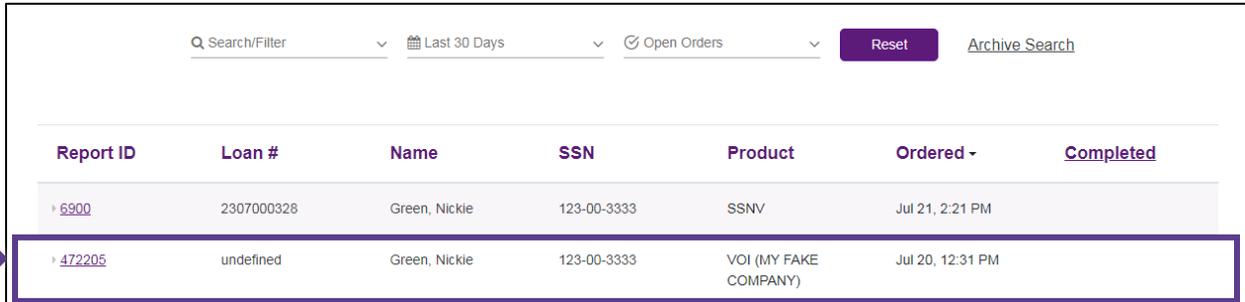


1. Start by logging into Xactus360 and opening the borrowers file from the home page.

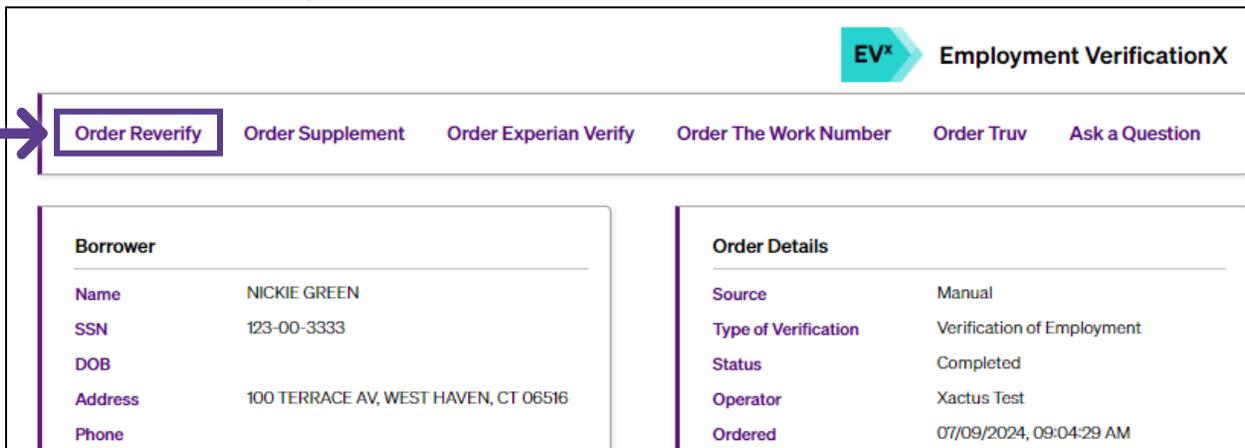


2. The file can also be located right from the home screen.



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 Reverify.



EV* 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

4. Verify the details of the request and when ready click Submit.

Experian Verify Thomas & Company The Work Number **Manual** Truv

 **Income VerificationX**

Type: Reverify Rush

Borrower

<input type="text" value="First"/> NICKIE	<input type="text" value="Middle"/>	<input type="text" value="Last"/> GREEN	<input type="text" value="Suffix"/>	<input type="text" value="SSN"/> 123-00-3333	<input type="text" value="Date of Birth"/>
<input type="text" value="Street Address"/> 100 TERRACE AV	<input type="text" value="City"/> WEST HAVEN	<input type="text" value="State"/> CT	<input type="text" value="Zip"/> 06516	<input type="text" value="Phone Number"/>	

Employer

<input type="text" value="Employment Type"/> Current	<input type="text" value="Employer Name"/> JOE'S CRAB SHACK	<input type="text" value="Phone Number"/> 800-258-3488	
<input type="text" value="Street Address"/> 123 MAIN ST	<input type="text" value="City"/> NEW YORK	<input type="text" value="State"/> NY	<input type="text" value="Zip"/> 10001
<input type="text" value="Position"/> FOH	<input type="text" value="Most Recent Date of Hire (if applicable)"/> 01/01/2022	<input type="text" value="Original Date Hired"/> 01/01/2021	<input type="text" value="Date Terminated"/>

Enter Notes

Send Status Updates and Notifications to :

<input type="text" value="Primary Email"/> xactus@xactus.com	<input type="text" value="Secondary Email"/>
---	--

Payment

Invoice Charge One-time payment with new card



5. The status will show Pending and you will be notified when the request is complete.

 **Employment VerificationX**

[Order Experian Verify](#) [Order Thomas & Company](#) [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 Reverification of Employment

Status Pending

Operator Xactus Test

Ordered 07/23/2024, 12:53:21 PM

Completed

Report ID 939764

Order ID 874468

Loan Number

Analyst

[Trigger Product Bundle](#)

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