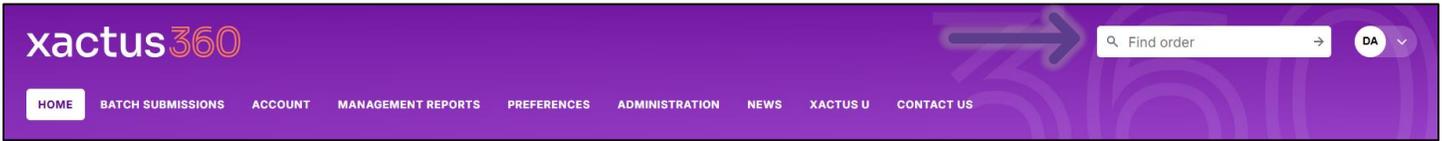


1. Start by logging into Xactus360 and opening the borrower's file from the home page.



2. On the left-hand side under Actions, Click Reassign Report Owner.

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	<table border="1"> <thead> <tr> <th colspan="2">Borrower</th> <th colspan="2">Co-Borrower</th> </tr> </thead> <tbody> <tr> <td>Borrower: Nickie Green</td> <td>SSN: 123-00-3333</td> <td colspan="2">Add Co-Borrower</td> </tr> <tr> <td colspan="2">Address: 100 Terrace Av</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">West Haven, CT, 06516</td> <td colspan="2"></td> </tr> <tr> <td>Email:</td> <td>Phone:</td> <td colspan="2"></td> </tr> <tr> <th colspan="4">Scores</th> </tr> <tr> <td></td> <td>TransUnion</td> <td>Experian</td> <td>Equifax</td> </tr> <tr> <td>FICO:</td> <td></td> <td></td> <td>[734]</td> </tr> <tr> <td colspan="2">FICO® Score Mortgage Simulator:</td> <td colspan="2">Order</td> </tr> <tr> <td>Xcel ScoreX (?):</td> <td colspan="3">Order</td> </tr> <tr> <th colspan="4">Summary</th> </tr> <tr> <td colspan="2">Accounts: 25</td> <td colspan="2">Balance: \$15,893</td> </tr> <tr> <td colspan="2">Open Accounts: 22</td> <td colspan="2">Payment: \$197</td> </tr> <tr> <td colspan="2">Delinquent Accounts: 0</td> <td colspan="2">Past Due: \$0</td> </tr> <tr> <th colspan="4">Details</th> </tr> <tr> <td>Loan Number:</td> <td></td> <td>Save</td> <td>Status: Completed</td> </tr> <tr> <td colspan="2">Report ID: 77699622</td> <td colspan="2">Entered: 07-07-2025, 12:46:13 PM</td> </tr> <tr> <td colspan="2">Report Type: Credit Report X</td> <td colspan="2">Completed: 07-07-2025, 12:46:17 PM</td> </tr> <tr> <td colspan="2">Operator: Diana Agee</td> <td colspan="2">Account: XACTUS TEST ACCOUNT (DF1234DG)</td> </tr> </tbody> </table>	Borrower		Co-Borrower		Borrower: Nickie Green	SSN: 123-00-3333	Add Co-Borrower		Address: 100 Terrace Av				West Haven, CT, 06516				Email:	Phone:			Scores					TransUnion	Experian	Equifax	FICO:			[734]	FICO® Score Mortgage Simulator:		Order		Xcel ScoreX (?):	Order			Summary				Accounts: 25		Balance: \$15,893		Open Accounts: 22		Payment: \$197		Delinquent Accounts: 0		Past Due: \$0		Details				Loan Number:		Save	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)	
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3. Select the new report owner from the dropdown list or type the new report owner's name into the blank field.

Reassign Report Owner

Current Owner
Xactus Demo

New Owner
Xactus Demo

XACTUS TEST ACCOUNT (X0330)

Xactus Demo

Xactus Demo

Xacting Xactus

Two purple arrows point to the right side of the 'New Owner' dropdown menu, one pointing to the top and one pointing to the bottom.

4. Then, if needed select the new Cost Center from the dropdown list or type the new cost center name into the blank field.

Reassign Report Owner

Current Owner
Xactus Demo

New Owner
Xacting Xactus

Current Cost Center
NORTH

New Cost Center
NORTH

EAST

NORTH

SOUTH

WEST

None

Two purple arrows point to the right side of the 'New Cost Center' dropdown menu, one pointing to the top and one pointing to the bottom.

5. Once Complete, Click Save,

Reassign Report Owner

Current Owner
Xactus Demo

New Owner
Xciting Xactus ▼

Current Cost Center
NORTH

New Cost Center
EAST ▼

[Back](#) [Save](#)



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