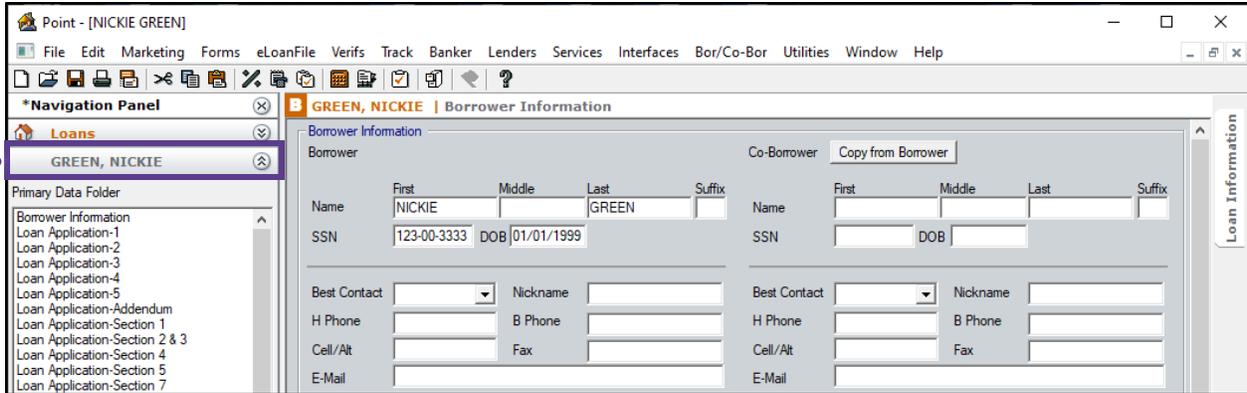
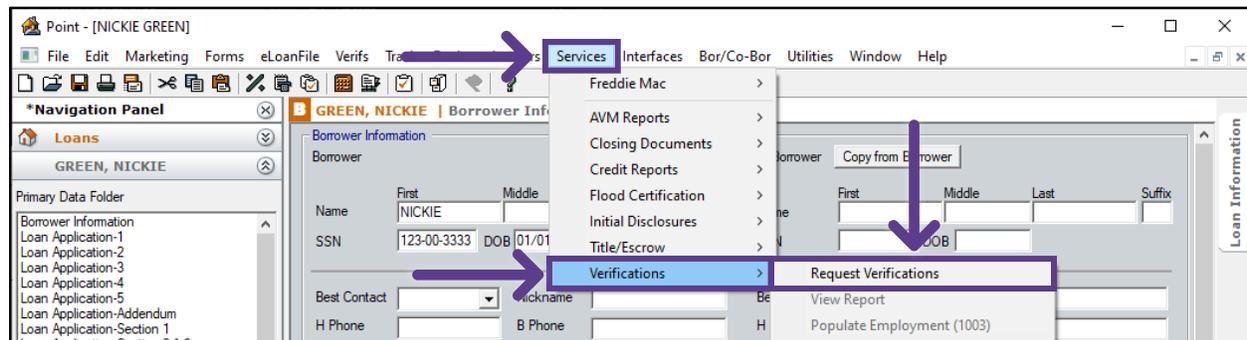


1. Start by logging in and opening the applicants loan file.



2. Click on the Services drop-down menu and navigate to Verifications, then click Request Verifications.



3. Select Xactus as the Verification Services Provider. Then, select the Order, Request and Verification type:  
Order Type – New or Check Status  
Request Type – Select Borrower: toggle between borrower and co-borrower if joint  
Verification Type – Check the box for Verification of Employment and specify the order needed in the dropdown menu.  
Select the box for VOE Rush Processing as necessary (additional expedite fee may apply).  
Authorization Method – Browse and upload the borrower’s authorization.  
When all information is entered correctly, please click Submit.

The screenshot shows the 'Request Verifications' application window. A purple box highlights the 'Verification Services Provider' dropdown menu, which is set to 'Xactus'. A purple arrow points to this dropdown. Another purple box highlights the 'Order' section, which includes radio buttons for 'Order New Verification', 'Upgrade Order', and 'Check Status'. A purple arrow points to the 'Order New Verification' option. A third purple box highlights the 'Request Type' section, which includes a 'Select Borrower' dropdown set to 'NICKIE GREEN', SSN and DOB fields, and a 'Verification Type' section with a checked 'Verification of Employment' option and a dropdown menu set to 'Verification of Employment - Employer'. A purple arrow points to the 'Browse' button in the 'Authorization Method' section, which is set to 'Document Attached'. A fourth purple arrow points to the 'Submit' button at the bottom of the window. The window also contains a 'Generic Verification Request' tab, a 'Pay by credit card' checkbox, and a 'Press F1 for help' message.

4. Input the user ID and password for your selected credit agency, then click OK.

The screenshot shows a 'Xactus Login' dialog box. It has a title bar with a close button (X). The main area contains several fields: 'Account #' (empty), 'User ID:' (containing 'xactus.demo'), and 'Password:' (containing seven asterisks). Below the password field is a 'Save Password' checkbox which is unchecked. To the right of these fields is a 'Need Help?' section containing the text 'Xactus', the phone number '800-243-0120', and a blue hyperlink 'Getting Started'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'. A purple arrow points to the 'OK' button.

5. The following will appear letting you know the order is being processed. Click OK.

The screenshot shows a 'Documents Status' dialog box. It has a title bar with a close button (X). The main area contains an information icon (i) followed by the text: 'Your request is being processed. Click on Request Documents again at a later time and choose Check Status of Pending Order'. Below this is a 'Code:' field and a 'Description:' field. The description text reads: 'Your Verification request is being processed. To inquire the status of this request, please use the Check Status option.' At the bottom right of the dialog is an 'OK' button, which is highlighted with a purple arrow.

6. You will be taken back to the Request Verifications screen where you can check the status of the order or request additional Verifications. Also notice that the primary borrower is also assigned a Reference number (Report ID) for the current order.

Request Verifications

Verification Services Provider  
Xactus 800-243-0120 [Getting Started](#)

Generic Verification Request

Order

Order New Verification  
 Upgrade Order  
 Check Status

Primary Borrower Order Reference Number  
51218939

Co-Borrower Order Reference Number

Additional Instructions, Comments

Pay by credit card

Request Type

Select Borrower  
 NICKIE GREEN  (No Co-Borrower Name)

SSN: 123-00-3333 SSN:   
DOB: 01/01/1999 DOB:

Verification Type:

Verification of Employment   
 VOE Rush Processing   
 SSNV Verification   
 E-Signature

Authorization Method:

Press F1 for help

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