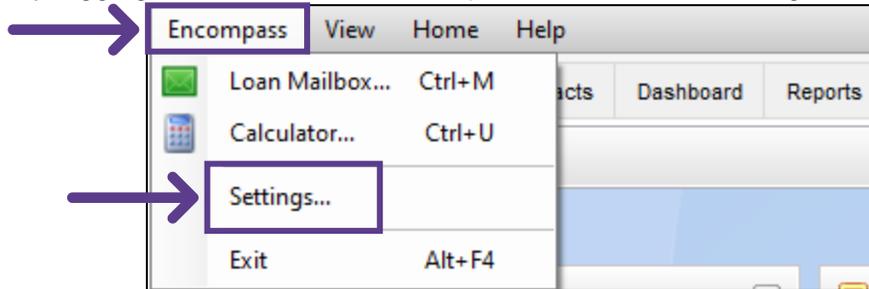
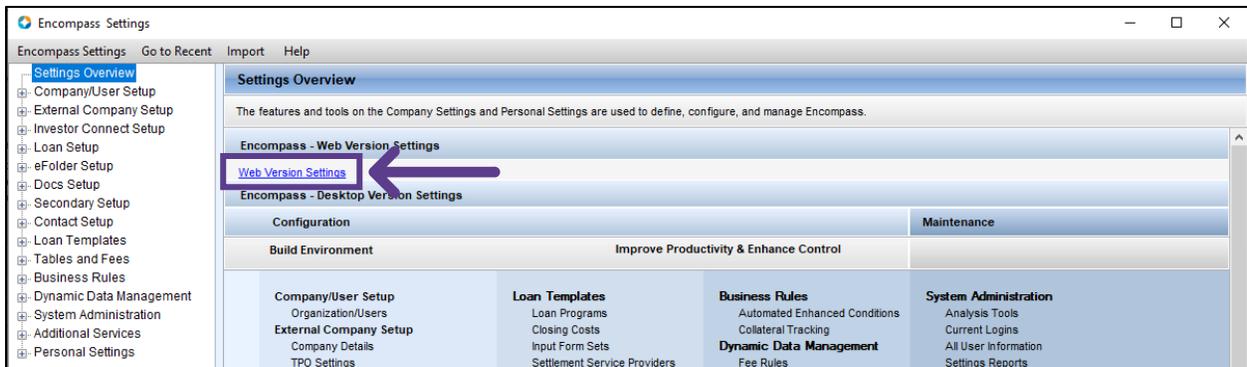


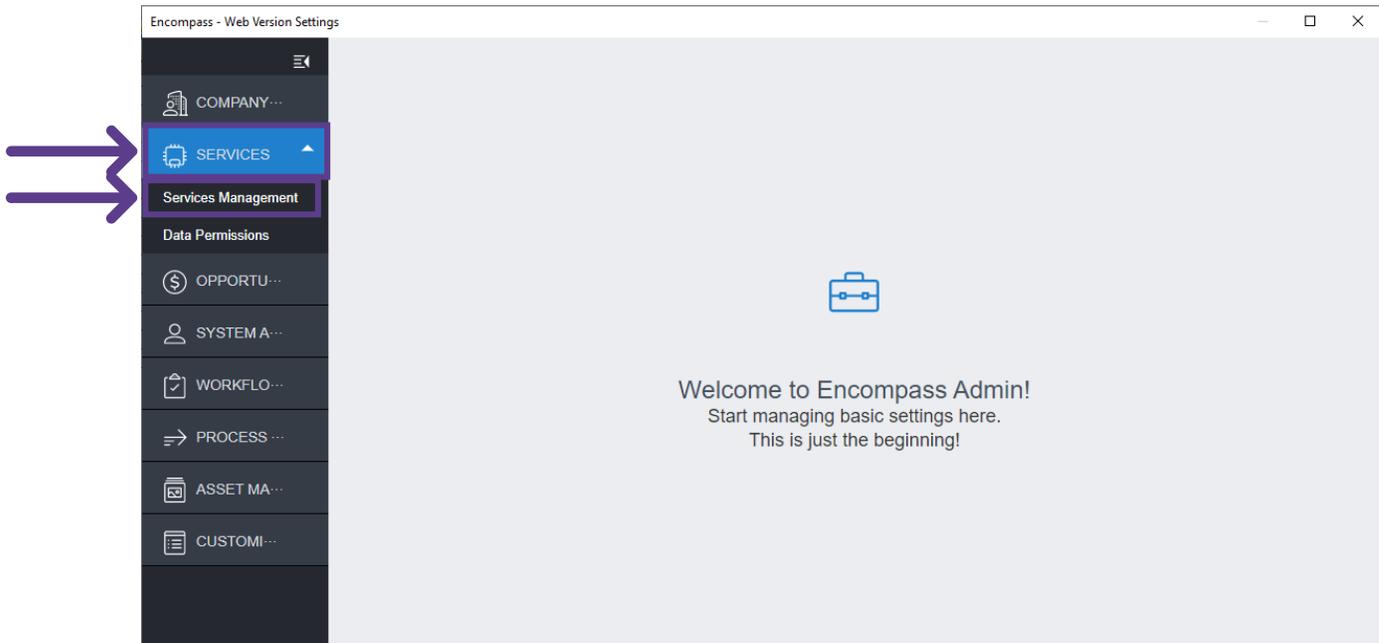
1. Start by logging in and under the Encompass menu, select Settings.



