

Order

- ☒ Order New Verification
- ☐ Upgrade Order
- ☐ Check Status

Primary Borrower Order Reference Number: **51218939**

Co-Borrower Order Reference Number:

Additional Instructions, Comments

☐ Pay by credit card

Request Type

Select Borrower:

- ☒ **NICKIE GREEN**
- ☐ [No Co-Borrower Name]

SSN: SSN:

DOB: DOB:

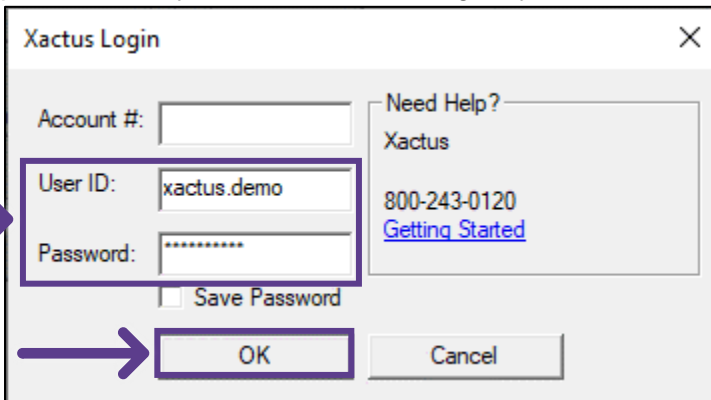
Verification Type:

- ☒ Verification of Employment
- ☐ VOE Rush Processing
- ☐ SSNV Verification
- ☐ E-Signature
- ☐
- ☐

Authorization Method:

