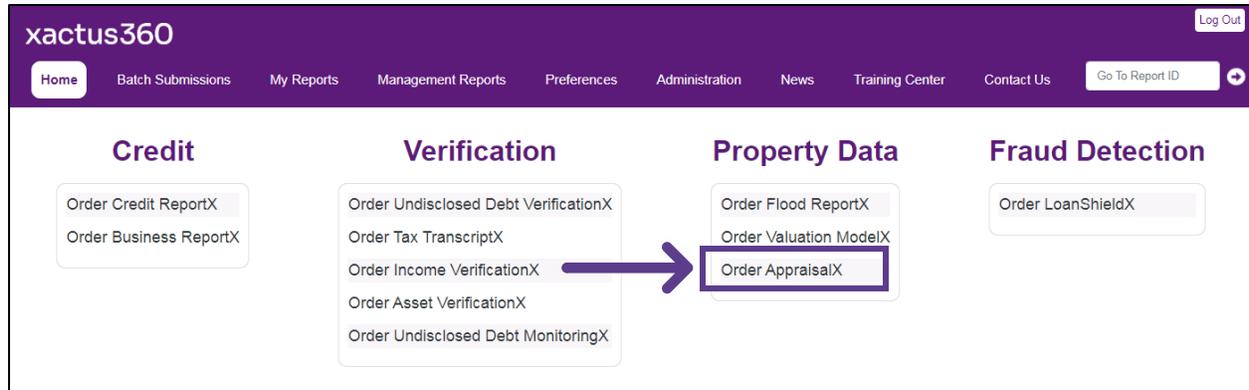
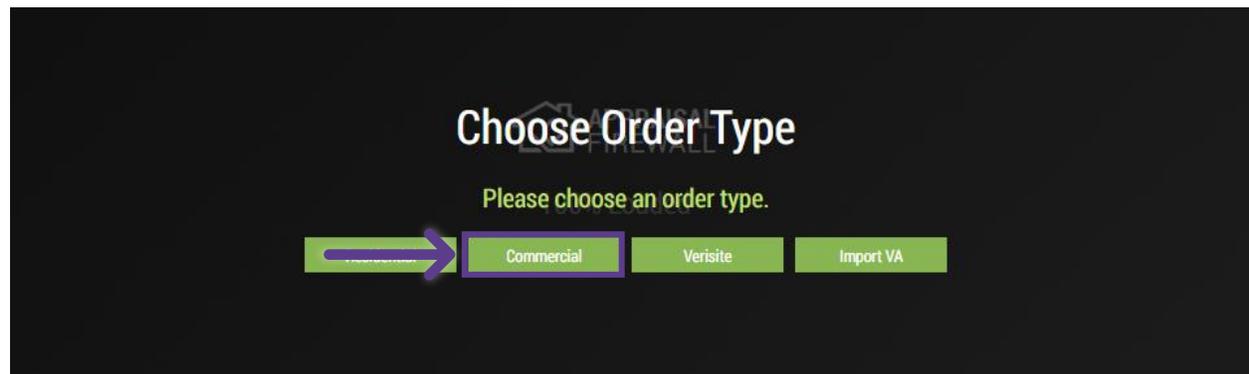


1. Start by logging into Xactus360 and from the home page, click Order AppraisalX.



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



3. Start by completing the required fields (notated with an asterisk) in the LOAN section. This includes the borrower's First and Last Name and a date for the 'Reply with bid by'. A Co-Borrower can be added as well. Then, add as many details about the loan as you'd like. The next section will automatically open once the required fields have been filled out.

LOAN

Available Users\*:

- Xactus Demo

Borrower Name\*  
Nickie Green

CO/Borrower Name

Borrower's Email

Owner Name

Loan Number

Reply with bid by\*  
07/15/2023

End of business (Pacific Time)

Property Description

4. The PROPERTY section will drop down to add the Address and Contact to Access Property. A green check mark will appear once the required fields have been filled out.

PROPERTY

Property Address\*  
100 TERRACE AV

Legal Description

City\*  
WEST HAVEN

State\*  
CT

Zip\*  
06516

County\*  
NEW HAVEN

CONTACT TO ACCESS PROPERTY

Contact Name\* (blank = borrower)  
Nickie Green

Contact is\*  
Owner

Property Type

Size

Phone\*  
(800) 258-3488

Cell

Email\*  
xactus@xactus.com

Parcel Number

5. Lastly, fill out the Order section. Add any attachments here that you would like to pass on to the appraiser or group of appraisers that you will send this bid out to. When you are ready, click the Order button.

Report Type  
Self Contained

Value Approach  
 Sales  Income  Cost

Property Interest  
Leasehold

Sales Price

Special Instructions

+ ADD ATTACHMENT Or Drag File(s) Here

x Purchase Contract.pdf

Order Cancel

The order will then be placed in a Requested status. The Administrator of the division the order was placed under will receive an email notification, informing them that a commercial order has been placed. The Administrator can then open the order and send bid requests to any of your eligible panel appraisers.

Should you have Auto-Bids enabled, the order will reflect a Bidding status. Every eligible commercial appraiser on your panel will receive an email notification, informing them that a commercial order has been placed.

When you have Allow Managed Users to Review Bids enabled, your originators and supervisors can review and accept the appropriate bid.

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