

1. Surrogate ordering is used when you would like a user to be able to place orders on behalf of another user. First log into the website. From the Home page click on the product you would like to order.

xactı	us360								
Home	Batch Submissions	Account	Management Reports	Preferences	Administration	News	Xactus U	Contact Us	Search
	Credit		Income & Employment		Property Solutions		Fraud Detection		
C	)rder Credit Report X )rder Undisclosed Debt X		Order Tax Transcript > Order Income Verifica	tion X	Order Flood Re Order Valuatio	eport X n Model X		Order LoanShie Order Fraud Re	ld X port X

Once the ordering screen populates, go to the Operator Field and click on the down arrow and select the person you are ordering on behalf of. Then proceed with your order.

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- This feature is available with requesting Credit X, PreQual X, Tax Transcript X, Employment & Income Verification X, Flood X, Fraud X and Social Security Verification X.
- 4. This can also be requested on the left-hand side of the applicant screen.

A	Credit	<u>Add</u>					
Orders:							
▶ 7	<u>4958574</u>	Credit Report X (I- TUC/EXP/EQX)	05-06	$\otimes$			
e	<u>Order</u>						
-^s	Undis	closed Debt VerificationX	<u>O</u> I	der			
Ø	Tax Ti	<u>Order</u>					
√ ssn	Socia	<u>Order</u>					
>	Incom	<u>Order</u>					
e	Asset	VerificationX	Order				
	Flood	Flood ReportX					
$\bigcirc$	Fraud	Order					

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

## 05/14/2025