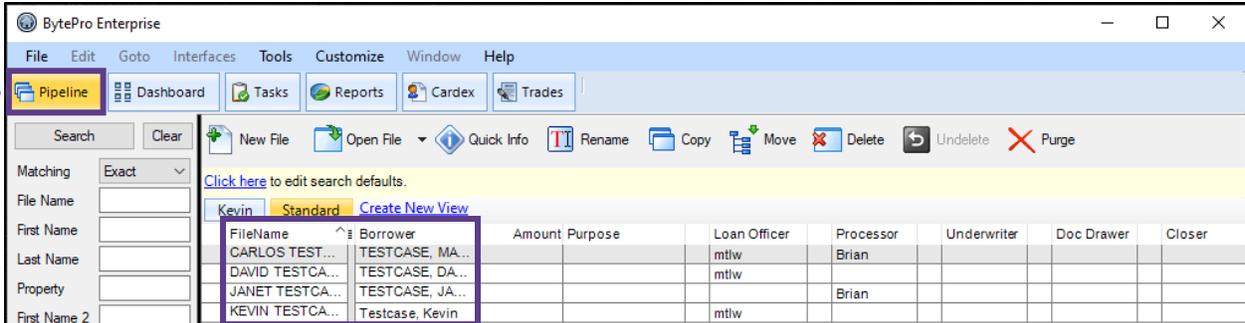
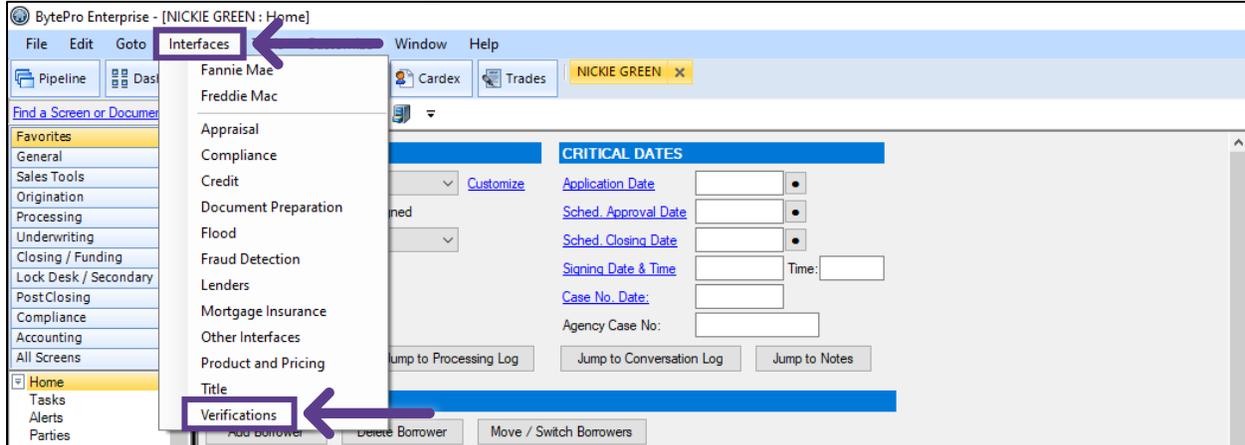


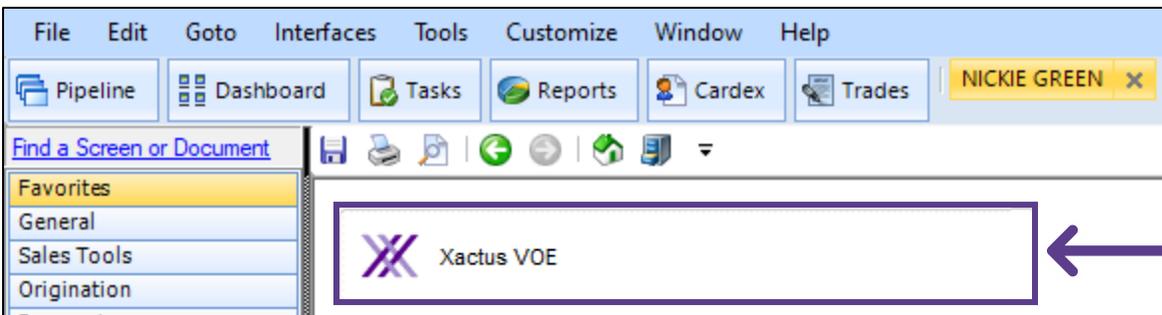
1. Start by logging in and opening the borrowers loan file from the Pipeline.



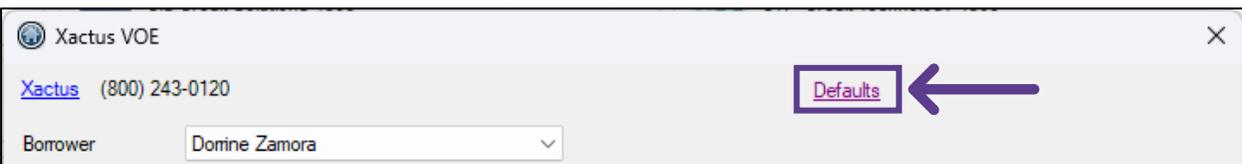
2. Then, click the Interfaces dropdown and select Verifications.



