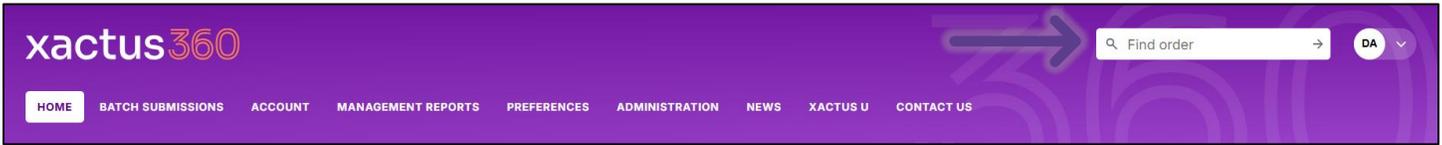
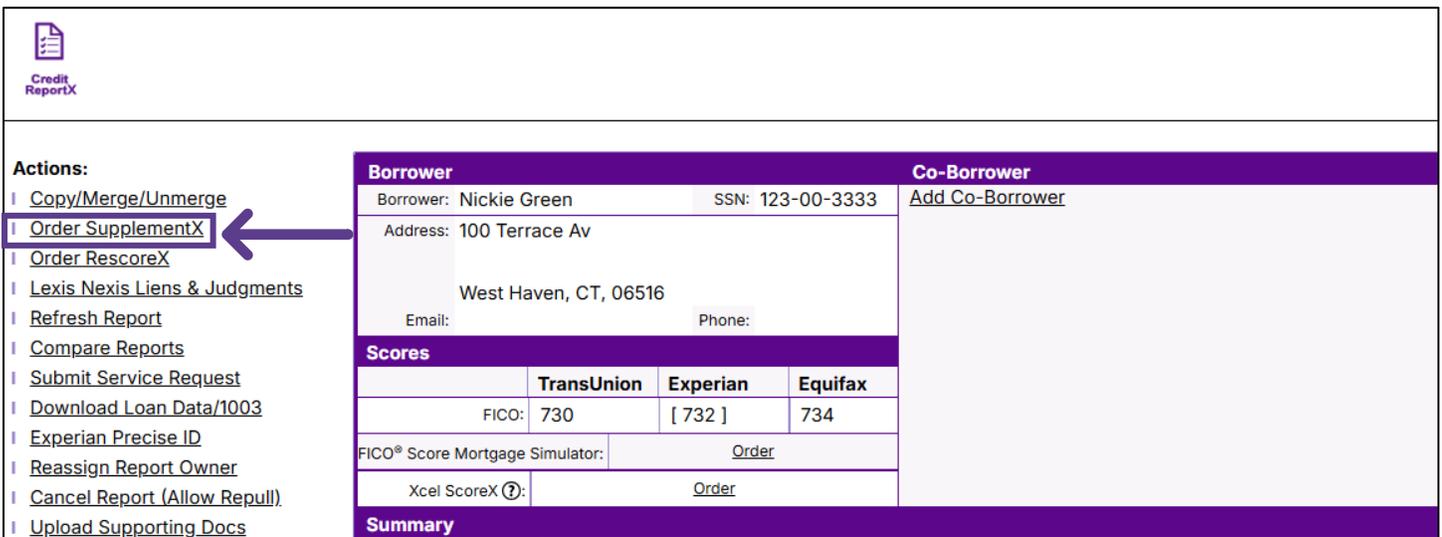


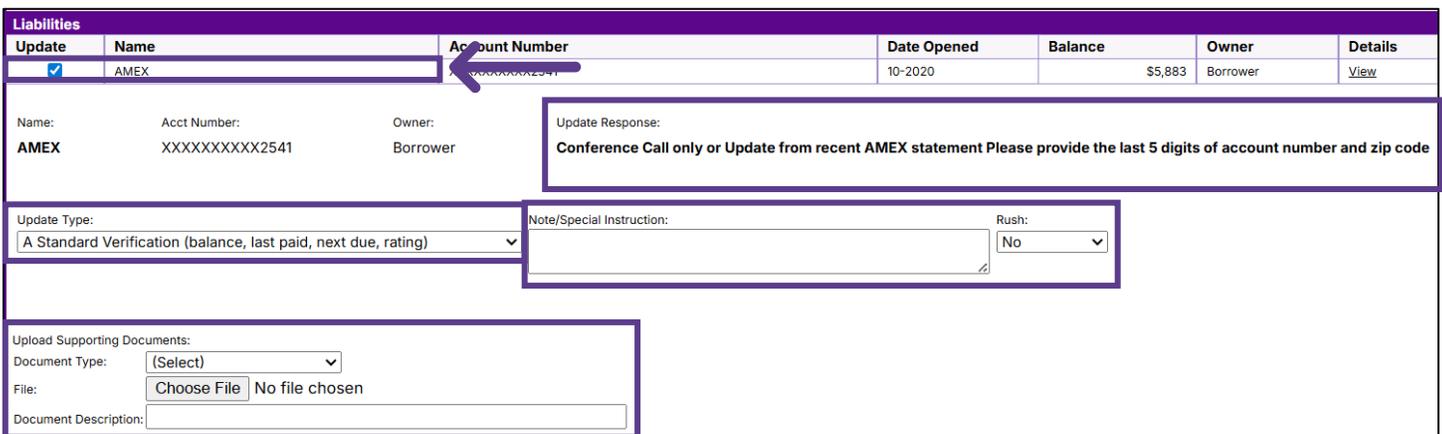
1. Start by logging into Xactus360 and opening the borrowers file from the home page.



