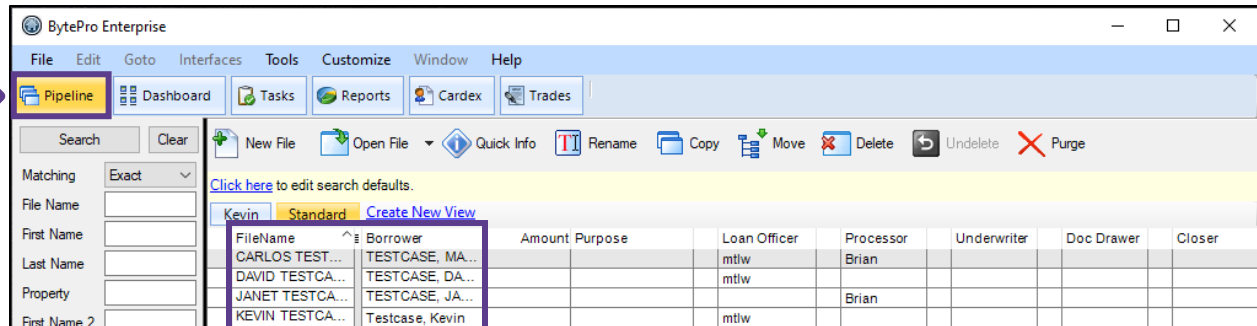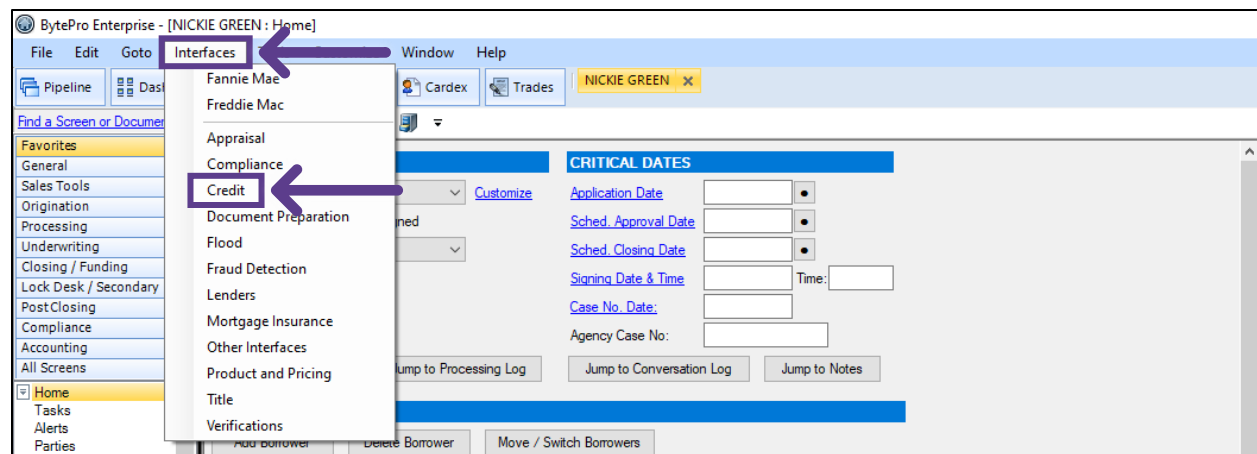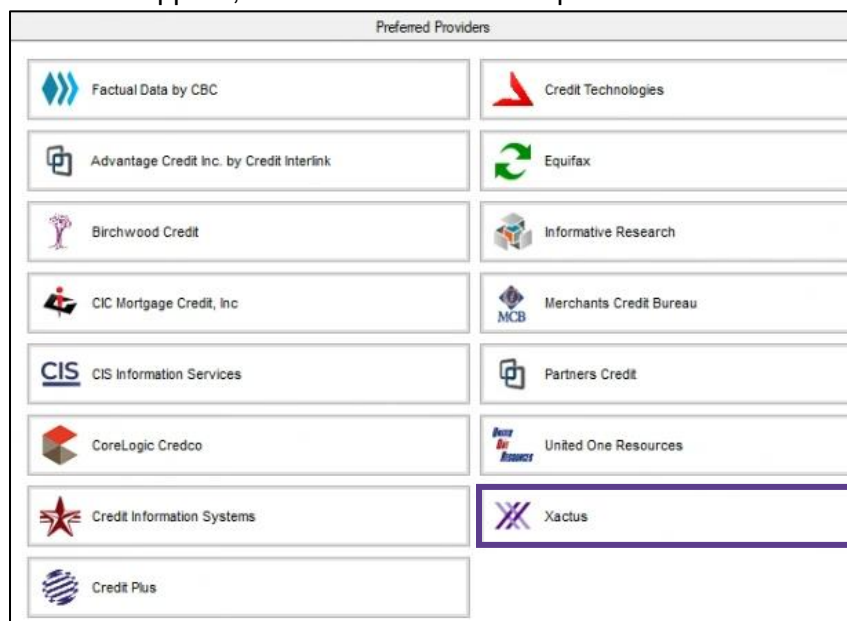1. Start by logging in and opening the borrowers loan file from the Pipeline.



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



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

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



5. Once the username, password, and default report type are entered, click OK.

6. Then, make the selections for the report needed.
   Request Type:
   ▪ Submit – Orders a new credit report.
   ▪ Upgrade – Add bureaus to an existing file, add a co-borrower to an existing file

   Report Type: Merge, RMCR

   Check the box next to the bureaus needed and when complete, click Submit.



7. A message will appear indicating the report has downloaded successfully. Click Yes to view the report.



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