

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



2. On the left-hand side under Actions, click Reassign Report Owner.



Actions:

- [Copy/Merge/Unmerge](#)
- [Order SupplementX](#)
- [Order RescoreX](#)
- [Refresh Report](#)
- [Compare Reports](#)
- [Submit Service Request](#)
- [Download Loan Data/1003](#)
- [Add Red Flag Report](#)
- [Reassign Report Owner](#)
- [Upload Supporting Docs](#)
- [Convert to Mortgage Only](#)
- [Order New Credit ReportX](#)
- [Order New Mortgage Only](#)
- [Order New Pre-QualificationX](#)

Options:

- [Subscriber Directory](#)
- [View Authorization](#)
- [Letter Of Explanation](#)
- [Consumer Disclosure](#)
- [Score Disclosure](#)
- [Adverse Action Notice](#)
- [Customize Report](#)

Borrower		Co-Borrower		
Borrower: Nickie Green SSN: 123-00-3333		Add Co-Borrower		
Address: 100 Terrace AVE				
West Haven, CT, 06516				
Email:		Phone:		
Scores				
	TransUnion	Experian	Equifax	
FICO:	730	[732]	734	
Credit Assure:	+18	+37	+27	
Wayfinder™:	Order	Order	Order	
What-If™:	Order	Order	Order	
Summary				
Accounts: 33		Balance: \$16,742		
Open Accounts: 25		Payment: \$197		
Delinquent Accounts: 0		Past Due: \$0		
Details				
Loan Number: 2208000129		Status: Completed		
Report ID: 48988066		Entered: 07-18-2023, 10:27:37 AM		
Report Type: Credit ReportX		Completed: 07-18-2023, 10:30:52 AM		
Available Reports				
		Report Type	Date	Format
View	Download	Credit ReportX	07-18-2023, 10:30:52 AM	PDF
View	Download	Credit ReportX	07-18-2023, 10:27:39 AM	PDF

11/11/2024

3. Select the new report owner from the dropdown list or type the new report owner's name into the blank field.

The screenshot shows a form titled "Reassign Report Owner". It has four input fields: "Current Owner" (text), "New Owner" (dropdown), "Current Cost Center" (text), and "New Cost Center" (dropdown). The "Current Owner" field contains "Xactus Demo". The "New Owner" dropdown is open, showing a list of options: "Xactus", "XACTUS TEST ACCOUNT (X0330)", "Xactus Demo" (highlighted in blue), and "Xciting Xactus". Two purple arrows point to the "Xactus" and "Xactus Demo" options in the dropdown list.

4. Then, select the new Cost Center from the dropdown list or type the new cost center name into the blank field.

The screenshot shows the same "Reassign Report Owner" form. The "New Owner" dropdown is now closed and shows "Xciting Xactus". The "Current Cost Center" field contains "NORTH". The "New Cost Center" dropdown is open, showing a list of options: "NORTH" (highlighted in blue), "EAST", "SOUTH", "WEST", and "None".

5. Once complete, click Save.

Reassign Report Owner

Current Owner
Xactus Demo

New Owner
Xciting Xactus ▼

Current Cost Center
NORTH

New Cost Center
EAST ▼

[Back](#) [Save](#)



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