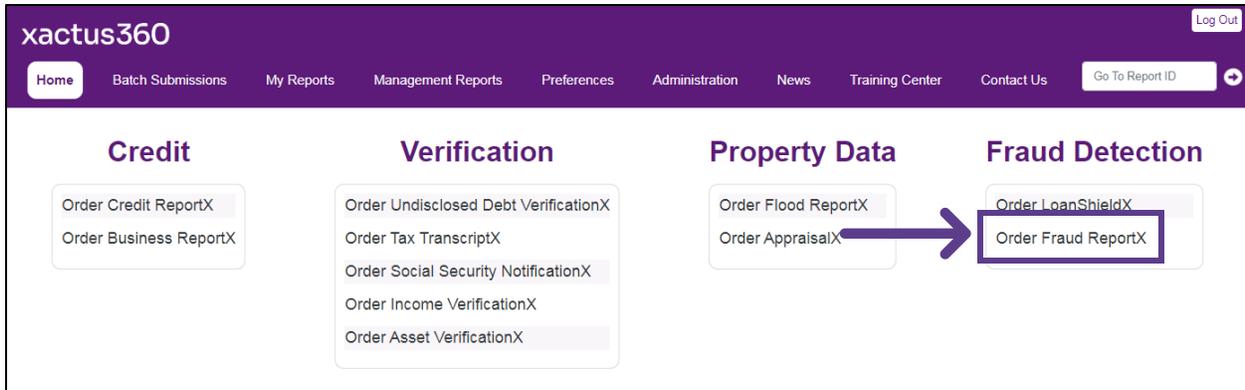
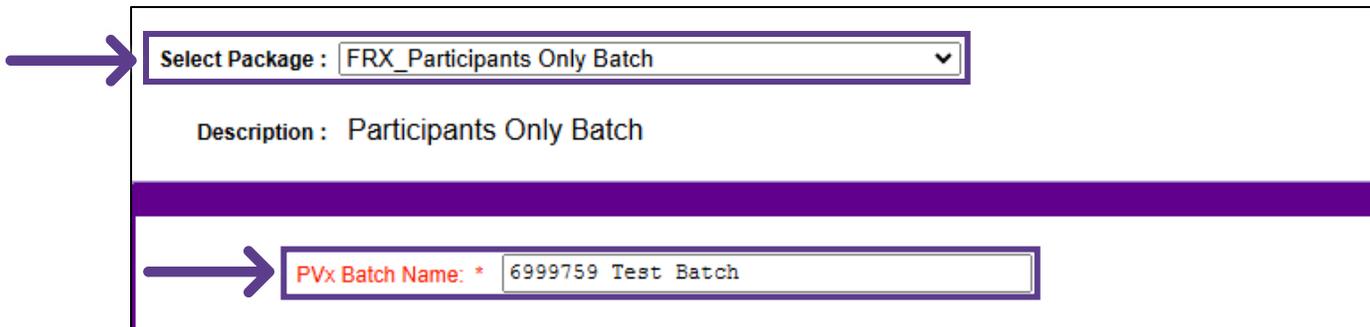


1. Start by logging into Xactus360 and from the home page, click Order Fraud ReportX.



2. Then, select FRX_Participants Only Batch under Select Package. The PVx Batch Name should begin or include the order reference number to easily be matched.



3. Use the template to complete the CSV file containing the identifying information for the participant to be included in the batch. The template can be downloaded using the provided link.

Submit New Batch

Please upload a CSV file containing the identifying information for the participant to be included in the batch.

The CSV file must have one row per Participant, formatted as listed below

[Download template](#)

Column	Value	Required?	Values	Comments
1A	Role	Yes		
1B	Type	Yes	Individual or Company	
1C	First Name	Yes		Required if Type is Individual
1D	Middle Name or Initial	No		
1E	Last Name	Yes		Required if Type is Individual
1F	Company Name	Yes		Required if Type is Company
1G	State	Yes	State Code	Required if Type is Company & if Individual Appraiser
1H	Reference Number	No		

