


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


2. Click on the Services tab in the bottom left corner. Select Order Verifications.

A window will pop-up allowing you to choose your Provider. Then, click Submit to launch the order form.

3. Click the Applicant(s) dropdown to select one borrower. Your applicant information will pre-populate from the 1003. Next, select Click here to upload the SSA89 from the EFolder or local drive. If the SSA89 form is Esigned you will need to attach the Completion Certificate. Ensure the correct email address is entered for the alert. When all is complete, click Submit.



Advancing the Modern Mortgage



Social Security Verification X

Operator ID: dagee [Switch Operator ID](#)

Loan Number  
2505000255

SSA-89 Form

Borrowers  
Nickie Green

First\*  
Nickie

Middle


Last\*  
Green

Suffix

SSN\*  
123-00-3333

Date of birth\*  
01-01-1990


Upload form SSA-89\*

  
Click here

SSA-89 upload required when selected

Completion certificate

A completion Certification (e-sign audit log) is optional on all requests containing an e-signed SSA-89. If your Completion Certificate was not included with the selected SSA-89, you can provide the separate document here.

  
Click here

Send status updates and notifications to:

Primary email\*  
diana.agee@xactus.com


Secondary email


To proceed with this order the missing data must first be updated.

Cancel

Submit

4. The status will appear as Pending and an email will be sent to you when complete.

**xactus**   
Advancing the Modern Mortgage

 **Social Security Verification X**


**Borrower**  

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**Name** Nickie Green  
**SSN** 123-00-3333  
**Date of birth** 01-01-1990

**Order Details**  

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**Source** Social Security Verification X  
**Status** Pending   
**Ordered By** Diana  
**Ordered** 06/18/2025, 01:54:01 PM  
**Completed**  
**Report ID** 4092524  
**Loan Number** 2505000255

**Documents**  

Document description	Date	View
SSA-89	06/18/2025, 01:54:01 PM	

Close

5. Once complete, the report can be immediately viewed on the Xactus360 website. The completed order can also be found in your eFolder once you exit the loan. The order and status can also be found by clicking the documents icon next to Verifications. Please note that it could take up to 20 minutes for the completed report to be returned in Encompass.

Forms Tools Services

>> Order Flood Certification

>> 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 Warehouse Lenders

>> Submit Due Diligence

>> View My Custom Links

☐ Show in Alpha Order

6. Click the order needed and click View Document.

Services

From Service Providers						
Att	Name	Requested From	For Borrower Pair	Status	Date ▼	
	Verifications	Xactus - Income VerificationX	Nickie Green	Requested	06/18/25	
	Verifications	Xactus - Income VerificationX	Nickie Green	Requested	06/18/25	
	Verifications	Xactus - Social Security Ver...	Nickie Green	Requested	06/18/25	
	Verifications	Xactus - Income VerificationX	Nickie Green	Requested	06/18/25	
	Verifications	Xactus - Income VerificationX	Nickie Green	Requested	06/16/25	
	Verifications	Xactus - Income VerificationX	Nickie Green	Requested	06/16/25	
	Verifications	Xactus - Income VerificationX	Nickie Green	Requested	06/16/25	
	Verifications	Xactus - Income VerificationX	Nickie Green	Requested	06/12/25	
	Verifications	Xactus - Income VerificationX	Nickie Green	Requested	06/12/25	
	Verifications	Xactus - Income VerificationX	Nickie Green	Requested	06/12/25	
	Verifications	Xactus - Income VerificationX	Nickie Green	Requested	06/03/25	
	Verifications	Xactus - Income VerificationX	Nickie Green	Requested	06/03/25	
	Verifications	Xactus - Income VerificationX	Nickie Green	Requested	06/03/25	

Retrieve View Document

\*Please note Encompass Partner Connect (EPC) verifications use Dynamic & Default E-folders. A document cannot return to the e-folder while a loan is open/locked and may take up to 20 minutes. This is by design of EPC and not a result of a Xactus delay. All documents are available immediately on [xactus360.com](https://xactus360.com)

1. The Default folder will be labeled verifications and remain in processing / requested status. This is the folder that will allow you to utilize the check status button next to the order verifications option and return to the report screen.
2. The Dynamic folder will return once your order is completed and be labeled with your product and vendor name and say Processing / Received. This is where your completed document will be located.

Encompass eFolder





eFolder Documents Help

Documents Preliminary Conditions Underwriting Conditions Post-Closing Conditions Delivery Conditions Packages History

Documents View Standard View

Document Group (All Documents) Stacking Order None

Documents (2)

Att	For	Name	Description	For Borrower Pair	Type	Access	For Milestone	Status	Date
	2	Social Security VerificationX (7200)	SSx_Report_SSNV	SSA89 Test	Settlement Service	AC, CL, FN, LD,...	 Processing	Received	08/09/23
	1	Verifications	Verifications	SSA89 Test	Settlement Service	AC, CL, FN, LD,...	 Processing	Requested	08/09/23

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

06/18/2025