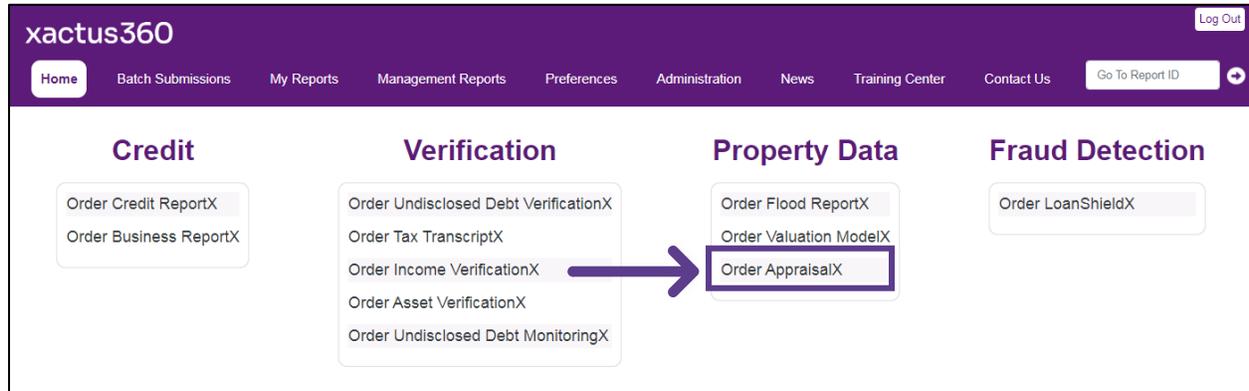
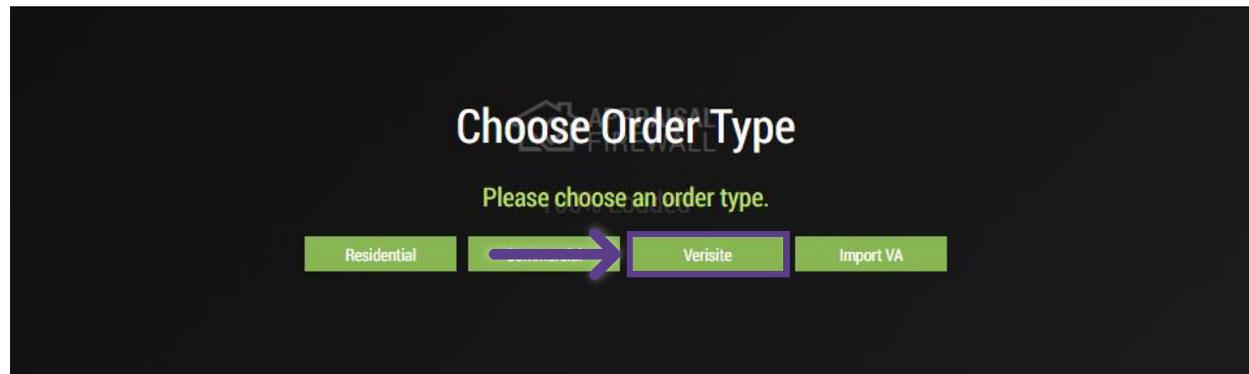


1. Start by logging into Xactus360 and from the home page, click AppraisalX.



2. Under 'Choose Order Type', select Verisite.



- Start by completing the required fields (notated with an asterisk) in the LOAN section. This includes the Borrowers First and Last Name, Loan Purpose, Product, and when the photos are required by. Then, select any users that should be notified about the order progress. The Photos Required By field is always required when ordering a Verisite Photo Report or Verisite Plus and allows you to select a due date for the photos to be returned by. Depending on the products enabled for the division, you can select the product from the Product Type dropdown list. When you have successfully entered all required information in a section, a green checkmark will appear in the upper right-hand side of the section, indicating you are able to move to the next section.

- In the PROPERTY section, fill out any required information designated by an asterisk. If you are ordering a Photo Report, the Cell Number and Email entered in this section is what the photo agent will need to login to the Verisite app and access the order.

5. Lastly, the ORDER section will drop down to choose the Verisite Template. The section will expand with further instructions.

If no template exists with photo categories and/or photo requirements, they must be added manually in the 'Add Photo Categories to Order' section.

If only one template exists, this template will be automatically Selected. Once a template has been selected, all the associated Photo Categories will be listed.

Add the appropriate Photo Categories so that the Photo Agent knows what pictures/descriptions you are requesting. Click the plus icon to add them to be used in the order. Selected categories that will be requested from the photo agent appear along the right.

ORDER

Verisite Template*
Equity

Special Instructions for Photo Agent
Take clear, color, wide angled shots. Daylight photos only. No people or pets in the photos.

Add Photo Categories to Order
New Category Name +

- + Exterior
- + Interior
- + Bathrooms
- + Bedrooms
- + Living Room
- + Other Areas

Photo Categories Used in Order
Kitchen

Photo Requirements

- Take photos of all cabinets -
- Include countertops -
- Include floors -
- Take photos of all appliances together or individually -

Create New Requirement +
Press Enter/Return or click the green plus icon in order to add your photo requirement.

6. If you want additional categories that do not appear on the left for selection, enter the request in the 'New Category Name' field and click the plus icon. The new category will automatically appear along the right and be added to the order.

