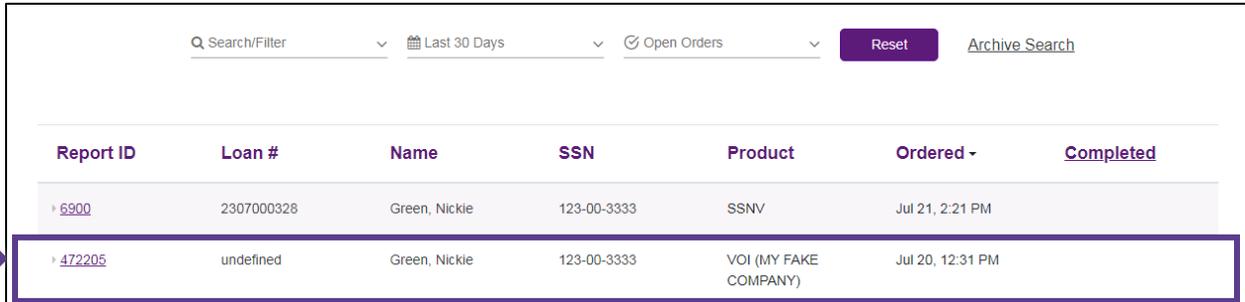


1. Start by logging into Xactus360 and opening the borrowers file from the home page.



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



The screenshot shows the Xactus360 home screen with a table of reports. The table has columns for Report ID, Loan #, Name, SSN, Product, Ordered, and Completed. The second row is highlighted with a red box and a red arrow pointing to it.

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	

- Once the Employment VerificationX is completed, the report can be viewed or downloaded from the Documents section.

Employment VerificationX

[Order Reverify](#)
[Order Supplement](#)
[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 Completed

Operator Xactus Test

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

Completed 07/09/2024, 09:14:41 AM

Report ID 925193

Order ID 856851

Loan Number

Analyst

Fee

[Trigger Product Bundle](#)

Employer Information Requested

Name JOE'S CRAB SHACK **Phone** 800-258-3488

Address 123 MAIN STREET, NEW YORK, NY 10001

Employer Type Current **Position** FOH **Date Hired** 01/01/2022 **Date Terminated**

Notes

Documents [Upload Supporting Documents](#)

Name	Date	View	Download
Manual_925193	07/09/2024, 09:14:41 AM		
Consumer Authorization	07/09/2024, 09:04:29 AM		

- Additional orders for this borrower can be located on the left-hand side.

Income VerificationX Add								
Orders:								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">81413</td> <td style="width: 60%;">The Work Number IVx (B)</td> <td style="width: 10%;">07-09</td> <td style="width: 10%;"></td> </tr> <tr> <td>▶ 925193</td> <td>Manual EVx (B)</td> <td>07-09</td> <td></td> </tr> </table>	81413	The Work Number IVx (B)	07-09		▶ 925193	Manual EVx (B)	07-09	
81413	The Work Number IVx (B)	07-09						
▶ 925193	Manual EVx (B)	07-09						

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