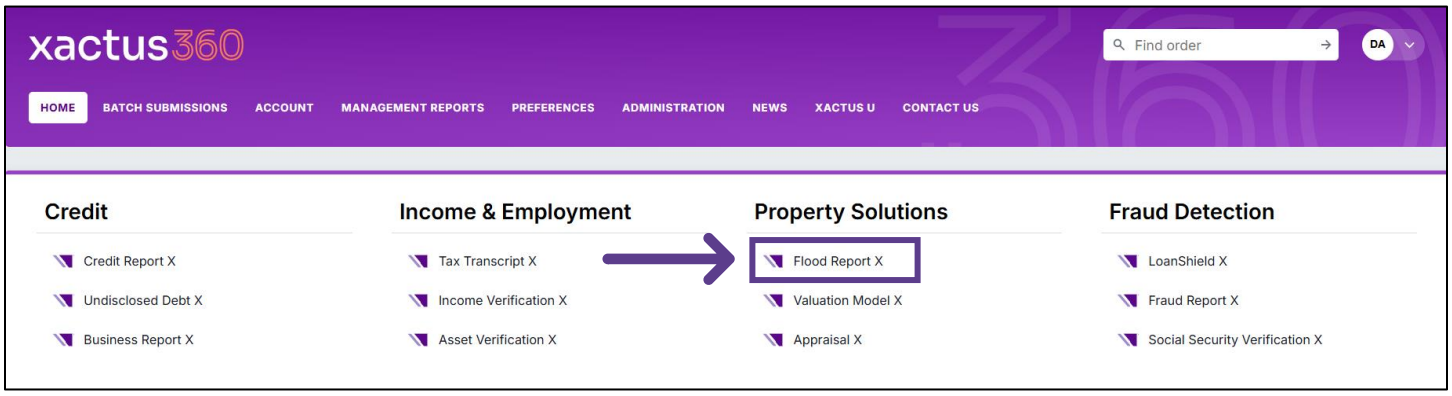
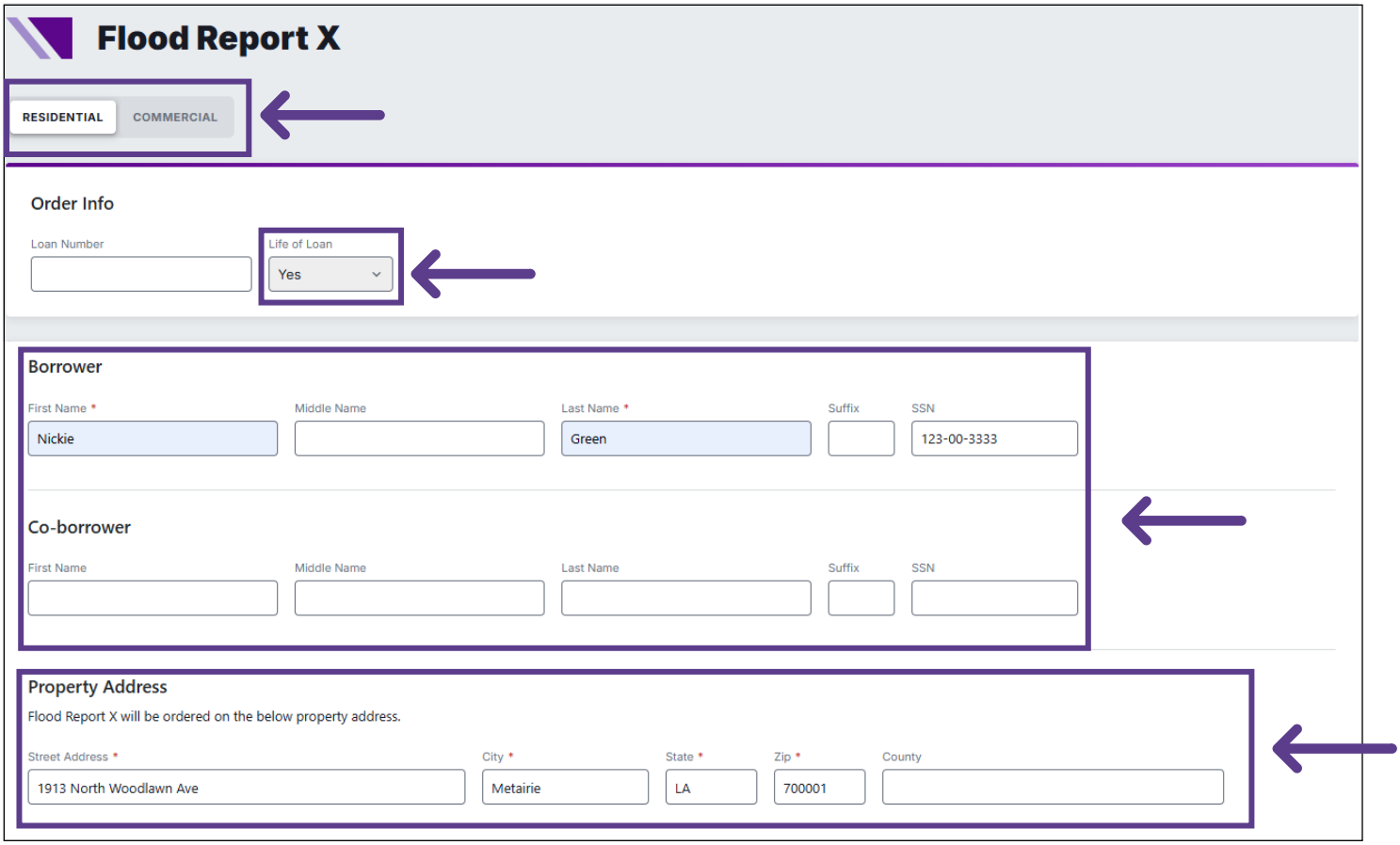
How to Order Flood Report X Within Xactus360

