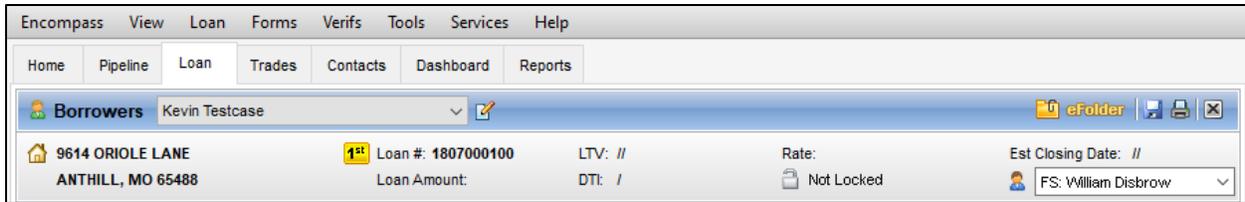
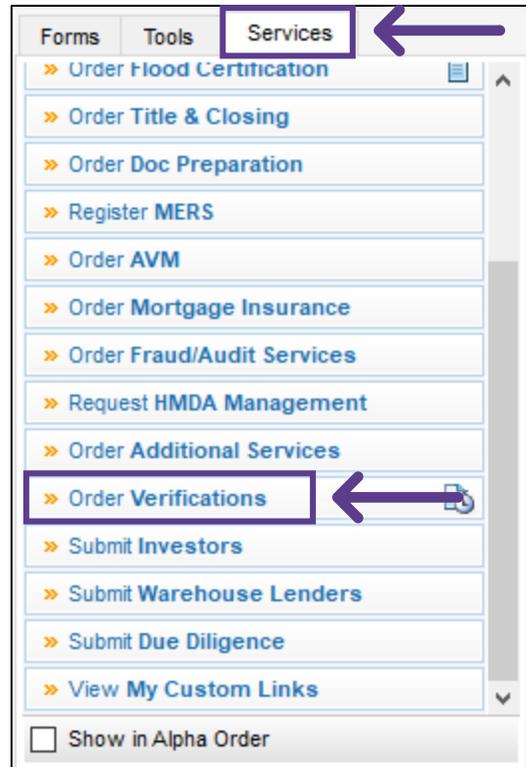


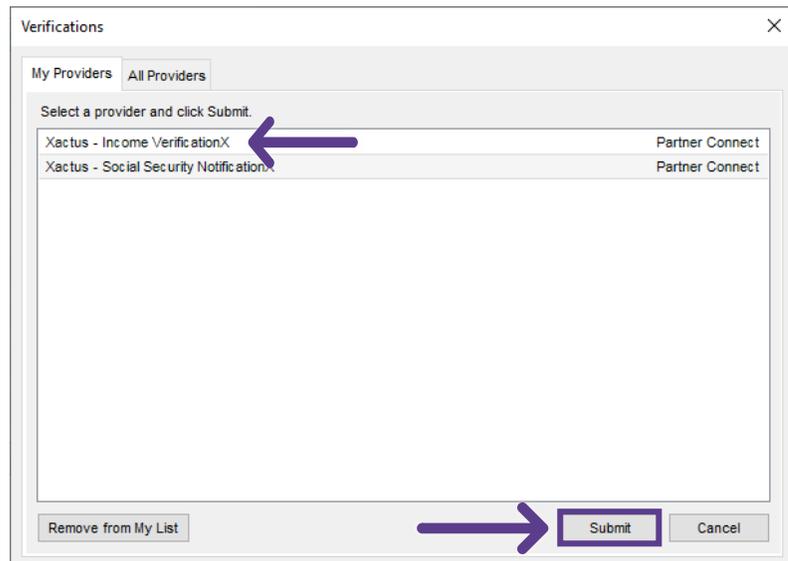
1. Start by logging in and opening the applicants loan file.



2. Click on the Services tab in the bottom left corner. Select Order Verifications.



A window will pop-up allowing you to choose your Provider. Then, click Submit to launch the order form.