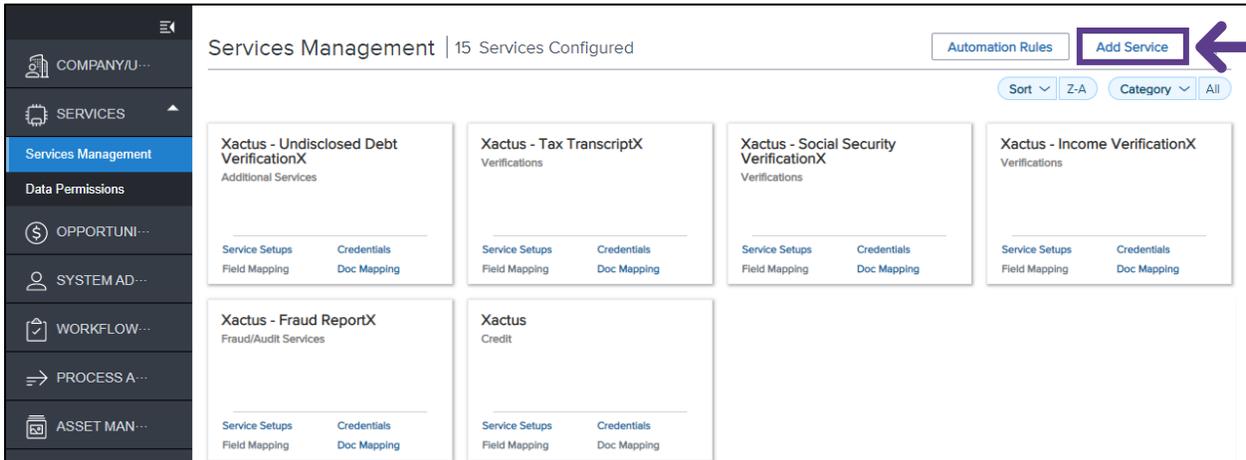
2. Then, click the link for Web Version Settings.



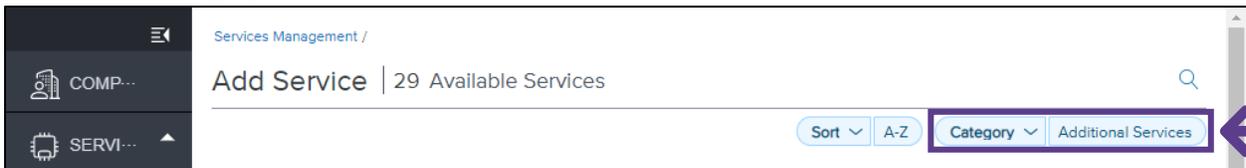
3. Select SERVICES then choose Services Management.



