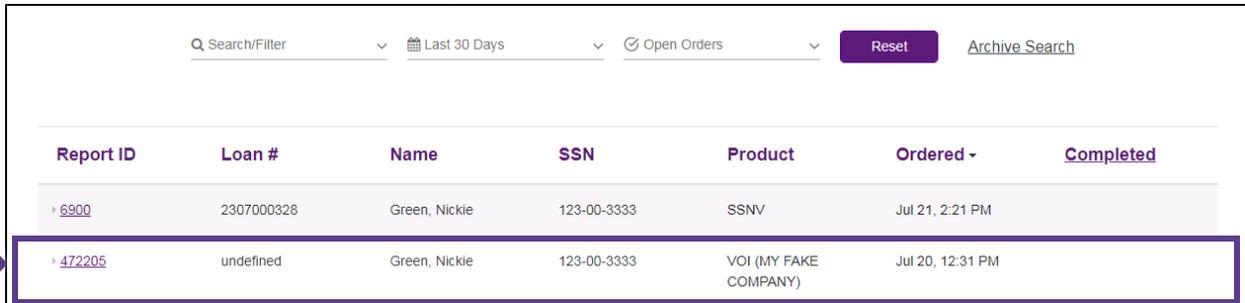


1. Start by logging into Xactus360 and opening the borrowers file from the home page.

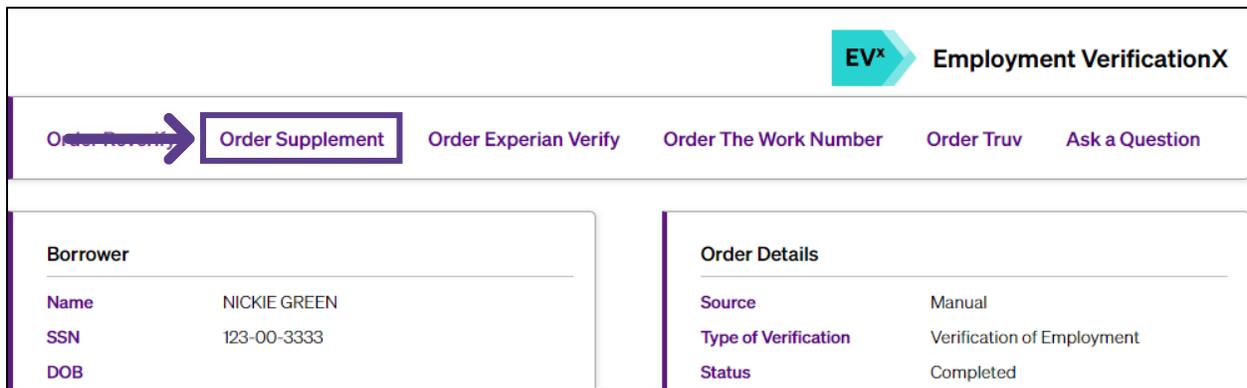


2. The file can also be located right from the home screen.



Report ID	Loan #	Name	SSN	Product	Ordered -	Completed
6900	2307000328	Green, Nickie	123-00-3333	SSNV	Jul 21, 2:21 PM	
472205	undefined	Green, Nickie	123-00-3333	VOI (MY FAKE COMPANY)	Jul 20, 12:31 PM	

3. Click Order Supplement.



4. Correct/Add any borrower information and check the box next to the information to be updated. Additional notes and special instructions can be typed in the Note/Special Instruction box. Upload any supporting documents as well. When all is complete, click Submit.

IV^x **Income VerificationX**

Experian Verify The Work Number **Manual** Truv

Loan Number

Type: Supplement Rush

Borrower

First: NICKIE Middle: Last: GREEN Suffix: SSN: 123-00-3333 Date of Birth: Street Address: 100 TERRACE AV City: WEST HAVEN State: CT Zip: 06516 Phone Number:

Employer

Employment Type: Current Employer Name: JOE'S CRAB SHACK Street Address: 123 MAIN STREET City: NEW YORK State: NY Zip: 10001 Position: FOH Date Hired: 01/01/2022 Date Terminated: Contact Name: Email Address: Phone Number: 800-258-3488 Fax Number:

Current as of date invalid Income Missing/Incorrect Incorrect Pay Rate Avg hours not included

Notes/Special Instruction

Borrower's Authorization* & Supporting Documents
Borrower's authorization is mandatory for processing. Please attach available w2/paystubs or relevant docs.

Drag and drop file or click here

Borrower's Authorization.pdf Document Type: Other Document Description: Other

Send Status Updates and Notifications to:

Primary Email: xactus@xactus.com Secondary Email:

Payment

Invoice Charge One-time payment with new card

Cancel **Submit**

5. The request will be submitted and details will be listed under Order Details.

The screenshot shows the 'Employment VerificationX' interface. At the top right, there is a teal arrow icon with 'EV^x' and the text 'Employment VerificationX'. Below this is a navigation bar with links: 'Order Experian Verify', 'Order The Work Number', 'Order Truv', and 'Ask a Question'. The main content area is divided into two columns. The left column is titled 'Borrower' and contains the following information: Name: NICKIE GREEN, SSN: 123-00-3333, DOB: (blank), Address: 100 TERRACE AV, WEST HAVEN, CT 06516, and Phone: (blank). The right column is titled 'Order Details' and contains: Source: Manual, Type of Verification: VOE Supplement, Status: Pending, Operator: Xactus Test, Ordered: 07/09/2024, 09:50:21 AM, Completed: (blank), Report ID: 925249, Order ID: 856924, Loan Number: (blank), and Analyst: (blank). At the bottom right of the 'Order Details' section, there is a link labeled 'Trigger Product Bundle'.

6. Once completed, verify the update is correct and reflects as needed. If not, click Ask a Question.

The screenshot shows the 'Income VerificationX' interface. At the top right, there is a teal arrow icon with 'IV^x' and the text 'Income VerificationX'. Below this is a navigation bar with links: 'Order Reverify', 'Order Supplement', 'Order Experian Verify', 'Order The Work Number', 'Order Truv', and 'Ask a Question'. The 'Ask a Question' link is highlighted with a purple box and a purple arrow pointing to it from the right. The main content area is divided into two columns. The left column is titled 'Borrower' and contains the following information: Name: NICKIE GREEN, SSN: 123-00-3333, DOB: (blank), Address: 100 TERRACE AV, WEST HAVEN, CT 06516, and Phone: (blank). The right column is titled 'Order Details' and contains: Source: Manual, Type of Verification: Verification of Employment and Income, Status: Completed, and Operator: Xactus Test.

7. Select a Request Type from the drop-down menu and then enter additional comments about the request in the Question box. Once complete, click Submit.

Customer Service Request

Subject: VOE: JOE'S CRAB SHACK (#856924)

Request type:
The manual verification that was provided is incomplete or inaccurate. ▼

Question:
Enter additional comments about the request.

File: No file chosen

File description:

E-mail notification Email address:

8. Once our team has reviewed your request, you will receive an email notification with the response and the response will also appear on the file under Service Orders.

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