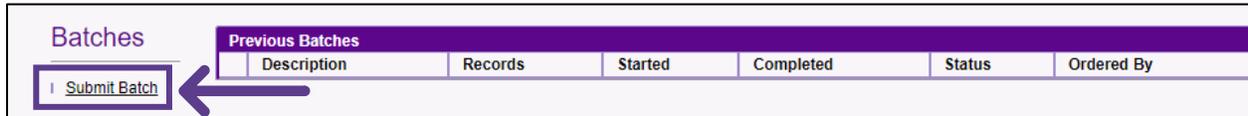


1. Start by logging into Xactus360 and from the home page, click Batch Submissions.



2. Click Submit Batch.



3. On this page, you will be presented with the format to submit the new batch. Click Download template and begin completing the information.

**Submit New Batch**

To submit a batch upload please upload an Excel spreadsheet containing the identifying information for the borrowers to be included in the batch.

The Excel spreadsheet must have one row per loan, formatted as listed below. If your input spreadsheet contains a header row, your output spreadsheet will contain one as well.

[Download template](#)

| Column | Value                    | Required?                   | Column  | Value                   | Required?                    |
|--------|--------------------------|-----------------------------|---------|-------------------------|------------------------------|
| 1 (A)  | Loan or Reference Number | No                          | 15 (O)  | Co-Borrower SSN         | Yes, if co-borrower present  |
| 2 (B)  | Borrower First Name      | Yes                         | 16 (P)  | Co-Borrower Street Name | No, use borrower Street Name |
| 3 (C)  | Borrower Middle Name     | No                          | 17 (Q)  | Co-Borrower City        | No, use borrower City        |
| 4 (D)  | Borrower Last Name       | Yes                         | 18 (R)  | Co-Borrower State       | No, use borrower State       |
| 5 (E)  | Borrower Suffix          | No                          | 19 (S)  | Co-Borrower Zip code    | No, use borrower Zip code    |
| 6 (F)  | Borrower SSN             | Yes                         | 20 (T)  | Property Street Name    | No                           |
| 7 (G)  | Borrower Street Name     | Yes                         | 21 (U)  | Property City           | No                           |
| 8 (H)  | Borrower City            | Yes                         | 22 (V)  | Property State          | No                           |
| 9 (I)  | Borrower State           | Yes                         | 23 (W)  | Property Zip code       | No                           |
| 10 (J) | Borrower Zip code        | Yes                         | 24 (X)  | Sale Amount             | No                           |
| 11 (K) | Co-Borrower First Name   | Yes, if co-borrower present | 25 (Y)  | Monthly Income          | No                           |
| 12 (L) | Co-Borrower Middle Name  | No                          | 26 (Z)  | Additional Income       | No                           |
| 13 (M) | Co-Borrower Last Name    | Yes, if co-borrower present | 27 (AA) | Loan Amount             | No                           |
| 14 (N) | Co-Borrower Suffix       | No                          | 28 (AB) | Additional Debt         | No                           |

Below is a sample of what the excel sheet should look like. The excel sheet should be saved as an Excel Workbook.