Add Photo Categories to Order
Attic +

- + Exterior
- + Interior
- + Bathrooms
- + Bedrooms
- + Living Room
- + Other Areas

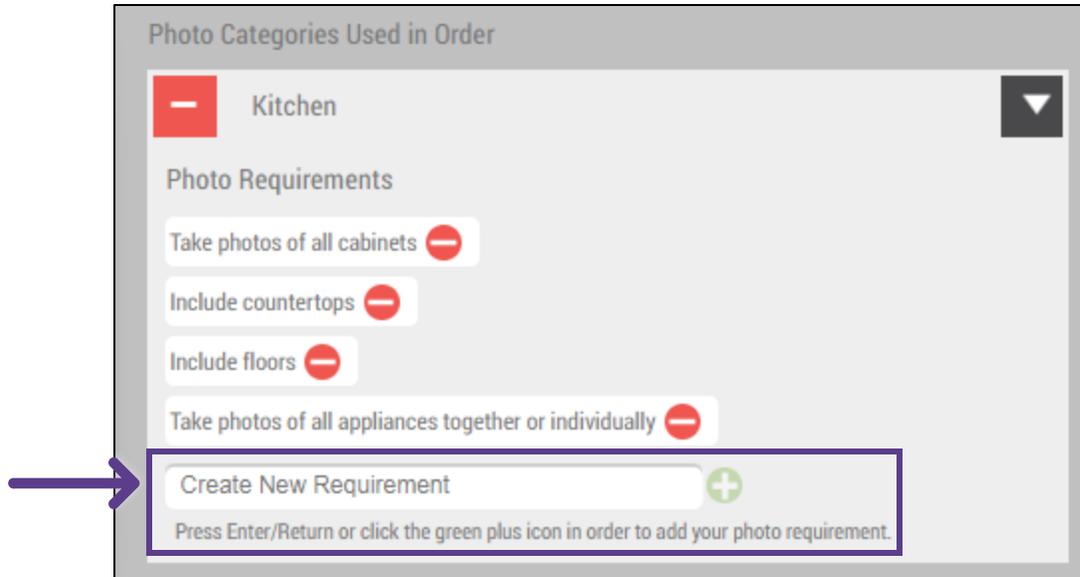
Photo Categories Used in Order
Kitchen

Photo Requirements

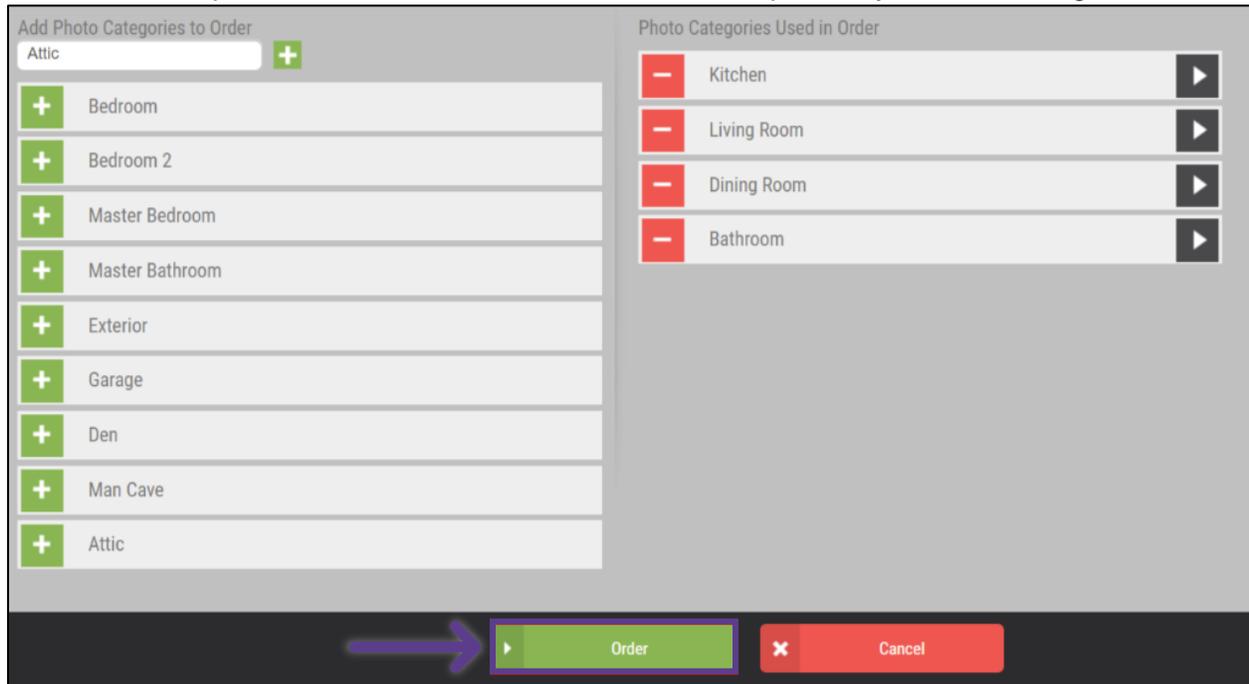
- Take photos of all cabinets -
- Include countertops -
- Include floors -
- Take photos of all appliances together or individually -

Create New Requirement +
Press Enter/Return or click the green plus icon in order to add your photo requirement.

7. You can optionally add specific requirements to any category by maximizing a room and entering text in the 'Create New Requirement' field and clicking the plus icon. For instance, in the Master Bath section, you may want to require a picture of the flooring, bath, and toilet separately, indicating that three photos may need to be taken of this area.



8. Once all required information has been entered for the product you are ordering, click Order.



When you place a Verisite Photo Report or Verisite Plus order, a text message is sent to your designated photo agent alerting them to the order. They are prompted to install the Verisite photo app and follow the onscreen instructions to provide photos of the requested property. After the requested photos are taken, the photo agent can easily submit all photos at once. The photos are compiled on the Photo Report and you will be alerted via email that it is ready to view.

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