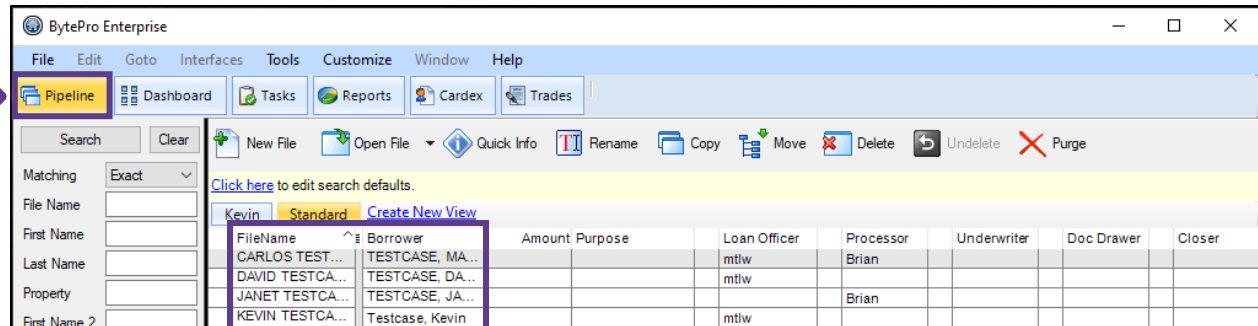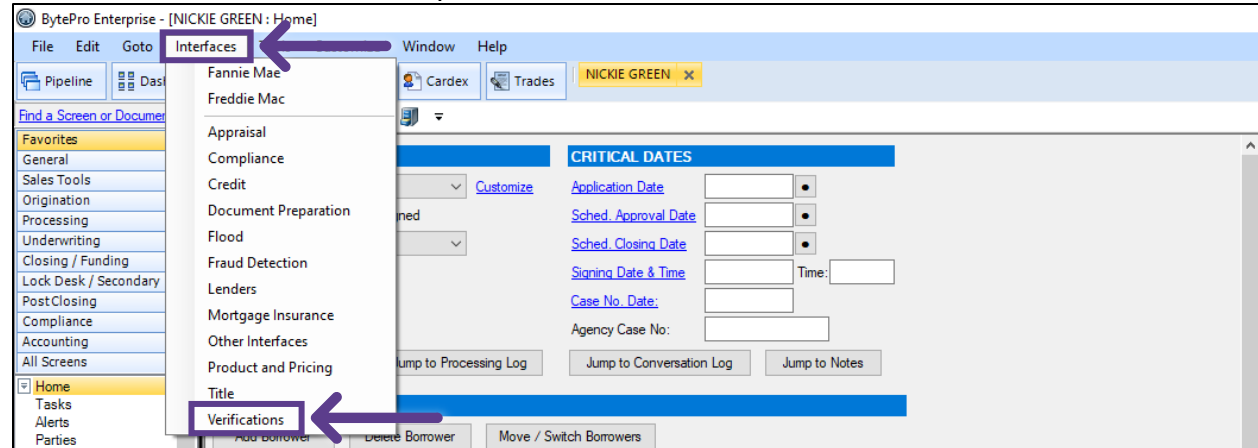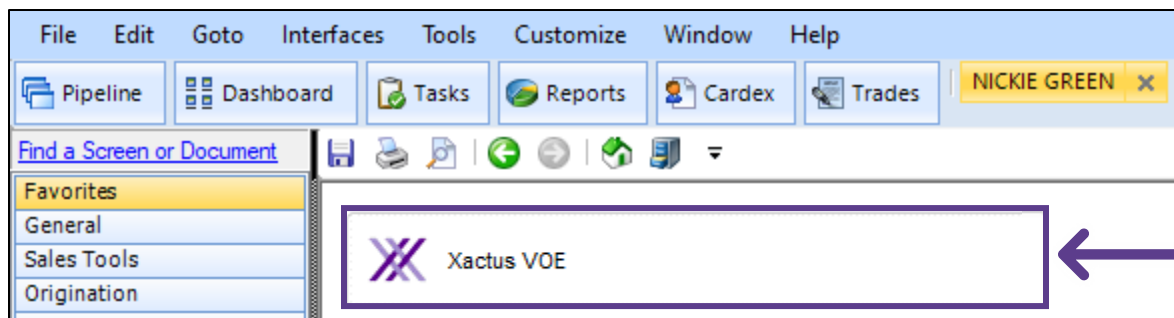**xactus X**

Advancing the Modern Mortgage

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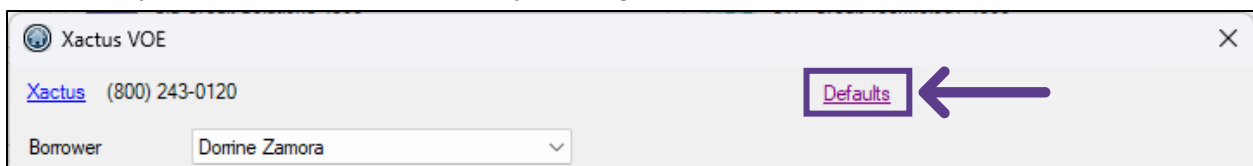

2. Then, click the Interfaces dropdown and select Verifications.

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.

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.

7. 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.

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

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

08/29/2024