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



3. Choose which Tradelines you need to update by checking the box next to it. You may check multiple Tradelines at one time if you wish. Choose the Update Type for each Tradeline and include any Notes/Special Instructions for the processor. Please also indicate if this is needed on a Rush. If the creditor has any specific needs, it will be listed on the right-hand side under Update Response.



4. If a new Tradelines needs to be added, complete the blank fields at the bottom next to 'New'.

<input type="checkbox"/>	WFNNB/EXPRESS	X0789	06-2018	\$0	Borrower	View
New:					Borrower	Add

5. An update can be requested on an Inquiry as well.

Inquiries					
Update	Name	Sub Code	Date	Owner	Source
<input checked="" type="checkbox"/>	CBD	Z 49997	05-19-2025	Borrower	TransUnion

Name: Sub Code: Owner:
CBD Z 49997 Borrower

Update Type: Notes: Rush:

Upload Supporting Documents:
 Document Type:
 File: No file chosen
 Document Description:

<input type="checkbox"/>	CBOFDELMAR	243ZB00420	05-19-2025	Borrower	Equifax
<input type="checkbox"/>	CIBMS	Z 419063	06-02-2025	Borrower	TransUnion

6. Input the Applicant's Phone Number to best expedite the request or if the borrower does not wish to be contacted, check the applicable box. Then upload the Borrower Authorization by clicking on Choose File. Please note a wet authorization is best as some creditors do not accept e-signatures. Please upload any supporting documentation for this request such as a loan statement, a letter from the creditor, etc.

Borrower's Phone Number:
 In order to expedite your request, a phone number is required which will authorize us to contact the borrower (if needed) to complete the request.

Do not contact Borrower

Borrower's Daytime Phone: Borrower's Evening Phone:

Interpreter Needed Language Spoken:

Borrower Authorization:
 For the fastest service, we highly recommend uploading the borrower's wet signed authorization, most creditors do not accept eSigned. Failure to do so may delay your request, if we are asked to provide it during the update process.

Upload Borrower Authorization from your computer or other device by clicking the Choose File button below.

File: No file chosen

Supporting Documentation:
 Upload the supporting documentation for your update here. To have your update processed as quickly as possible, please supply supporting documents that include all relevant information (account number, contact numbers, etc.) Incomplete documentation may delay your request.

Upload documents from your computer or other device by clicking the Choose File button below.

Document Type:
 File: No file chosen
 Document Description: [Add Additional File](#)

7. Notifications will automatically be sent to the email address of the person ordering the supplement. If the notification should be sent to more than one party, please complete the Secondary email notification address field. Please do not include the applicants email address as the secondary email. When all is complete, click Submit.

Notification:
You can choose to receive an e-mail notification when this order is complete.

E-Mail Notification:

Send notification to:
 ←

Secondary email notification address:

To process update request, please include borrower authorization or supporting documentation by uploading documents or faxing to 800-942-9451.

Ordering of manual updates (supplements) does not change data at the repository level, nor are they accepted in the automated underwriting process.

←

8. The request will be submitted, and the details will be listed under Service Orders.



Actions:

- [Copy/Merge/Unmerge](#)
- [Order SupplementX](#)
- [Order RescoreX](#)
- [Lexis Nexis Liens & Judgments](#)
- [Refresh Report](#)
- [Compare Reports](#)
- [Submit Service Request](#)
- [Download Loan Data/1003](#)
- [Experian Precise ID](#)
- [Reassign Report Owner](#)
- [Cancel Report \(Allow Repull\)](#)

Service Orders:

Tradeline Update: AMEX (2541) (18658135912541)

Order ID:	45911325	Upload supporting documentation...
Status:	Pending	Ask a question...
Ordered:	07-28-2025, 03:54:32 PM	
Special instructions:		

←

Borrower		Co-Borrower
Borrower:	Nickie Green	SSN: 123-00-3333
Address:	100 Terrace Av	
	West Haven, CT, 06516	
Email:		Phone:

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