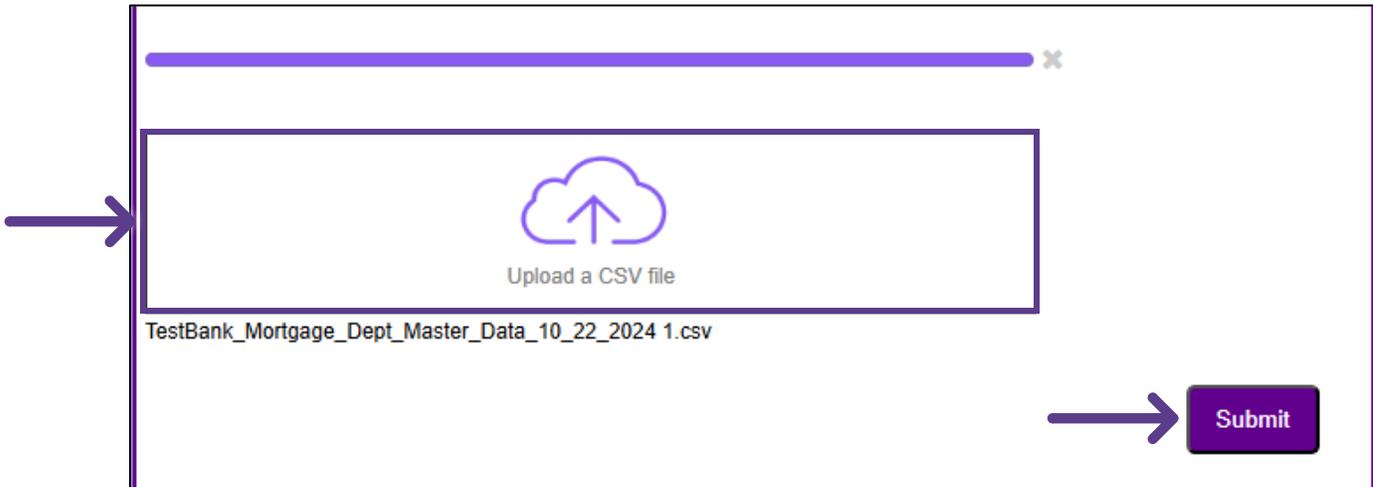
4. Then, select a watchlist and ensure the correct email address is listed for notifications.

Select Watchlist*
Xactus_Master

Send e-mail notification when batch is complete.

Notification Email
xactus@xactus.com

- Finally, upload the CSV file with the participant information. When all required information is input, click Submit



- The order will appear in Pending status for a short amount of time and will automatically refresh with the completed report when available.

Fraud ReportX

Error Report
 CSV Report
 View Report

Ordered Date	Customer Name	Report ID	Package	Status	Watchlist
12-26-2024	XACTUS TEST ACCOUNT	8861103	FRX_Participants Only Batch	Completed	Xactus_Master

Order Details

PVx Batch Name	Records Uploaded	Records with Error	Records with Alerts	Records with No Alerts
6999759 Test Batch	43	0	2	41

Alerts

OFAC	EPLS/SAM	HUD/LDP	FHFA	Sanctions	Others	Custom(Client Supplied)
0	2	0	0	1	0	0

7. The report will reflect the following. Comments and edits can be made if needed.

The information below may not be used for any purpose governed by the Federal Fair Credit Reporting Act (15 U.S.C 1681, et seq.).



Advancing the Modern Mortgage



Participant Verification Batch

[\(Print Report\)](#)
[\(Print cover page only\)](#)

Report ID: 8861103	Date Ordered: 12/26/2024	Customer Number: 247856
Customer Address: 370 REED ROAD, SUITE 100,BROOMALL,PA 19008	Ordered By: Xactus Demo	Customer Name: XACTUS TEST ACCOUNT

REMARKS [Add Comments](#)

PARTICIPANT BATCH REPORT ▼

PARTICIPANT BATCH REPORT [\(Print Section\)](#)

Findings

Risk Indicator	Severity	Description	Action	Update
Risk Indicator 1	Medium	STEPHANIE BROWN - Hit for EPLS	Caution	Update
Risk Indicator 2	Medium	LARRY SMITH - Hit for EPLS	Caution	Update
Risk Indicator 3	High	LARRY SMITH - Hit for FINANCIAL SANCTIONS	Caution	Update

Reference #	Participant Name	Role	OFAC	EPLS/SAM	HUD/LDP	FHFA	Sanctions	Others	Custom
20242210_TestBank	STEPHANIE BROWN	Individual		⚠					
20242210_TestBank	LARRY SMITH	Individual		⚠			⚠		

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



Fraud ReportX

[Order](#)

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