

How to Reverify an Income and Employment VerificationX Report Within Encompass® by ICE Mortgage Technology® (Xactus360)

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

Encompass View Loan Forms Verifs Tools Services Help		
Home Pipeline Loan Trades Contacts Dashboard Reports		
🐍 Borrowers Kevin Testcase 🗸 🗹	🗂 citilar 🗐 🔒 🗙	
Image: Second system Image: Se	Rate: Est Closing Date: // Image: Distribution of the state of t	
 Click on the Services tab in the bottom left corner. Then, click the Check Status icon. 	Forms Tools Services > Order Hood Certification Image: Cosing > Order Title & Closing > Order Doc Preparation > Register MERS > Order AVM > Order Mortgage Insurance > Order Fraud/Audit Services > Request HMDA Management > Order Additional Services > Order Verifications > Submit Investors > Submit Due Diligence > View My Custom Links Yiew in Alpha Order	

3. Click the order to reverify and click Retrieve.

Τ	Name 🔻	Requested From	For Borrower Pair	Status	Date
Ì	Verifications	Xactus - Income VerificationX	Alan Brown	Requested	09/25/23
	Verifications	Xactus - Income VerificationX	Alan Brown	Requested	09/28/23
	Verifications	Xactus - Income VerificationX	Alan Brown	Requested	09/28/23
	Verifications	Xactus - Income VerificationX	Alan Brown	Requested	09/25/23
	Verifications	Xactus - Income VerificationX	Alan Brown	Requested	09/28/23
	Verifications	Xactus - Income VerificationX	Alan Brown	Requested	09/28/23
	Verifications	Xactus - Income VerificationX	Alan Brown	Requested	09/28/23
	Verifications	Xactus - Income VerificationX	Alan Brown	Requested	09/28/23

4. Click Order Reverify.

Order Reverify Order Manual korrower				
Alan Brown Source The Work Number SN 991-91-9991 Source The Work Number Status Completed Ordered By Xactus Demo Ordered By Xactus Demo Ordered 09/25/2023, 01:20:56 PM Completed 09/25/2023, 01:20:58 PM Beport ID 973909	Order Reve			
ame Alan Brown SN 991-91-9991 SN 991-91-9991 SN 991-91-9991 Source The Work Number Type of Verification Verification of Employment & Income Status Completed Ordered By Xactus Demo Ordered 09/25/2023, 01:20:56 PM Completed 09/25/2023, 01:20:58 PM Report ID 973909	Borrower		Order Information	
SN 991-91-9991 Type of Verification Verification of Employment & Income Status Completed Ordered By Xactus Demo Ordered By 09/25/2023, 01:20:56 PM Completed 09/25/2023, 01:20:56 PM Report ID 973909	Name	Alan Brown	Source	The Work Number
Status Completed Ordered By Xactus Demo Ordered 09/25/2023, 01:20:56 PM Completed 09/25/2023, 01:20:58 PM Report ID 973909	SSN	991-91-9991	Type of Verification	Verification of Employment & Income
Ordered By Xactus Demo Ordered 09/25/2023, 01:20:56 PM Completed 09/25/2023, 01:20:58 PM Report ID 973909			Status	Completed
Ordered 09/25/2023, 01:20:56 PM Completed 09/25/2023, 01:20:58 PM Report ID 973909			Ordered By	Xactus Demo
Completed 09/25/2023, 01:20:58 PM Report ID 973909			Ordered	09/25/2023, 01:20:56 PM
Report ID 973909			Completed	09/25/2023, 01:20:58 PM
			Report ID	973909

5. Click which Employer to reverify, then click Submit.

Employer Name	Reference Number	r Reverify	
THE MADISON CONCOURSE HOTEL AND GOVERNOR'S CL	UB 977371635581		\leftarrow
Enterprise One-Verifier Integrations Only	977371635582	0	

6. Click the report icon to view.

Borrower		Order Information	
Name Alan Brown	_	Source	The Work Number
SSN 991-91-9991		Type of Verification	Verification of Employment Reverify
		Status	Completed
		Ordered By	Xactus Demo
		Ordered	09/28/2023, 11:19:26 AM
		Completed	09/28/2023, 11:19:28 AM
		Report ID	979650
		Loan Number	2308000156
		Fee	\$54.95
Employer Name		TWN Reference# 977371635581	
Report			
Name	Date	View	

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