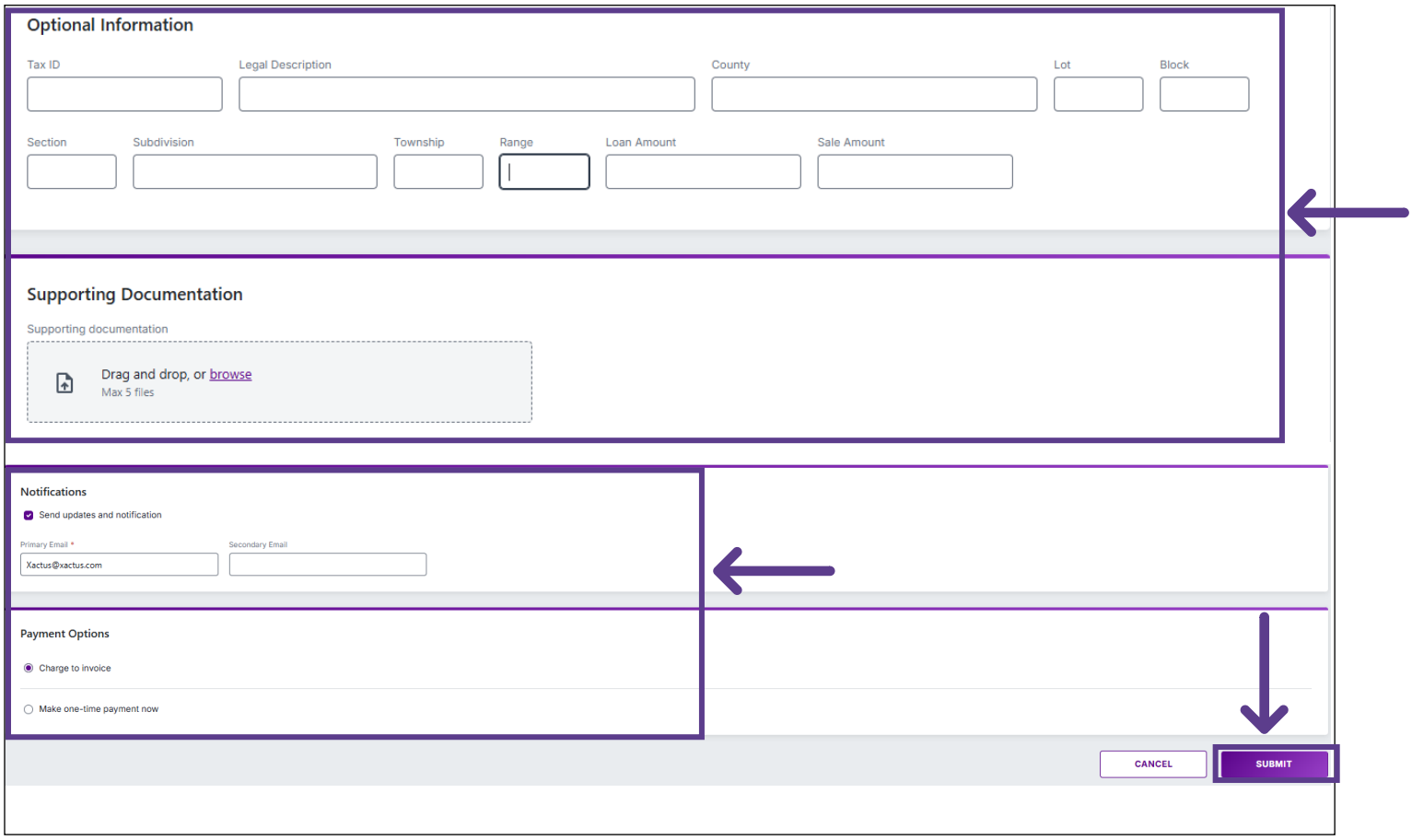
1. Start by logging into Xactus360 and from the home page, click Flood Report X.