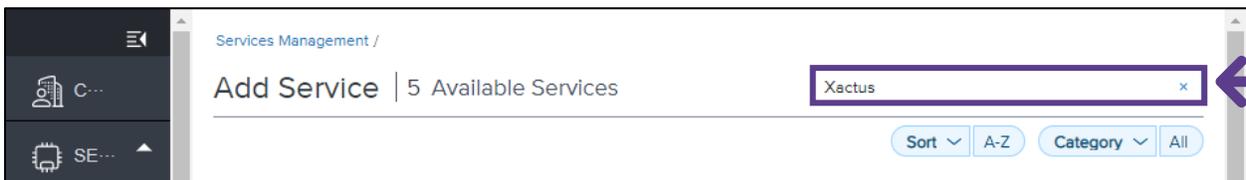
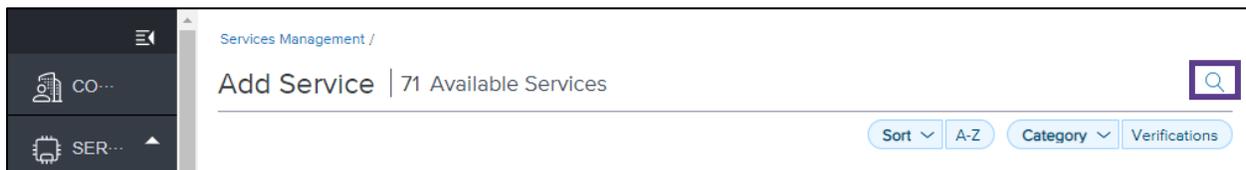
4. Next, click Add Service.



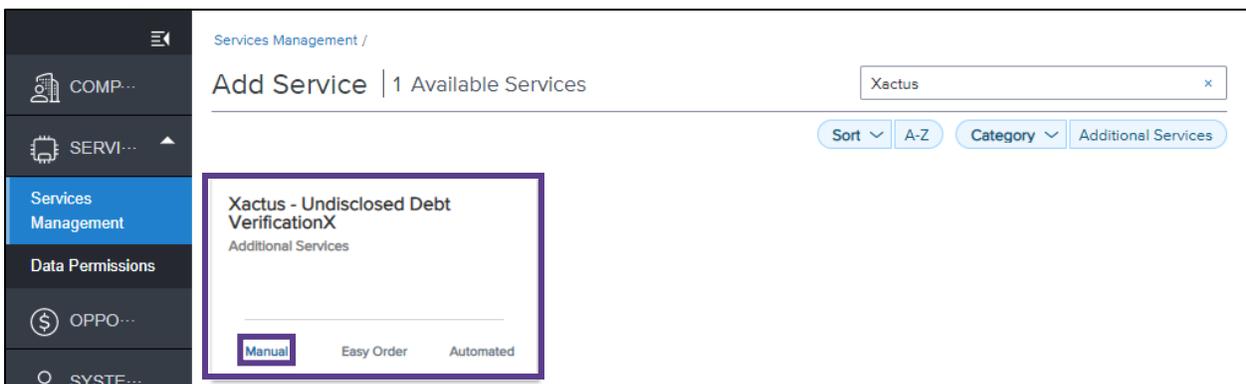
5. Under Category, select Additional Services.



6. Click the magnifying glass and search for Xactus.



7. Then, select Manual next to the service needed.



8. First, toggle ON next to Active. Then, enter the Service Setup Name. Typically, the Service Setup Name reflects the Provider name.

Services Management / Add Service /

Add Manual Setup

Active

Service Type: Additional Services Evaluation Level: Loan Level Provider: Xactus - Undisclosed Debt Verificati...

Service Setup Name: Xactus - Undisclosed Debt VerificationX Service Setup Description:

Readiness Conditions ⓘ Validate

Condition Editor Query Builder

Cancel Save

9. Then, under Authorized Users, select Add.

Authorized Users

Add

10. Select the Users category and click the right arrow to add them to the Selected Users section. All authorized users must be added to the Selected Users section to have access to the Provider.
Once complete, click Add.

The 'Add Entities' dialog box is shown with two main sections: 'Category' and 'Selected Users'. The 'Category' section contains a list with 'Organizations', 'Users', and 'Personas'. The 'Users' row is highlighted, and its right arrow is active. The 'Selected Users' section contains a list with 'Processor User (processor)' and 'Xactus Test (xactustest)'. Both rows have their right arrows active. At the bottom right, there are 'Cancel' and 'Add' buttons. A purple arrow points to the 'Add' button.

11. When all Authorized Users are added, click Save.

The 'Authorized Users' section shows a table with the following data:

ID	NAME	TYPE	ACTION
<input type="checkbox"/> processor	Processor User (processor)	User	
<input type="checkbox"/> xactustest	Xactus Test (xactustest)	User	

Below the table, it says 'Total items: 2'. At the bottom right, there are 'Cancel' and 'Save' buttons. A purple arrow points to the 'Save' button.

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