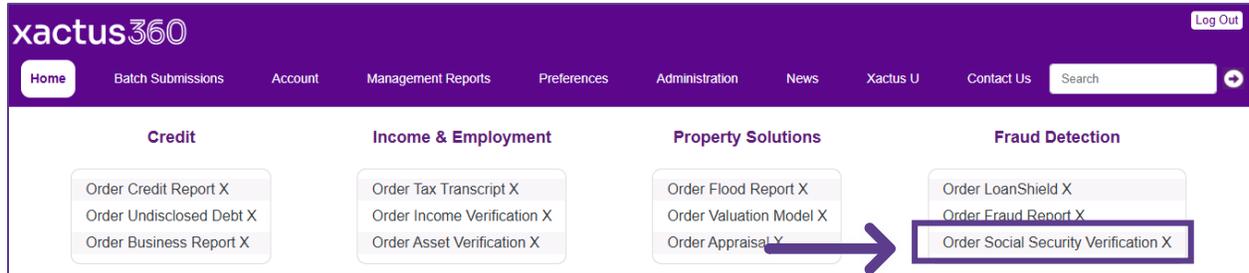
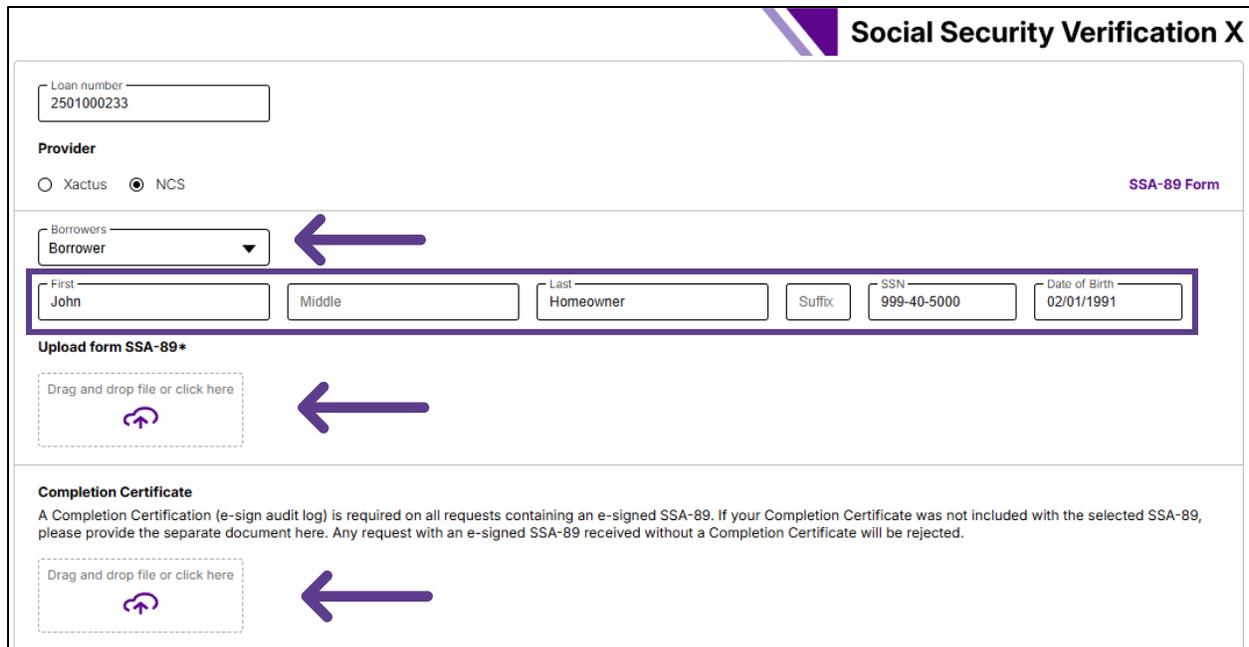


How to Order a Social Security VerificationX Within Xactus360

1. Start by logging into Xactus360 and from the home page, click Order Social Security VerificationX.



2. Under Borrower's, choose Borrower or Co-Borrower. Complete the Borrower's name and Social Security Number. Then under Upload form SSA-89, click to add the SSA89 form and the Completion Certificate if the SSA-89 form was e-signed.



The screenshot shows the 'Social Security Verification X' form. It includes a 'Loan number' field with the value '2501000233'. The 'Provider' section has radio buttons for 'Xactus' and 'NCS', with 'NCS' selected. A red box highlights the 'Borrowers' dropdown menu (set to 'Borrower') and the 'First', 'Middle', 'Last', 'Suffix', 'SSN', and 'Date of Birth' input fields. The 'SSN' field contains '999-40-5000' and the 'Date of Birth' field contains '02/01/1991'. Below this, there are two 'Upload form SSA-89*' sections, each with a 'Drag and drop file or click here' area and a red arrow pointing to it. The 'Completion Certificate' section includes a text block explaining the requirement and another 'Drag and drop file or click here' area with a red arrow pointing to it.

3. Ensure the correct email address is listed for the updates and notifications. Then click Submit.

Send status updates and notifications to:

Primary Email: xactus@xactus.com Secondary Email:

Payments

Charge to invoice

Cancel Submit

4. This can also be requested from the applicant screen on the left-hand side.

✓ SSN Social Security VerificationX [Order](#)

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