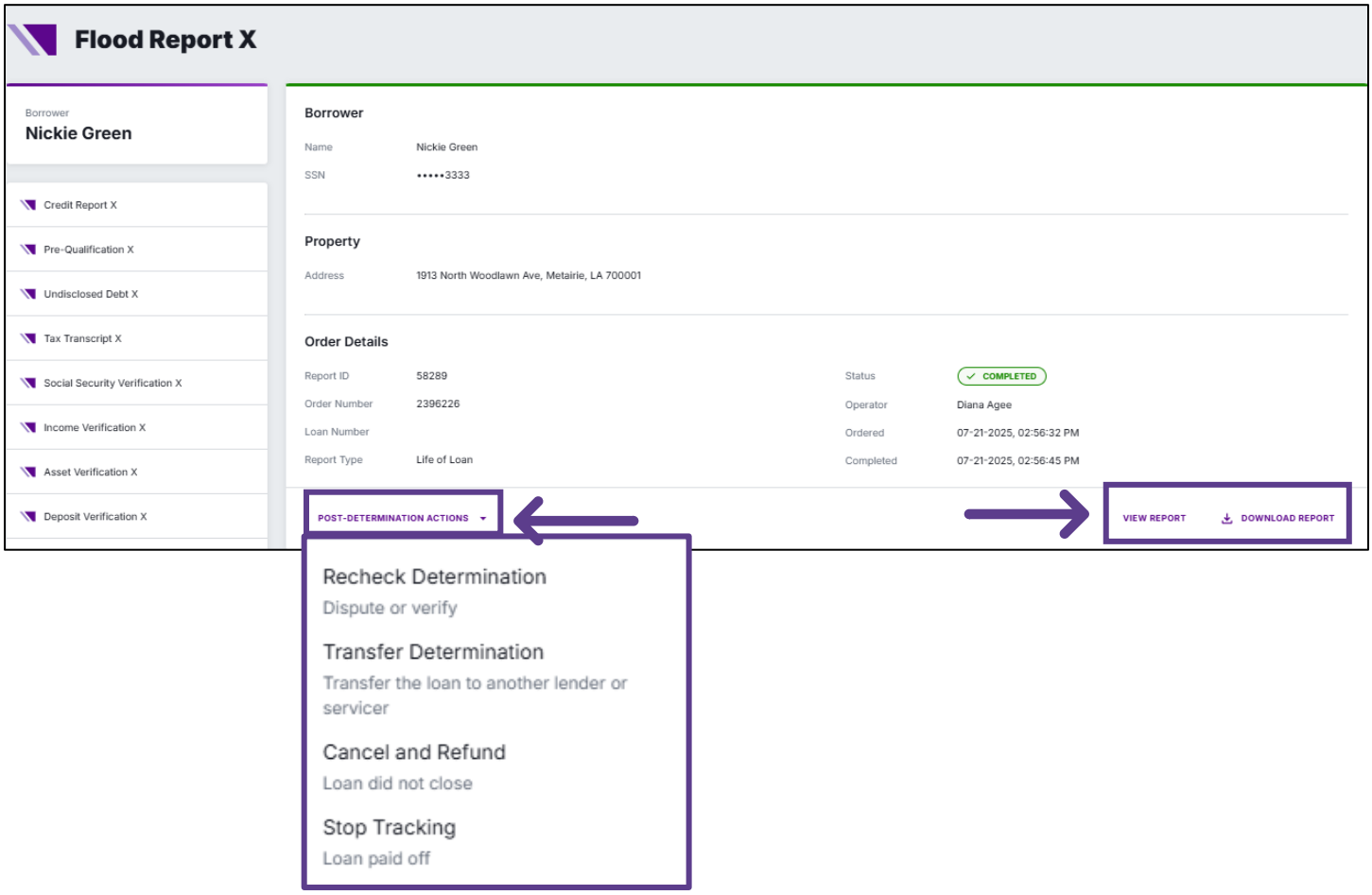
2. Choose whether this is a Residential or Commercial flood report, then select to add Life of Loan or not. Input the borrower(s) information as well as the Property Address.



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.



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.



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

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