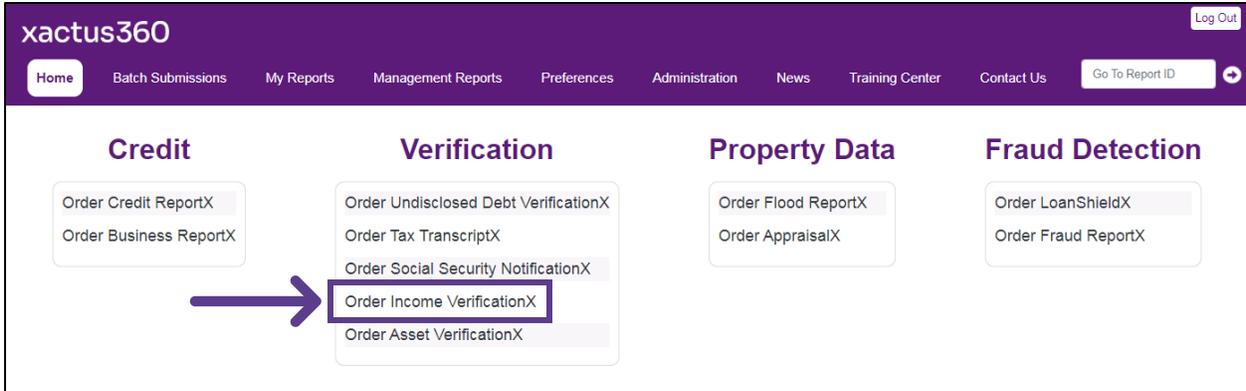
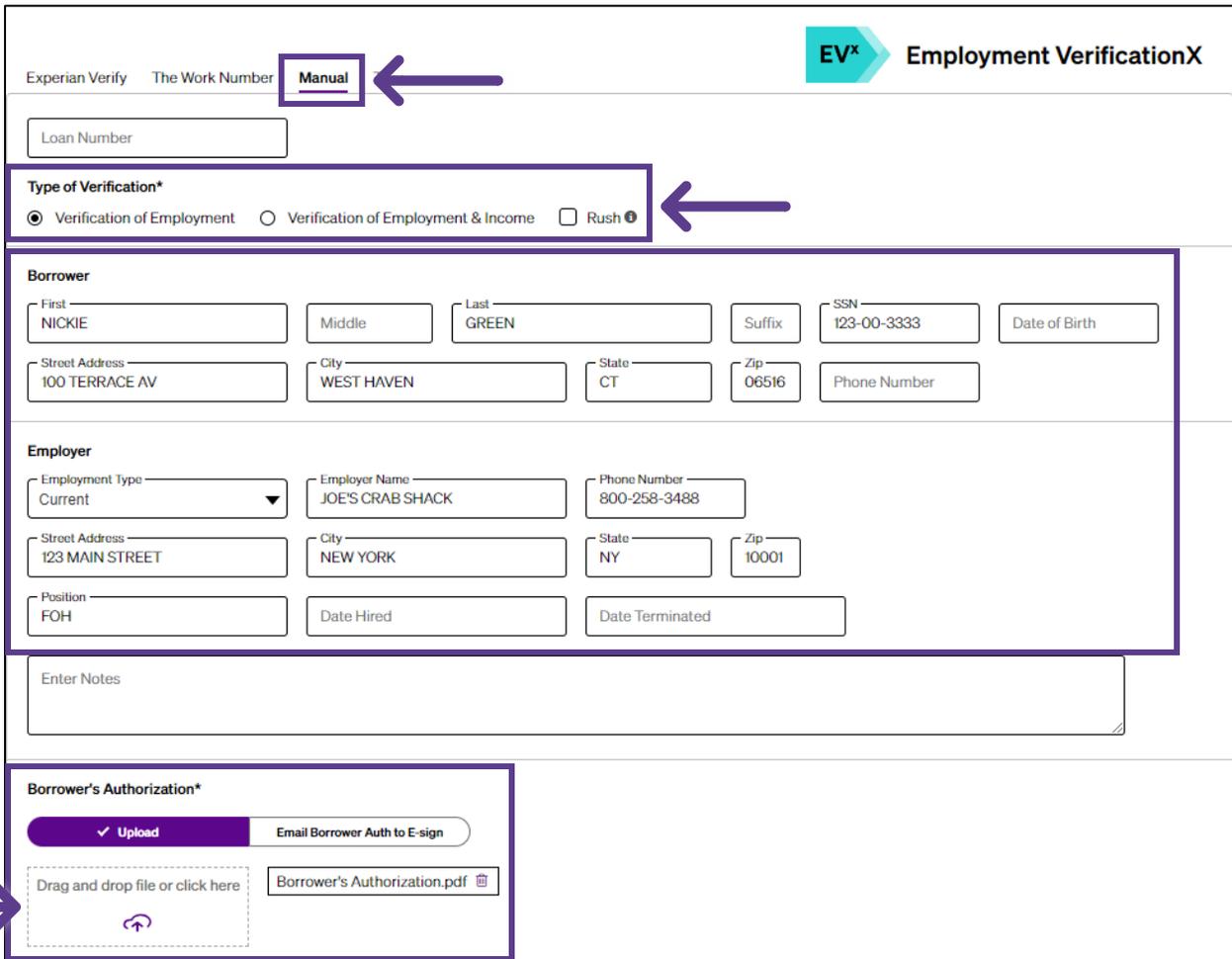


1. Start by logging into Xactus360 and from the home page, click Order Income VerificationX.



The screenshot shows the Xactus360 home page with a purple header. The 'Verification' section is highlighted, and 'Order Income VerificationX' is selected with a red box and an arrow pointing to it.

2. Select Manual as the Type of Order. Then, select the Type of Verification and indicate if the order is needed on a rush. Lastly, complete the rest of the fields including Borrower information, Employer information, and attaching the borrower's authorization. Choose a file to upload for the authorization or select to Email Borrower Auth to E-sign.



The screenshot shows the 'Order Income VerificationX' form. The 'Manual' option is selected under 'Type of Order', 'Verification of Employment' is selected under 'Type of Verification', and 'Borrower's Authorization.pdf' is uploaded.

3. Confirm the primary email to send status updates and notifications to and enter a secondary email, if needed. Next, select a payment option. When all is complete, click Submit.

Send Status Updates and Notifications to :

Primary Email  Secondary Email

Payment

Invoice Charge  One-time payment with new card

Cancel Submit

4. The request will be submitted, and the status can be checked on the applicant screen.

EV<sup>x</sup> Employment VerificationX

Order Experian Verify Order The Work Number Order Truv Ask a Question

**Borrower**

Name NICKIE GREEN

SSN 123-00-3333

DOB

Address 100 TERRACE AV, WEST HAVEN, CT 06516

Phone

**Order Details**

Source Manual

Type of Verification Verification of Employment

Status Pending

Operator Xactus Test

Ordered 07/09/2024, 09:04:29 AM

Completed

Report ID 925193

Order ID 856851

Loan Number

Analyst

Trigger Product Bundle

5. This can also be requested from the applicant screen on the left-hand side.

Income VerificationX [Order](#)

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