|   | A      | B         | C | D        | E         | F                  | G            | H  | I     | J        | K | L       | M         | N                | O             | P       | Q     | R     | S |
|---|--------|-----------|---|----------|-----------|--------------------|--------------|----|-------|----------|---|---------|-----------|------------------|---------------|---------|-------|-------|---|
| 1 | 000001 | NICKIE    | A | GREEN    | 123003333 | 100 TERRACE AV     | WEST HAVEN   | CT | 06516 | CARL     | N | TTJHTKH | 666794386 | 7955 CDPWKYDJ ST | WACO          | TX      | 76705 |       |   |
| 2 | 000002 | ALAN      | B | BROWN JR | 123004444 | 800 CLEVELAND AV   | BROWNS       | OH | 44070 | DONNA    | O | BBYPXY  | 666795318 | 955 TWJYBKFW BV  | CONCORD       | NC      | 28027 |       |   |
| 3 | 000003 | NANCY     | C | BLUE     | 123006666 | 200 CIDER BROOK DR | APPLETOWN    | CT | 06477 |          |   |         |           |                  |               |         |       |       |   |
| 4 | 000004 | ROBERT    | E | WHITE    | 123005555 | 1 BEEKER ST        | YONKERS      | NY | 10200 | KAREN    | M | AAHTEXO | 666793551 | 899 WYXBKHW RD   | SALEM         | VA      | 24153 |       |   |
| 5 | 000005 | DEBBIE    | F | SMITH    | 123007777 | 300 TOWNE ST       | WILLIAMSPORT | IN | 47993 |          |   |         |           |                  |               |         |       |       |   |
| 6 | 000006 | AMANDA    | G | APPLE    | 123009999 | 200 CIDER BROOK DR | APPLETOWN    | CT | 06477 |          |   |         |           |                  |               |         |       |       |   |
| 7 | 000007 | CHRISTMAS | I | SNOW     | 123103333 | 99 NORTH POLE      | MILFORD      | CT | 06460 | JONATHAN | J | SNOW    | SR        | 123123333        | 99 NORTH POLE | MILFORD | CT    | 06460 |   |
| 8 | 000008 | ALAN      | K | ORACLE   | 123101111 | 10 DANIELS ST      | E FALMOUTH   | MA | 02536 | LIZA     | L | ORACLE  | 123121111 | 10 DANIELS ST    | E FALMOUTH    | MA      | 02536 |       |   |

- Ensure Credit Reports is toggled. Then, add a batch description and check the boxes next to the bureaus needed. 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.

### Submit Batch

Credit Reports

Undisclosed Debt VerificationsX Activation

Undisclosed Debt VerificationsX Deactivation

Submit New Batch

To submit a batch upload please upload an Excel spreadsheet containing the identifying information for the borrowers to be included in the batch.

The Excel spreadsheet must have one row per loan, formatted as listed below. If your input spreadsheet contains a header row, your output spreadsheet will contain one as well.

[Download template](#)

| Column | Value                    | Required?                   | Column  | Value                   | Required?                    |
|--------|--------------------------|-----------------------------|---------|-------------------------|------------------------------|
| 1 (A)  | Loan or Reference Number | No                          | 15 (O)  | Co-Borrower SSN         | Yes, if co-borrower present  |
| 2 (B)  | Borrower First Name      | Yes                         | 16 (P)  | Co-Borrower Street Name | No, use borrower Street Name |
| 3 (C)  | Borrower Middle Name     | No                          | 17 (Q)  | Co-Borrower City        | No, use borrower City        |
| 4 (D)  | Borrower Last Name       | Yes                         | 18 (R)  | Co-Borrower State       | No, use borrower State       |
| 5 (E)  | Borrower Suffix          | No                          | 19 (S)  | Co-Borrower Zip code    | No, use borrower Zip code    |
| 6 (F)  | Borrower SSN             | Yes                         | 20 (T)  | Property Street Name    | No                           |
| 7 (G)  | Borrower Street Name     | Yes                         | 21 (U)  | Property City           | No                           |
| 8 (H)  | Borrower City            | Yes                         | 22 (V)  | Property State          | No                           |
| 9 (I)  | Borrower State           | Yes                         | 23 (W)  | Property Zip code       | No                           |
| 10 (J) | Borrower Zip code        | Yes                         | 24 (X)  | Sale Amount             | No                           |
| 11 (K) | Co-Borrower First Name   | Yes, if co-borrower present | 25 (Y)  | Monthly Income          | No                           |
| 12 (L) | Co-Borrower Middle Name  | No                          | 26 (Z)  | Additional Income       | No                           |
| 13 (M) | Co-Borrower Last Name    | Yes, if co-borrower present | 27 (AA) | Loan Amount             | No                           |
| 14 (N) | Co-Borrower Suffix       | No                          | 28 (AB) | Additional Debt         | No                           |

\* Description:  
07/21/2023 CREDIT BATCH

Comment:

Repositories:

TransUnion

Experian

Equifax

Send e-mail notification when batch is complete.