3. Select Experian Verify, The Work Number or Manual to start. Then, complete the rest of the fields including Employee information and Type of Verification. Your applicant information will pre-populate from the 1003. Then, click Submit.

**xactus** | **IV<sup>x</sup>** Income VerificationX  
Advancing the Modern Mortgage

**Order Type**

**Experian Verify** The Work Number Manual ←

Borrowers  
NICKIE GREEN

Loan Number

First Name: NICKIE Last Name: GREEN Social Security Number: 123-00-3333 Date of Birth: 01-01-1999

Type of Verification

Verification of Employment

Verification of Employment & Income

By submitting this order, I certify that I have a copy of the consumer's authorization.

Cancel Submit ←

4. If an existing IVx order already exists, the Possible Matching Records will display presenting the orders. If none of the previous orders match your request, click Submit again to submit the order.

**Possible Match Records**

Report ID	Loan Number	Borrower	Employer Name	Date Ordered	Operator	Product	Status
29873		Nickie Green		08/15/2023, 01:31	Xactus Test	Instant VOE	Pending
472205	undefined	Nickie Green	MY FAKE COMPANY	07/20/2023, 12:31	Xactus Test	VOI	Pending
28334	undefined	Nickie Green		07/20/2023, 11:49	Xactus Test	Instant VOE	Completed
28333	undefined	Nickie Green		07/20/2023, 11:44	Xactus Test	Instant VOE	Completed

If none of the above previous orders match your request, please click Submit again to submit this order.

Cancel Submit ←

5. If the borrower is on Experian Verify a report will be instantly returned. If the borrower is not on Verify, it will cascade to The Work Number order screen. When all details are complete, click Submit.

Experian Verify **The Work Number** Manual No record found on Experian Verify

Borrowers: Nickie Green

First Name: Nickie Last Name: Green Social Security Number: 123-00-3333

Employer Code: Employer Name: Employee Salary Key: Employee ID:

[The Work Number Employer Search](#)

Type of Verification

Verification of Employment  
 Verification of Employment & Income

Records From

Mortgage VOE (active & inactive records within past 36 months)  
 12 Month Employment History  
 24 Month Employment History  
 60 Month Employment History  
 Employment Select  
 Mortgage Select All

Additional fees may apply if records are present on both the Current and Previous database

By submitting this order, I certify that I have a copy of the consumer's authorization.

- If the borrower has a record on The Work Number the report will be instantly returned. If the borrower has no record on The Work Number or Experian Verify, you can then order a manual verification. Select the Type of Verification and complete the rest of the fields including Employee information. Again, your applicant information will pre-populate from the 1003.

Experian Verify   The Work Number   **Manual** No record found on The WorkNumber

**Type of Verification**

Verification of Employment  
 Verification of Employment & Income

Borrowers

Rush

**Employee**

First Name  Middle  Last Name

Suffix  Social Security Number

Street  City  State  Zip

Phone  Date Of Birth

- Select whether this is the applicants Current or Previous employer and complete all fields.

