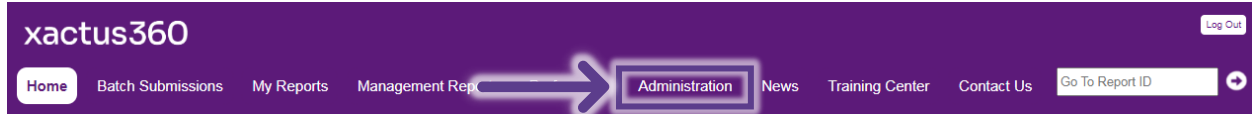


How to Assign a New Password for an Operator Within Xactus360

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



2. Click the Account Code the user is associated (if sub-accounts are present).

Associated Customers					
Code	Name	Company Identifier	City	State	Status
X0330	XACTUS TEST ACCOUNT		BROOMALL	PA	Active
X0330AA	XACTUS TEST ACCOUNT		BROOMALL	PA	Active
X0330AB	XACTUS TEST ACCOUNT		BROOMALL	PA	Active
X0330AC	XACTUS TEST ACCOUNT		BROOMALL	PA	Active

3. Then, select Operators Configured.

Customer Details

- [Credit Analysis Setup](#)
- [Custom Forms](#)
- [Custom Field Setup](#)
- [Documents](#)
- [Operators Configured](#)

XACTUS TEST ACCOUNT (X0330)

Customer Name:

Street Address:

City / State / Zip:

Sales Rep:

4. Click the name of the Operator requesting a new password.

Operator Name ^	Operator ID	Admin	Access	Status	SMA	Cost-Center	Last Login
Xactus Appraisal	xactusappraisal	No	Standard	Active	No		07-17-2023, 03:35:34 PM
Xactus Demo	xactus.demo	Yes	Custom	Active	No		07-20-2023, 02:08:00 PM
Xcellent Xactus	xactus.demo2	No	Standard	Active	No		
Xcitement Xactus	xactus.demo5	No	Standard	Active	No		
Xciting Xactus	xactus.demo6	No	Standard	Active	No		
Xquisite Xactus	xactus.demo3	No	Standard	Active	No		
Xtra Xactus	xactus.demo7	No	Standard	Active	No		
Xtreme Xactus	xactus.demo4	No	Custom	Active	No		

5. Select the option for Assign New Password and Notify.

Details for Operator: Xcellent Xactus (xactus.demo2)

Operator Details and Password

Account: XACTUS TEST ACCOUNT (X0330)

Operator Name:

Status:

Lock Template Operator :

Phone Number: Ext:

Cell Phone Number:

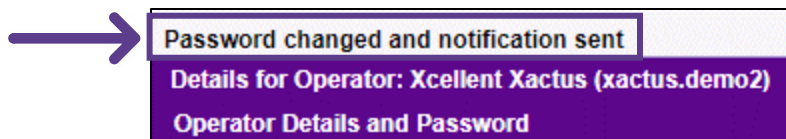
NMLS Number:

Email Address: Send "Welcome" E-mail

Password:

Operator Password:  Assign New Password and Notify
Reset Security Questions
Security Event Report

6. A notification will appear at the top that the Password changed and notification was sent.



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