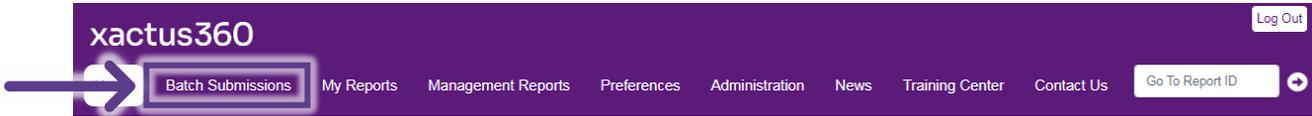


## How to Batch Deactivate Undisclosed Debt VerificationsX Within Xactus360

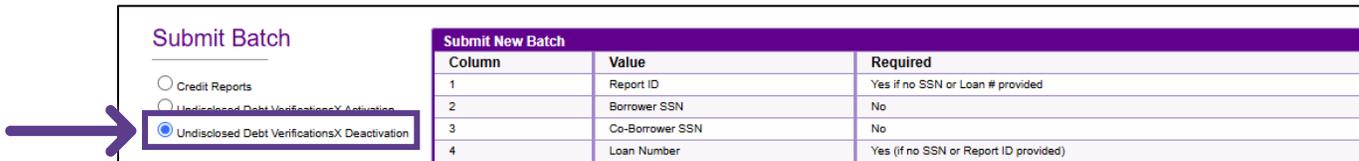
1. Start by logging into Xactus360 and from the home page, click Batch Submissions.



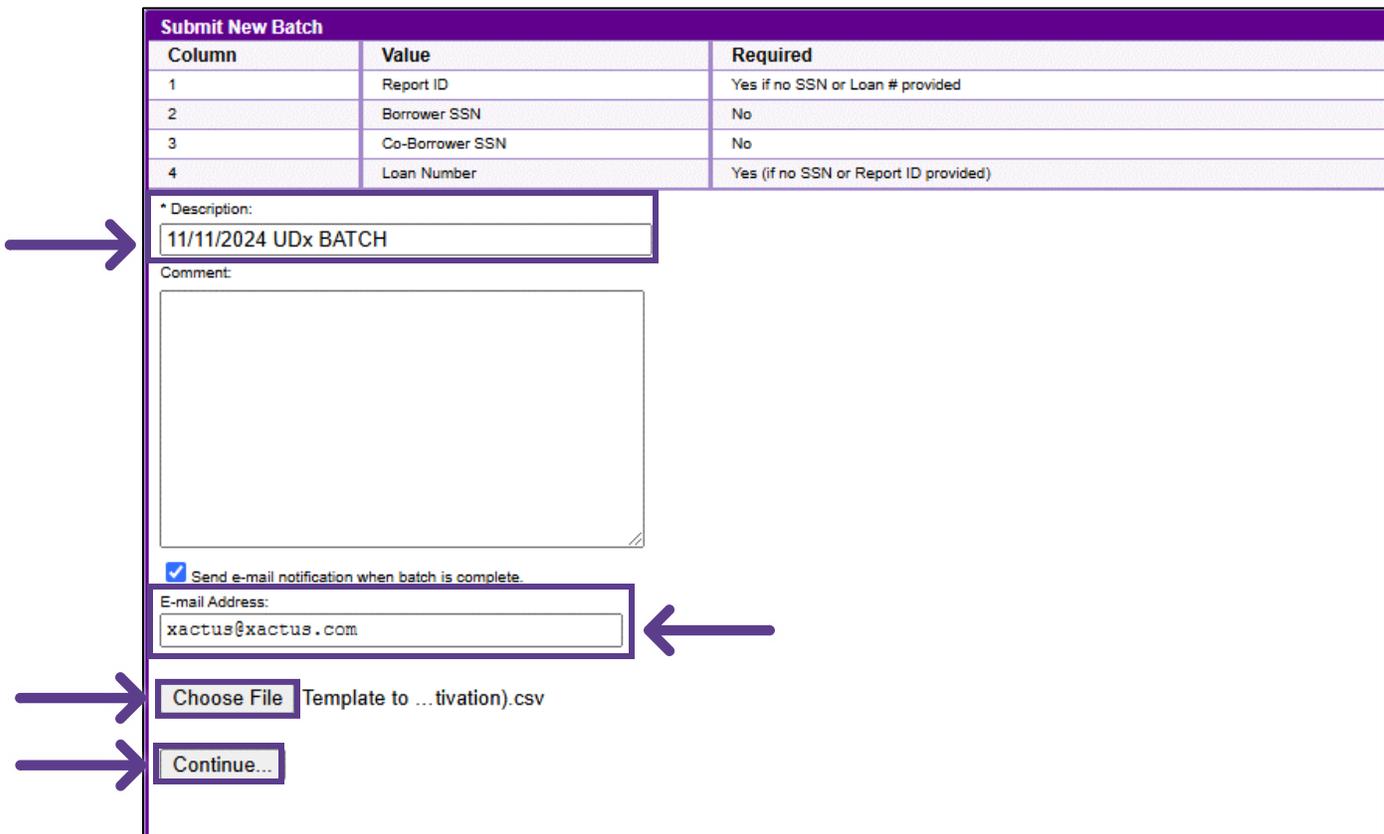
2. Click Submit Batch.



3. Ensure Undisclosed Debt VerificationsX Deactivation is toggled. You will be presented with the format to submit the new batch.



4. Then, add a batch description. If you want to provide any additional information, enter it in the Comment field. Verify the correct email address is listed. Then, click Choose file to upload the excel spreadsheet with the batch. When all is complete, click Continue.



- A list of files to deactivate will appear for you to review for accuracy. Click Process to begin deactivating the files.

**Submit New Batch**

The following requests were identified in your batch upload. Please review the list below for accuracy; the information cannot be changed once your batch has been submitted. Click "Process" to begin processing this batch request. If you wish to discard this batch, please click "Cancel".

Row #	Report ID	Borrower SSN	CoBorrower SSN	Status
2	602765			OK
3	636433	111887777	222887777	OK
3	636434	111887777	222887777	OK



- Once complete you will receive an email notification and can now access the files on Xactus360.

**Batch Details**

Description: 011924-Deactivate 3 reports  
 Records: 3  
 Started: January 19, 2024, 9:09:03 AM  
 Completed: January 19, 2024, 9:09:03 AM  
 Status: Completed  
 Comment: Deactivate 1 order using Order#  
 Deactivate 2 orders using SSNs

**Batch Items Details**

Report ID	Row #	Loan ID	Borrower	SSN	Address	Coborrower	SSN	Address	Property Address
602765	2		null null						
636433	3		null null		null, null, null				
636434	3		null null		null, null, null				

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