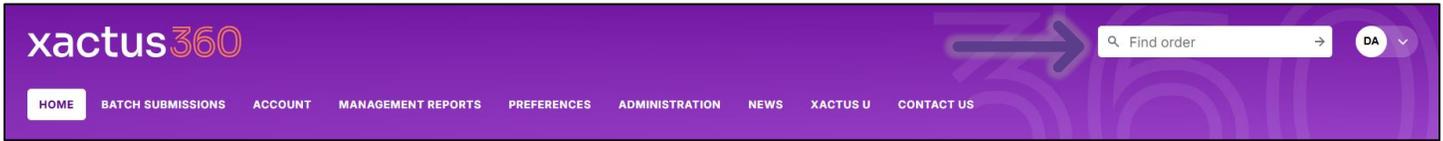


1. Start by logging into Xactus360 and opening the borrower's file from the home page.



2. On the left-hand side under Actions, Click Repositories.



**Actions:**

- [Copy/Merge/Unmerge](#)
- [Add Repositories](#)
- [Order SupplementX](#)
- [Order RescoreX](#)
- [Lexis Nexis Liens & Judgments](#)
- [Refresh Report](#)
- [Compare Reports](#)
- [Submit Service Request](#)
- [Download Loan Data/1003](#)
- [Reassign Report Owner](#)
- [Cancel Report \(Allow Repull\)](#)
- [Upload Supporting Docs](#)
- [Convert to Mortgage Only](#)
- [Trigger Product Bundle](#)

**Options:**

- [Subscriber Directory](#)
- [View Authorization](#)

Borrower		Co-Borrower	
Borrower: Nickie Green    SSN: 123-00-3333		<a href="#">Add Co-Borrower</a>	
Address: 100 Terrace Av West Haven, CT, 06516			
Email:		Phone:	
Scores			
	TransUnion	Experian	Equifax
FICO:			[ 734 ]
FICO® Score Mortgage Simulator:		<a href="#">Order</a>	
Xcel ScoreX (X):		<a href="#">Order</a>	
Summary			
Accounts: 25		Balance: \$15,893	
Open Accounts: 22		Payment: \$197	
Delinquent Accounts: 0		Past Due: \$0	
Details			
Loan Number:	<input type="text"/>	<a href="#">Save</a>	Status: Completed
Report ID:	77699622	Entered: 07-07-2025, 12:46:13 PM	
Report Type:	Credit Report X	Completed: 07-07-2025, 12:46:17 PM	
Operator:	Diana Agee	Account: XACTUS TEST ACCOUNT (DF1234DG)	

07/07/2025

3. Check the box(es) next to the bureaus needed. Then Click Submit.

**Report Order Information**

Include TransUnion    Include Experian    Include Equifax ←

**Authorization**

I certify that I was provided verbal Authorization by the consumer(s) to submit a request for credit in conjunction with their loan application.

**Payment options**

Charge to invoice

**SUBMIT** ←

4. The updated credit report will open on your screen when complete.

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