

# How to Add Comments to an Undisclosed Debt VerificationX Within Xactus360

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



2. Click View.

**Borrower** **Co-Borrower**

 <b>Name</b> NICKIE GREEN	 <b>SSN</b> 123003333	 <b>Name</b>	 <b>SSN</b>
 <b>Address</b> 100 TERRACE AV, WEST HAVEN, CT 06516		 <b>Address</b>	

**Bureau Status** [Deactivate](#)

	TransUnion	Experian	Equifax		TransUnion	Experian	Equifax
<b>Borrower</b>	Active	Active		<b>Co-Borrower</b>			

**Report Details**

<b>Loan Number</b>	<b>Report ID</b> 502110	<b>Report Type</b> Undisclosed Debt VerificationX	<b>Status</b> Active
<b>Monitoring Start Date</b> 09/11/2023	<b>Monitoring End Date</b> 01/07/2024	<b>Report</b> <a href="#">View</a> 	<b>Ordered By</b> Xactus Test
<b>Notification Email</b>	<input type="text"/>		

3. Click Add Comments next to the notification.

Inquiries														
Whose	Notification Date	Creditor	Business Type/Loan Type			Inquiry Date	Subscriber Code	Source						
B	09/11/2023	<u>XACTUS</u>	Finance/Personal			06/28/2023	1402Z0419063	TUC						
													<a href="#">Add Comments</a>	
B	09/11/2023	<u>XACTUS</u>	Credit Bureau			07/28/2023	1971155	EXP						
													<a href="#">Add Comments</a>	
B	09/11/2023	<u>ABC BK</u>	Credit Bureau			07/02/2023	3331155	EXP						
													<a href="#">Add Comments</a>	

  

Tradeline Notifications													
Whose	Notification Date	Creditor	Account Number	ECOA	Open Date	Reported Date	Credit Limit	Balance	Terms	Account Type	Industry/Loan Type	Status	Source
B	09/11/2023	<u>BARCLAYS BK</u>	-	-	06/02/2023	06/27/2023	-	\$7,666	\$50	Rev	Credit Card	As Agreed	EXP
													<a href="#">Add Comments</a>
B	09/11/2023	<u>SYNCB/TEST33</u>	-	I	05/03/2023	07/03/2023	\$22,000	\$66	MO15	Rev	Clothing/CHARGE ACCOUNT	As Agreed	TUC
													<a href="#">Add Comments</a>

  

Derogatory													
Whose	Notification Date	Creditor	Account Number	ECOA	Open Date	Reported Date	Credit Limit	Balance	Terms	Account Type	Industry/Loan Type	Status	Source
B	09/11/2023	<u>TEST</u>	-	-	-	03/16/2022	\$9,965,566	\$265,663	-	Rev	-	30 Days Late	TUC
													<a href="#">Add Comments</a>

4. Type in the Comments box, then click Save.

Tradeline Notifications													
Whose	Notification Date	Creditor	Account Number	ECOA	Open Date	Reported Date	Credit Limit	Balance	Terms	Account Type	Industry/Loan Type	Status	Source
B	09/11/2023	<u>BARCLAYS BK</u>	-	-	06/02/2023	06/27/2023	-	\$7,666	\$50	Rev	Credit Card	As Agreed	EXP
													<a href="#">Add Comments</a>
<div style="border: 1px solid black; padding: 5px;"> <p>Comments</p> <p>Confirmed.</p> </div>													
												<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

5. The comment will now appear under the notification.

Tradeline Notifications													
Whose	Notification Date	Creditor	Account Number	ECOA	Open Date	Reported Date	Credit Limit	Balance	Terms	Account Type	Industry/Loan Type	Status	Source
B	09/11/2023	<u>BARCLAYS BK</u>	-	-	06/02/2023	06/27/2023	-	\$7,666	\$50	Rev	Credit Card	As Agreed	EXP
													<a href="#">Add Comments</a>
<div style="border: 1px solid black; padding: 5px;"> <p>Comments:</p> <p>09/11/2023 11:11:53 AM : Xactus Test : Confirmed.</p> </div>													

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