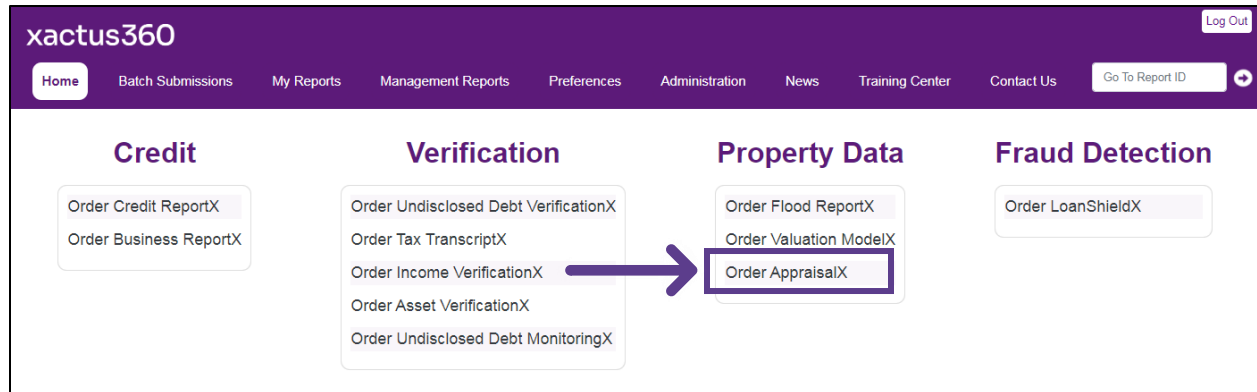
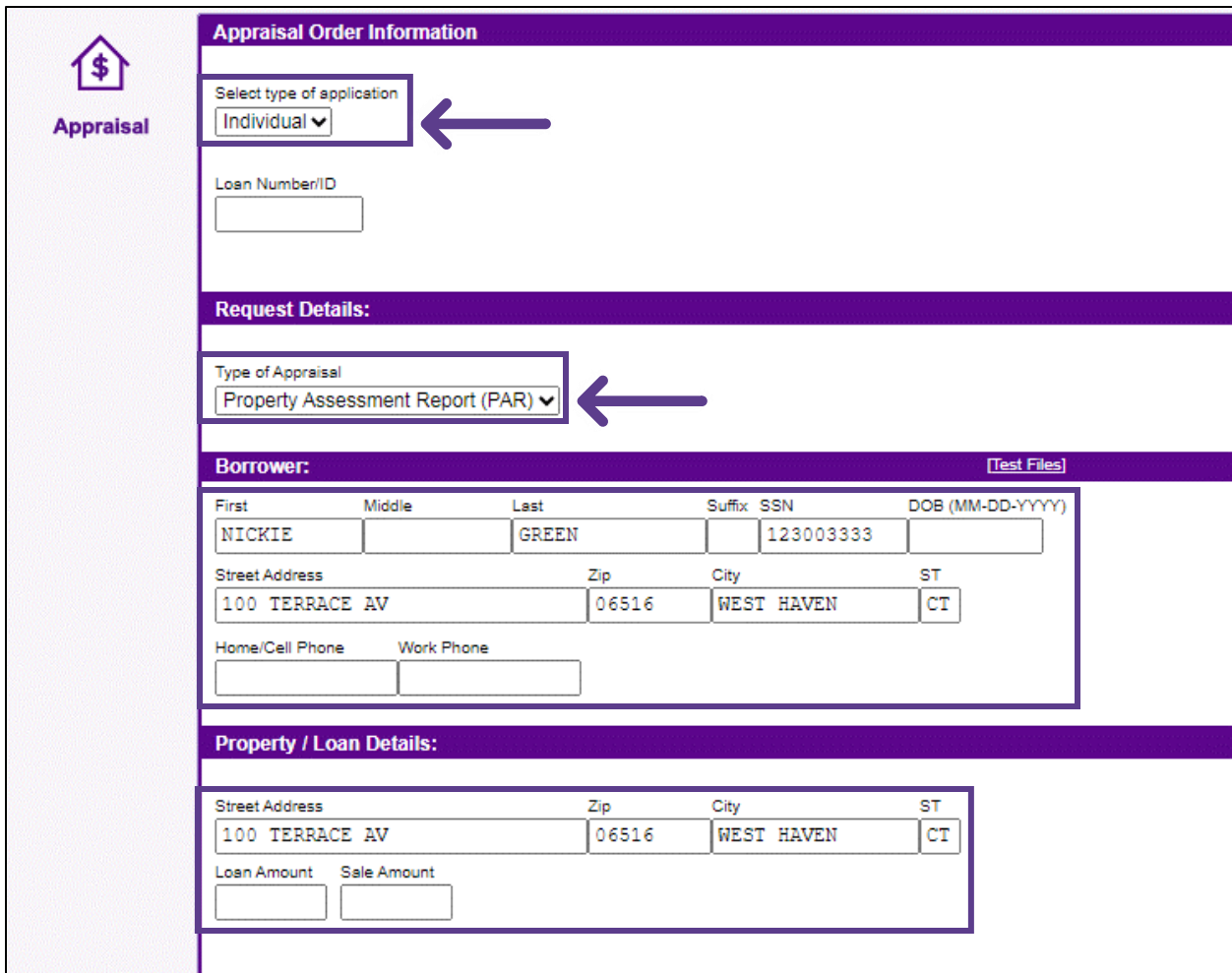