**Employer**

Employment Name  Employment Type

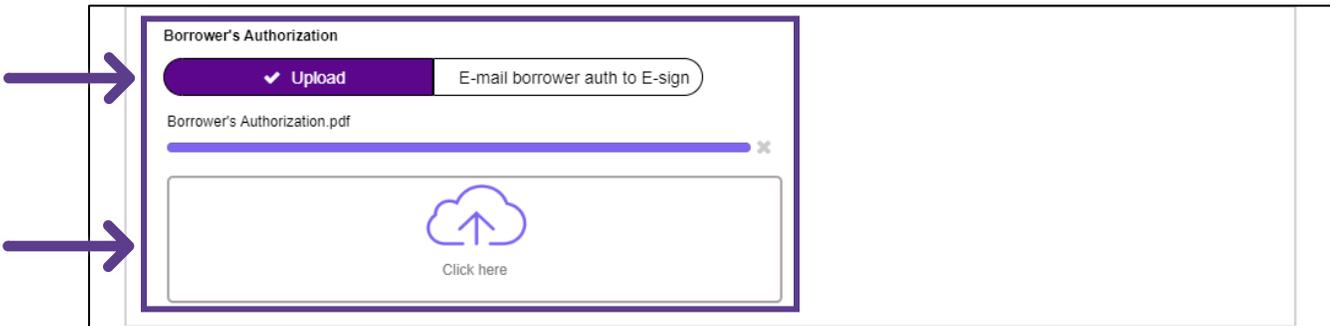
Street  City  State  Zip

Position  Date Hired  Date Terminated  Phone

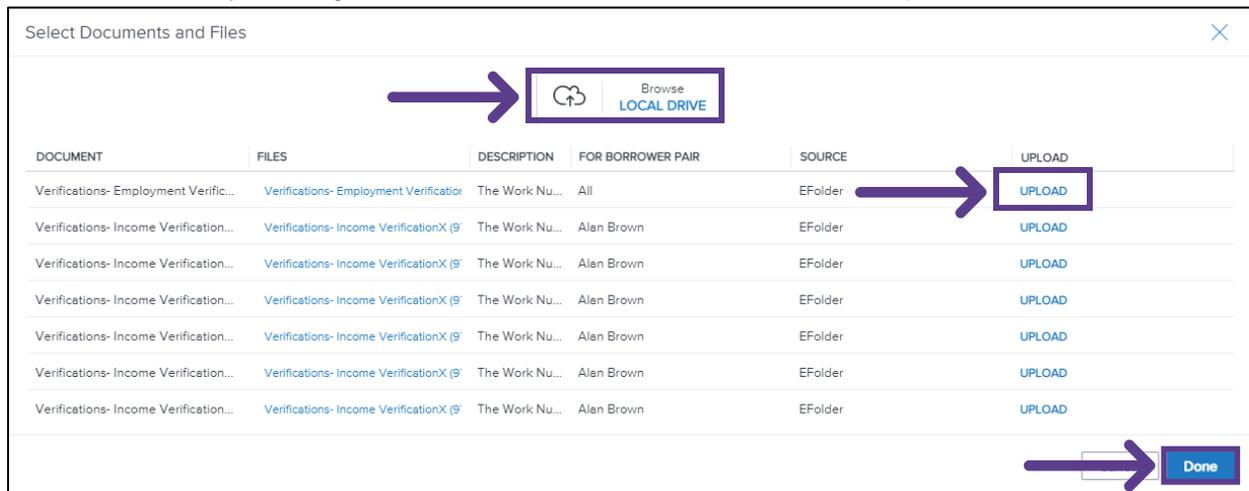
Enter Notes



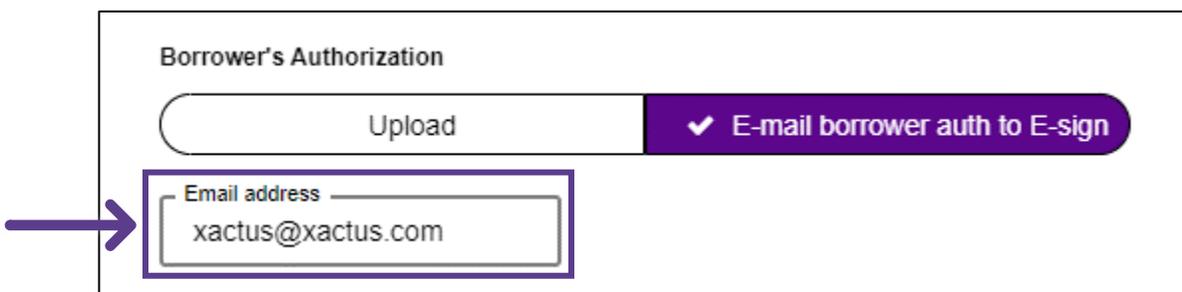
- Choose a file to attach for the authorization or select E-sign to have the document emailed. To upload a document, click 'Click here'.



