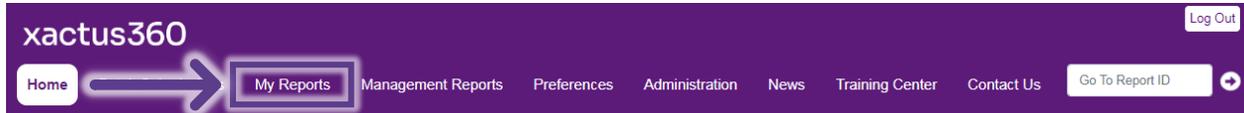


1. Start by logging into Xactus360 and from the home page, click My Reports.



2. Next, click Open next to Activity Report.



3. First, choose the Report Period needed. Then, Specify the Output and which Charges to Include. The option to Exclude \$0 Charges is available as well. When all selections are made click Submit.

Activity Report

Report Period: None Start date: End date:

Specify the Output

HTML

Charges To Include: Applied Charges Include in Output: Details

Exclude \$0 Charges

Submit

4. The report will process and once complete will open on the screen (if HTML was selected). Or the report can be found in your Downloads folder (if Excel was selected).

HTML view:

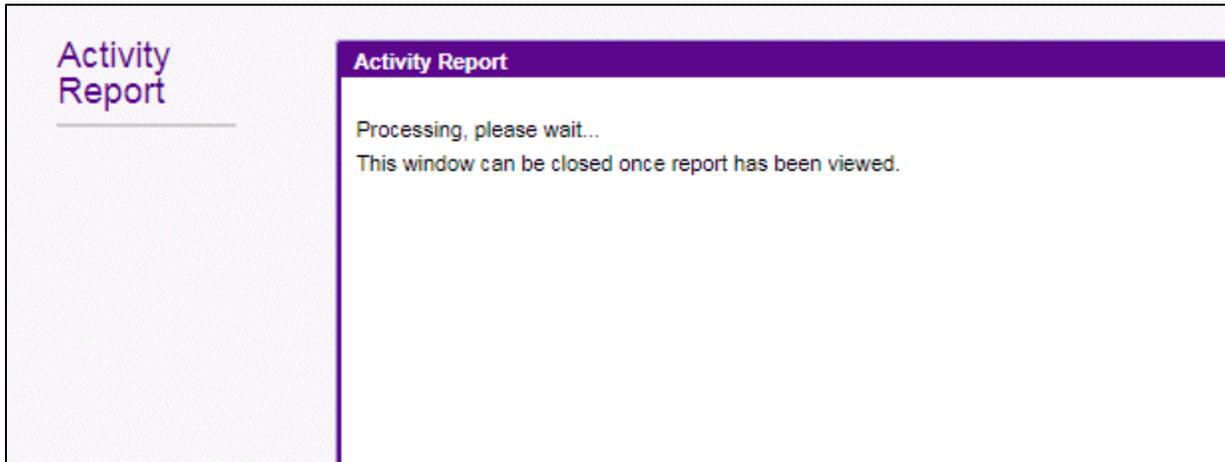


Activity Report
07-01-2023 - 07-11-2023

Date	Report ID	Loan Number	Operator Name	Borrower	Co-Borrower Name	Product	Charge	Credit	Total
1889014410	48784037			MICROSOFT CORP		Experian Business Search	\$3.00		\$3.00
1889014482	48784037			MICROSOFT CORP		Experian Premier Profile Report, MICROSOFT CORP	\$35.00		\$35.00

[Print](#)

Excel view:



	A	B	C	D	E	F	G	H	I	J
1	Activity Report									
2	01-Jul-2023 - 11-Jul-2023									
3										
4										
5	Date	Report ID	Loan Number	Operator Name	Borrower	Co-Borrower Name	Product	Charge	Credit	Total
6	07-10	48764037			MICROSOFT CORP		Experian Business Search	\$3.00		\$3.00
7	07-10	48764037			MICROSOFT CORP		Experian Premier Profile Report, MICROSOFT CORP	\$35.00		\$35.00
8							Total for Operator xactus.demo	Charges		\$38.00
9								Credits	\$0.00	
10								Total		\$38.00

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