1. Start by logging into Xactus360 and from the home page, click AppraisalX.



The screenshot shows the Xactus360 home page. The navigation menu includes: Home, Batch Submissions, My Reports, Management Reports, Preferences, Administration, News, Training Center, Contact Us, and a 'Go To Report ID' button. The main content area is divided into four sections: Credit, Verification, Property Data, and Fraud Detection. The 'Property Data' section is highlighted, and within it, 'Order AppraisalX' is selected and highlighted with a red box. A red arrow points from the 'Order AppraisalX' link in the 'Property Data' section to the 'Appraisal Order Information' form in the next step.


2. Specify the type of application, then select Property Assessment Report (PAR) under Type of Appraisal. Complete the Borrower and Property/Loan Details as well.



The screenshot shows the 'Appraisal Order Information' form. The form is divided into several sections: 'Appraisal Order Information', 'Request Details:', 'Borrower:', and 'Property / Loan Details:'. The 'Select type of application' dropdown is set to 'Individual'. The 'Type of Appraisal' dropdown is set to 'Property Assessment Report (PAR)'. The 'Borrower' section contains fields for First, Middle, Last, Suffix, SSN, and DOB, with example values: NICKIE, GREEN, 123003333. The 'Property / Loan Details' section contains fields for Street Address, Zip, City, ST, Loan Amount, and Sale Amount, with example values: 100 TERRACE AV, 06516, WEST HAVEN, CT. Red boxes and arrows highlight the 'Select type of application' dropdown, the 'Type of Appraisal' dropdown, and the 'Borrower' and 'Property / Loan Details' sections.

3. Enter any special instructions for processing the order and ensure the correct email address is listed under Alert E-Mail Address.

Special Instructions / Comments:	
<div>Please enter any special instructions / comments for processing this order.</div> <div></div>	
E-Mail Alert:	
<p>You can choose to receive an e-mail alert when this order is complete.. (Hint: You can change the default alert setting on your Preferences page.)</p>	
Send Alert	Alert E-Mail Address
<div>Yes ▼</div>	<div>xacuts@xactus.com</div>



4. If you wish to pay by credit card, please fill in this information as well. When all is complete, please click Submit.

Credit Card Information:

☐ I authorize the use of the card below to pay for this order

☒ Don't pay for this order by credit card

First Name

Last Name

Company

Address

City

State

Zip

Card Type

Visa ▼

Card Number

Expiration Date

August (08) ▼

2022 ▼


Save as default

NO ▼

Submit

←

5. Once the order is complete, view or download the report under Available Appraisal.

**Appraisal**
Appraisal

Options:
[Add Co-Borrower](#)

Appraisal Details	
Borrower: Nickie Green	SSN: 123-00-3333
Address: 100 Terrace Ave West Haven, CT, 06516	Type: Property Assessment Report (PAR)
Property Address: 100 Terrace Ave West Haven, CT, 06516	Entered: 08-03-2023, 03:00:37 PM
Status: Completed	Completed: 08-07-2023, 10:37:32 AM
	Loan Number:
	Report ID: A1130870

Available Appraisal		
	Date	Note
View Download	08-07-2023, 10:37:32 AM	PAR

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

08/07/2023