E-mail Address:  
xactustest@xactus.com

Batch Credit Template.xlsx

- After clicking Continue, those who were identified in the batch upload will appear. Click Process to begin processing this batch request. If you wish to discard this batch, please click Cancel.

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. If you wish to discard this batch, please click "Cancel".

| Row # | Loan ID                  | Borrower  | SSN       | Address              | City, St, Zip                                   |
|-------|--------------------------|---|-----------|----------------------|---|
| 1     | Loan or Reference Number | Borrower First Name Borrower Middle Name Borrower Last Name Borrower Suffix | ?????     | Borrower Street Name | Borrower City, Borrower State Borrower Zip code |
| 2     | 123                      | NICKIE GREEN  | 123003333 | 100 TERRACE AV       | WEST HAVEN, CT 06516                            |
| 3     | 789                      | NANCY BLUE  | 123006666 | 200 CIDER BROOK DR   | APPLETOWN, CT 06477                             |
| 4     | 101                      | NOT HIT   | 123040004 | 800 SAW MILL RD      | WEST HAVEN, CT 06516                            |
| 5     | 112                      | ROBERT WHITE  | 123005555 | 1 BEEKER ST          | YONKERS, NY 10200                               |
| 6     | 415                      | AMANDA APPLE  | 123009999 | 200 CIDER BROOK DR   | APPLETOWN, CT 06477                             |
| 7     | 161                      | FROZEN FILE   | 000000032 | 800 SAW MILL RD      | WEST HAVEN, CT 06516                            |
| 8     | 718                      | CHRISTMAS SNOW  | 123103333 | 99 NORTH POLE        | MILFORD, CT 06460                               |

6. The next screen will display all batch details including the status.

**Batch Details**

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**Batch Details**

Description: 07/21/2023 CREDIT BATCH  
Records: 7  
Started: July 31, 2023 9:31:55 AM  
Completed:  
Status: Processing (0 of 7 complete)  
Comment:

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**Batch Items Details**

| Report ID | Row # | Loan ID | Borrower       | SSN       | Address                                    | Coborrower    | SSN       | Address                                 | Property Address |
|-----------|-------|---------|----------------|-----------|--|---------------|-----------|---|------------------|
|           | 2     | 123     | NICKIE GREEN   | 123003333 | 100 TERRACE AV<br>WEST HAVEN, CT, 06516    | ALAN BROWN    | 123004444 | 800 CLEVELAND AV<br>BROWNS, OH, 44070   |                  |
|           | 3     | 789     | NANCY BLUE     | 123008888 | 200 CIDER BROOK DR<br>APPLETOWN, CT, 06477 |               |           |   |                  |
|           | 4     | 101     | NOT HIT        | 123040004 | 600 SAW MILL RD<br>WEST HAVEN, CT, 06516   |               |           |   |                  |
|           | 5     | 112     | ROBERT WHITE   | 123005555 | 1 BEEKER ST<br>YONKERS, NY, 10200          | DEBBIE SMITH  | 123007777 | 300 TOWNE ST<br>WILLIAMSPORT, IN, 47993 |                  |
|           | 6     | 415     | AMANDA APPLE   | 123009999 | 200 CIDER BROOK DR<br>APPLETOWN, CT, 06477 |               |           |   |                  |
|           | 7     | 181     | FROZEN FILE    | 000000032 | 600 SAW MILL RD<br>WEST HAVEN, CT, 06516   |               |           |   |                  |
|           | 8     | 718     | CHRISTMAS SNOW | 123103333 | 99 N POLE<br>MILFORD, CT, 06460            | JONATHAN SNOW | 123123333 | 99 N POLE<br>MILFORD, CT, 06460         |                  |

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

**Dear Valued Customer:**

Per your request, XACTUS is providing notification that the batch request "07/21/2023 CREDIT BATCH" has been completed.

Thank you for using XACTUS.

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