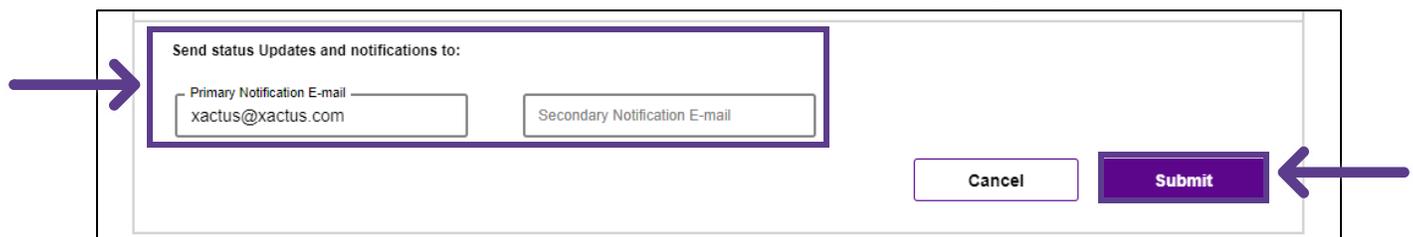
- Either browse for the document on your Local Drive or Upload one of the existing documents by clicking UPLOAD. When the document has been uploaded, click Done.



- If E-Sign is selected, enter the consumer's email address.



- Confirm the notification email address and click Submit when complete.

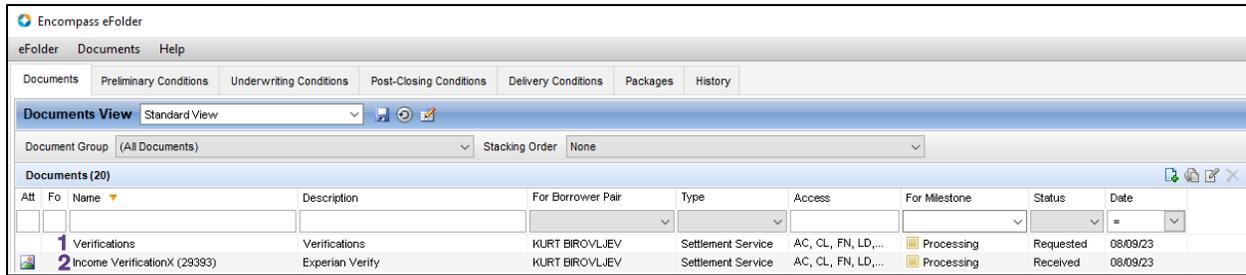




\*Please note Encompass Partner Connect verifications use Dynamic & Default E-folders.

1. The Default folder will be labeled verifications and remain in processing / requested status. This is the folder that will allow you to utilize the check status button next to the order verifications option and return to the report screen.

2. The Dynamic folder will return once your order is completed and be labeled with your product and vendor name and say Processing / Received. This is where your completed document will be located.



The screenshot shows the Encompass eFolder interface. At the top, there are tabs for 'Documents', 'Preliminary Conditions', 'Underwriting Conditions', 'Post-Closing Conditions', 'Delivery Conditions', 'Packages', and 'History'. Below the tabs, there is a 'Documents View' section with a 'Standard View' dropdown and a 'Document Group' dropdown set to '(All Documents)'. A 'Stacking Order' dropdown is set to 'None'. Below this is a table titled 'Documents (20)'. The table has columns for 'Att', 'Fo', 'Name', 'Description', 'For Borrower Pair', 'Type', 'Access', 'For Milestone', 'Status', and 'Date'. Two rows are visible:

Att	Fo	Name	Description	For Borrower Pair	Type	Access	For Milestone	Status	Date	
1		Verifications	Verifications	KURT BIROVLJEV	Settlement Service	AC, CL, FN, LD,...		Processing	Requested	08/09/23
2		Income VerificationX (29393)	Experian Verify	KURT BIROVLJEV	Settlement Service	AC, CL, FN, LD,...		Processing	Received	08/09/23

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