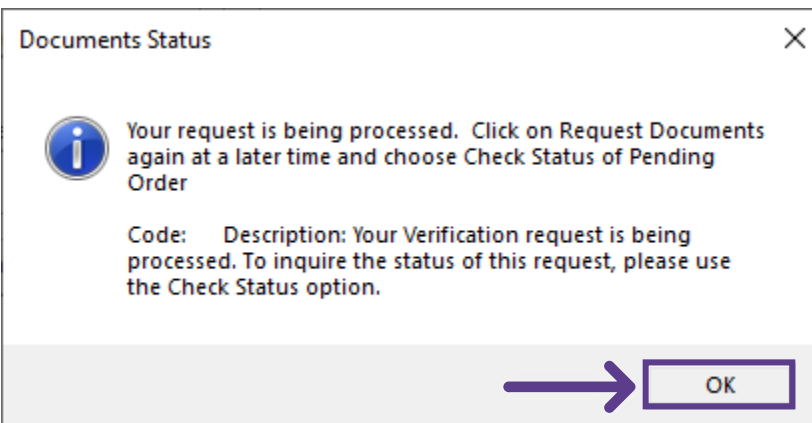
Press F1 for help

4. Input the user ID and password for your selected credit agency, then click OK



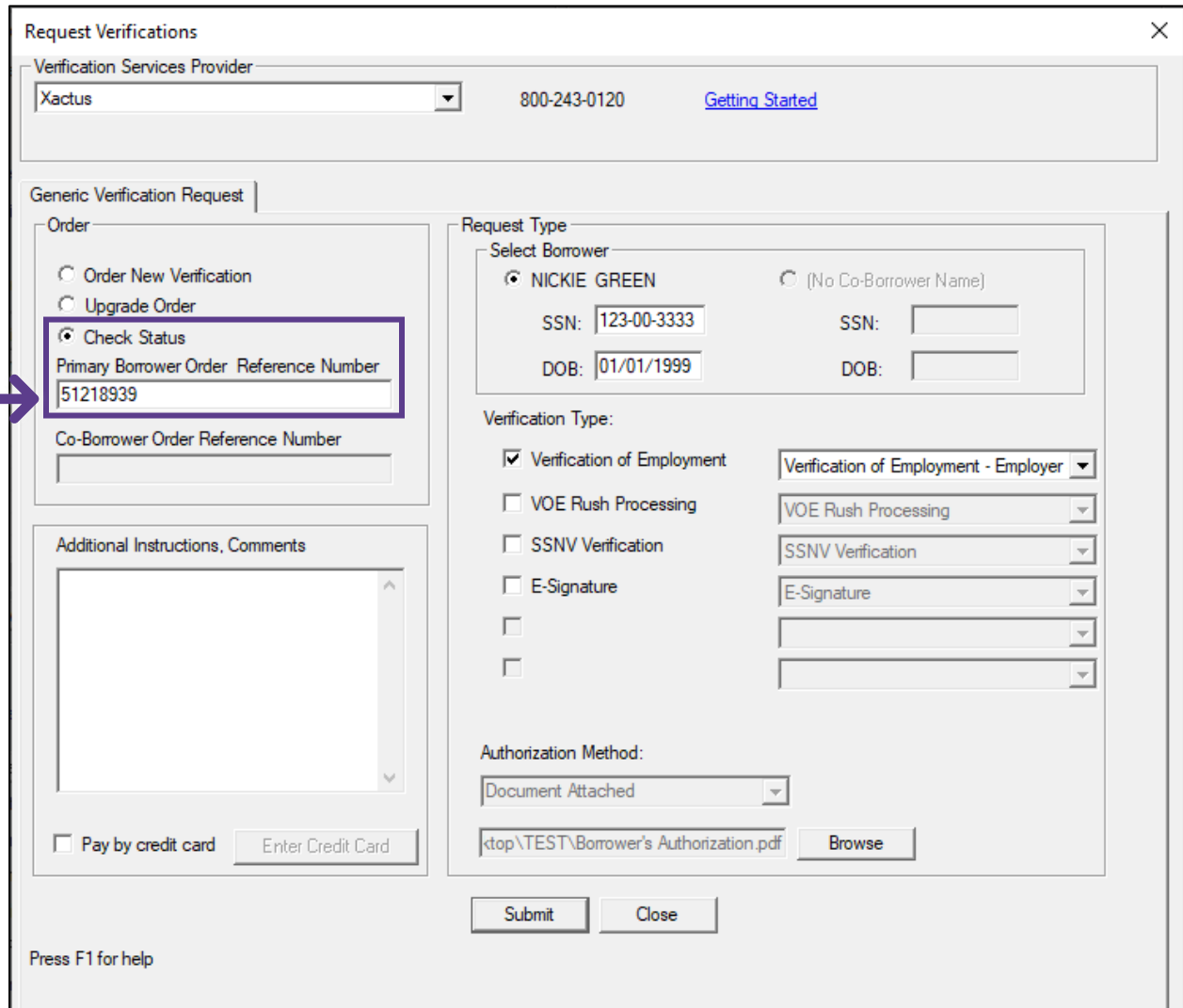
The image shows a 'Xactus Login' dialog box. It has a title bar with a close button (X). Inside, there are three input fields: 'Account #:', 'User ID:', and 'Password:'. The 'User ID' field contains the text 'xactus.demo'. To the right of these fields is a 'Need Help?' section with the text 'Xactus', the phone number '800-243-0120', and a blue hyperlink 'Getting Started'. Below the input fields is a checkbox labeled 'Save Password'. At the bottom are two buttons: 'OK' and 'Cancel'. A purple arrow points to the 'User ID' field, and another purple arrow points to the 'OK' button.

5. The following will appear letting you know the order is being processed. Click OK.



The image shows a 'Documents Status' dialog box. It has a title bar with a close button (X). Inside, there is an information icon (i) followed by the text: 'Your request is being processed. Click on Request Documents again at a later time and choose Check Status of Pending Order'. Below this, there is a 'Code:' and 'Description:' section. The 'Description' text reads: 'Your Verification request is being processed. To inquire the status of this request, please use the Check Status option.' At the bottom right is an 'OK' button. A purple arrow points to the 'OK' button.

6. You will be taken back to the Request Verifications screen where you can check the status of the order or request additional Verifications. Also notice that the primary borrower is also assigned a Reference number (Report ID) for the current order.



Request Verifications

Verification Services Provider: Xactus 800-243-0120 [Getting Started](#)

Generic Verification Request

Order

- ☐ Order New Verification
- ☐ Upgrade Order
- ☒ Check Status

Primary Borrower Order Reference Number: 51218939

Co-Borrower Order Reference Number:

Additional Instructions, Comments

☐ Pay by credit card

Request Type

Select Borrower: ☒ NICKIE GREEN ☐ (No Co-Borrower Name)

SSN: 123-00-3333 SSN:

DOB: 01/01/1999 DOB:

Verification Type:

- ☒ Verification of Employment Verification of Employment - Employer
- ☐ VOE Rush Processing VOE Rush Processing
- ☐ SSNV Verification SSNV Verification
- ☐ E-Signature E-Signature
- ☐
- ☐

Authorization Method:

Document Attached

ktop\TEST\Borrower's Authorization.pdf

Press F1 for help

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