3. A list of providers will appear, double click Xactus VOE to open the order screen.



4. Enter your user ID and password by clicking Defaults.



5. Enter the username and password. Then, make a selection under VOE Type. For a Manual order, select Manual Only. When complete, click Close.

The screenshot shows a software window titled "Defaults" with a close button (X) in the top right corner. On the left is a sidebar with a "Group" dropdown set to "Xactus" and a "Screen" list. The "Xactus" screen is selected, showing a configuration form. The form includes fields for "Username" (xactus.demo), "Password" (masked with dots), "Environment" (Production), "VOE Type" (Manual Only), and several "Notification" fields (all set to Loan Officer). There are also checkboxes for "UDM Equifax", "UDM Experian", and "UDM TransUnion". Below these are two blue links: "Automatically activate to Xactus UDM at the following statuses" (set to None) and "Automatically deactivate to Xactus UDM at the following statuses" (set to None). A "Close" button is located at the bottom right. Three purple arrows point to the Username/Password fields, the VOE Type dropdown, and the Close button.

Field	Value
Username	xactus.demo
Password
Environment	Production
VOE Type	Manual Only
Work Number Product Type	
Notification (4506 / SSA / UDM)	Loan Officer
Notification (4506 / SSA / UDM)	Loan Officer
Notification (4506 / SSA / UDM)	Loan Officer
UDM Equifax	<input type="checkbox"/>
UDM Experian	<input type="checkbox"/>
UDM TransUnion	<input type="checkbox"/>

[Automatically activate to Xactus UDM at the following statuses](#)
None

[Automatically deactivate to Xactus UDM at the following statuses](#)
None

Close

6. Next, attach the borrower's authorization, select the VOE Type, and Order Type. Then, select the Employer from the Employer dropdown. When complete, click Submit.

The screenshot shows the 'Xactus VOE' application window. At the top left, there is a logo and the text 'Xactus (800) 243-0120'. At the top right, there is a 'Defaults' link. Below this, the 'Borrower' field is a dropdown menu with 'NICKIE GREEN' selected. The 'Order' section is highlighted with a purple box and contains three fields: 'Signed VOE Authorization' with a 'Select' button, 'VOE Type' with a dropdown menu showing 'Manual', and 'Order Type' with a dropdown menu showing 'Employment plus Income'. A purple arrow points to the 'Signed VOE Authorization' field. Below the 'Order' section, the 'Employer' field is a dropdown menu with 'My Fake Company' selected, followed by a 'View' button and a 'Rush' checkbox. At the bottom left, there is a 'Submit' button, which is also highlighted with a purple box and has a purple arrow pointing to it. Below the form fields is a table with the following headers: Source, Employer, Report Date, Reverify Date, Status, Income, and two empty columns.

Source	Employer	Report Date	Reverify Date	Status	Income		
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- Under Status Message, it will appear as 'Being Processed' until complete. Once complete, you will receive an email. Return to this screen and click Retrieve to populate the order.

Xactus VOE X

[Xactus](#) (800) 243-0120 [Defaults](#)

Borrower: NICKIE GREEN

Order

Signed VOE Authoriz: _____

VOE Type: Manual

Order Type: Employment plus Income

Employer: My Fake Company Rush

	Source	Employer	Report Date	Reverify Date	Status	Income	
▶	VOE	My Fake Com...			File Is Being ...		<input type="button" value="Retrieve"/> ←

Status Messages (double-click to view long messages)

Date	Message
8/29/24 9:44:51 AM	Request to order a VOE for employer My Fake Company. Response status is: 0. File Is Being Processed

8. The report can be viewed by double clicking the request under Documents.

Xactus VOE X

[Xactus](#) (800) 243-0120 [Defaults](#)

Borrower: NICKIE GREEN

Order

Signed VOE Authorization: ⓘ

VOE Type: Manual

Order Type:

Employer: My Fake Company Rush

	Source	Employer	Report Date	Reverify Date	Status	Income		
▶	VOE	My Fake Com...			Verified by M...		<input type="button" value="Retrieve"/>	<input type="button" value="Re-Verify"/>

Status Messages (double-click to view long messages)

Date	Message
8/29/24 11:19:12 AM	Request to status VOE for employer My Fake Company. Response status is: 0. Verified by MARY SMITH on 2024-08-29
8/29/24 9:44:51 AM	Request to order a VOE for employer My Fake Company. Response status is: 0. File Is Being Processed

Documents (double-click on a document to view it)

Date	Name
8/29/24 11:19:12 AM	Xactus VOE for NICKIE GREEN

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

08/29/2024