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. Start by ensuring Manual is the Type of Order. Then, select the Type of Verification and complete the rest of the fields including Employee information. Your applicant information will pre-populate from the 1003.

Order Type

Experian Verify   The Work Number   **Manual**

Type of Verification
- ● Verification of Employment
- ○ Verification of Employment & Income

Borrowers
NICKIE GREEN   Loan Number

☐ Rush

Employee

First Name: NICKIE
Middle
Last Name: GREEN

Suffix
Social Security Number: 123-00-3333

Street: 100 TERRACE AV
City: WEST HAVEN
State: CT
Zip: 06516

Phone
Date Of Birth: 01-01-1999

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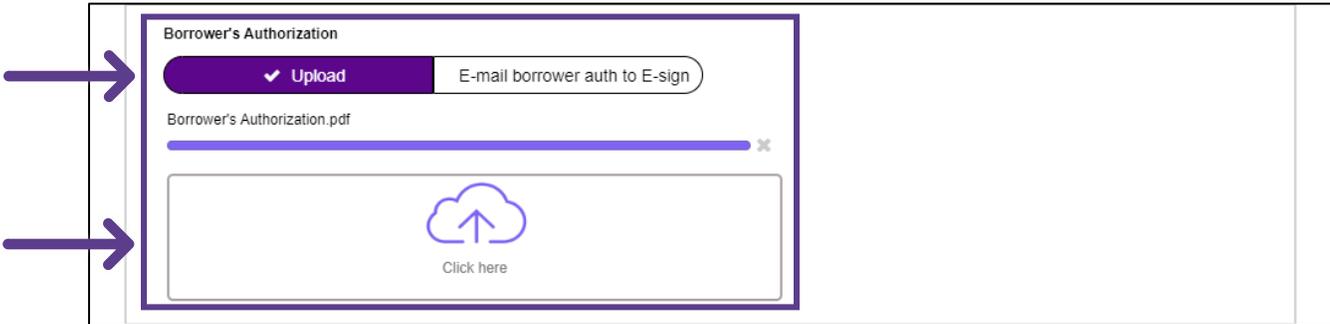
Employer

Employment Name: My Fake Company
Employment Type: Current

Street: 31550 Winterplace Parkway
City: Salisbury
State: MD
Zip: 21804

Position: FOH
Date Hired
Date Terminated
Phone: 800-258-3488

Enter Notes

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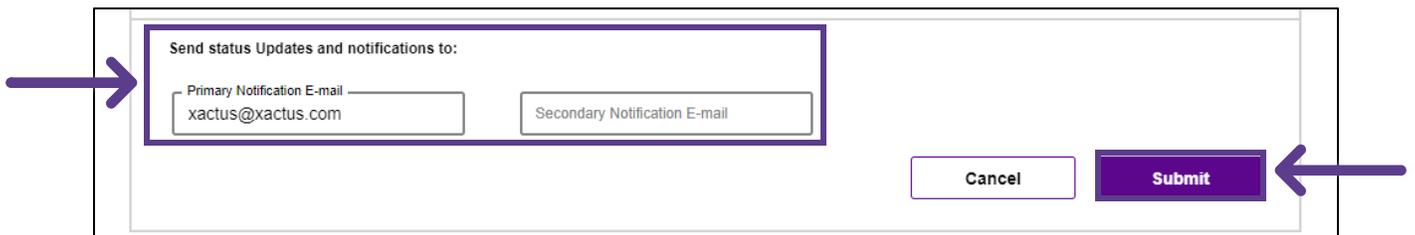

6. Either browse for the document on your Local Drive or Upload one of the existing documents by clicking UPLOAD. When the document has been uploaded, click Done.
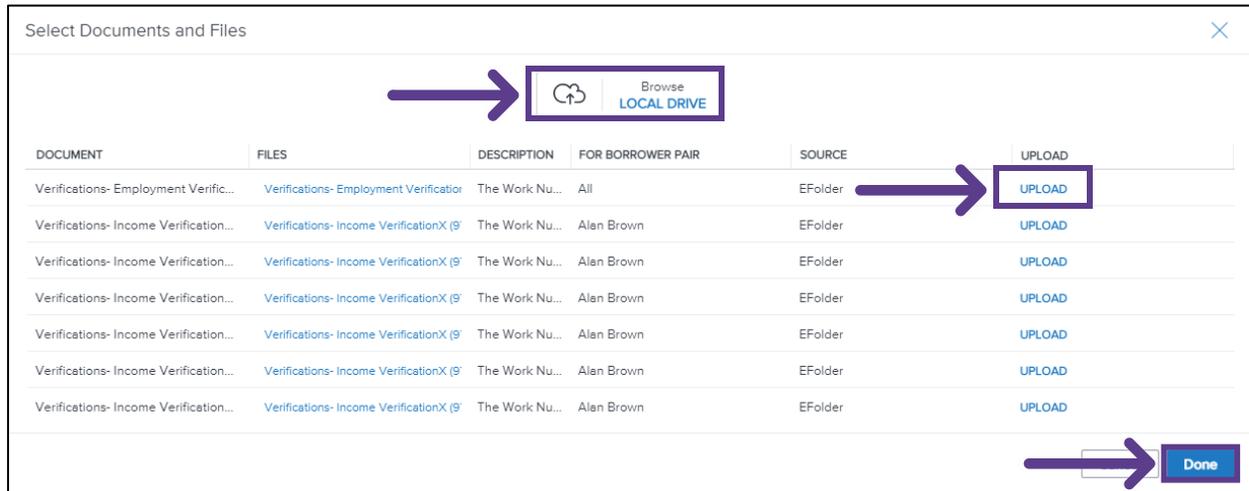
7. If E-Sign is selected, enter the consumer's email address.
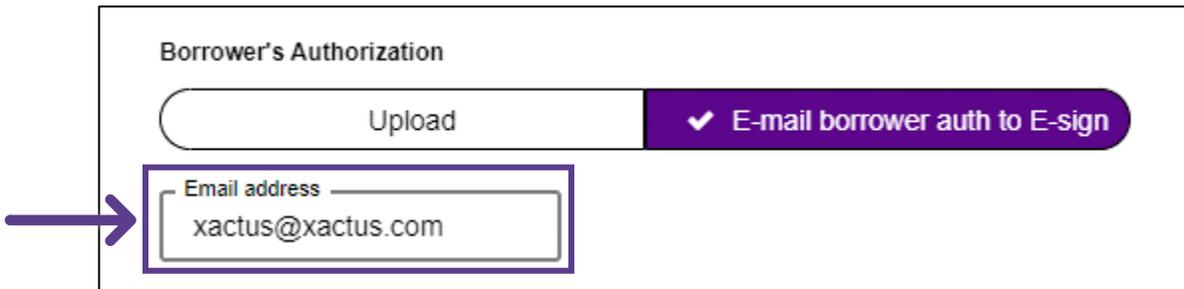
8. Confirm the notification email address and click Submit when complete.

9. Once complete, the report can be found in your eFolder once you exit the loan. The status and completed order can also be found by clicking the documents icon next to Verifications.

10. Click the order needed and click View Document.

*Please note Encompass Partner Connect (EPC) verifications use Dynamic & Default E-folders. A document cannot return to the e-folder while a loan is open/locked and may take up to 20 minutes. This is by design of EPC and not a result of a Xactus delay. All documents are available immediately on xactus360.com

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.

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

02/06/2024