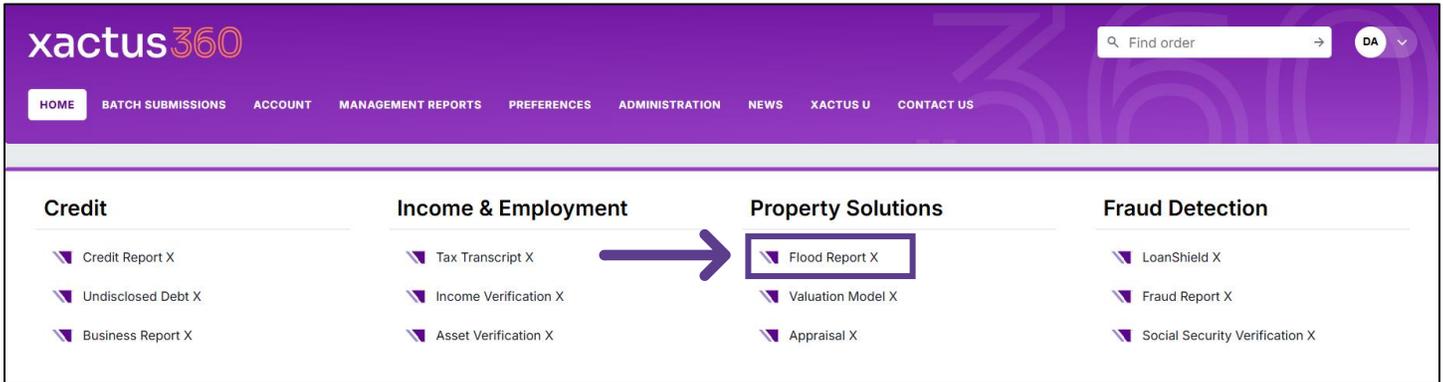


1. Start by logging into Xactus360 and from the home page, click Flood Report X.



2. Choose whether this is a Residential or Commercial flood report, then select to add Life of Loan or not. Input the borrower(s) information as well as the Property Address.

The screenshot shows the 'Flood Report X' order form. At the top, there are two tabs: 'RESIDENTIAL' (selected) and 'COMMERCIAL'. Below this is the 'Order Info' section with a 'Loan Number' input field and a 'Life of Loan' dropdown menu set to 'Yes'. The 'Borrower' section contains fields for First Name (NICKIE), Middle Name, Last Name (GREEN), Suffix, and SSN (123-00-3333). Below that is the 'Co-borrower' section with fields for First Name, Middle Name, Last Name, Suffix, and SSN. At the bottom is the 'Property Address' section with fields for Street Address (1913 North Woodlawn Ave), City (Metairie), State (LA), Zip (70001), and County. Blue arrows point to the 'RESIDENTIAL' tab, the 'Life of Loan' dropdown, the 'Borrower' section, and the 'Property Address' section.

3. If you have additional information to submit with the order, enter it in the Optional Information fields. Also ensure the correct email address is listed for the alert and select if an alert should be sent. When complete, click Submit.

Optional Information

Tax ID	Legal Description	County	Lot	Block	
<input type="text"/>					
Section	Subdivision	Township	Range	Loan Amount	Sale Amount
<input type="text"/>					

Supporting Documentation

Supporting documentation

 Drag and drop, or [browse](#)
Max 5 files

Notifications

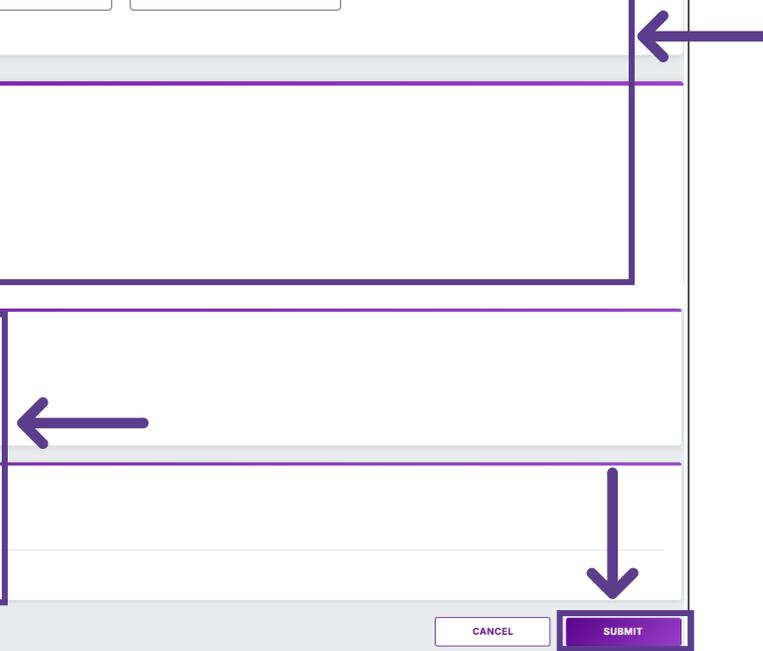
Send updates and notification

Primary Email * Secondary Email

Payment Options

Charge to invoice

Make one-time payment now



4. Once the order is processed you can view or download the report from the bottom right-hand side of the screen. At the bottom left, under POST-DETERMINATION ACTIONS, you have the ability to request a Recheck, Transfer a Determination, Cancel and receive a Refund, and Stop Tracking the LOL Determination. To begin the process, click on an Action.

Flood Report X

Borrower
Nickie Green

Borrower
Name: Nickie Green
SSN: *****3333

Property
Address: 1913 North Woodlawn Ave, Metairie, LA 70001

Order Details

Report ID	58289	Status	✓ COMPLETED
Order Number	2396226	Operator	Diana Agee
Loan Number		Ordered	07-21-2025, 02:56:32 PM
Report Type	Life of Loan	Completed	07-21-2025, 02:56:45 PM

POST-DETERMINATION ACTIONS

- Recheck Determination
Dispute or verify
- Transfer Determination
Transfer the loan to another lender or servicer
- Cancel and Refund
Loan did not close
- Stop Tracking
Loan paid off

VIEW REPORT **DOWNLOAD REPORT**

5. Flood Determinations can also be requested from the applicant screen on the left-hand side.



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