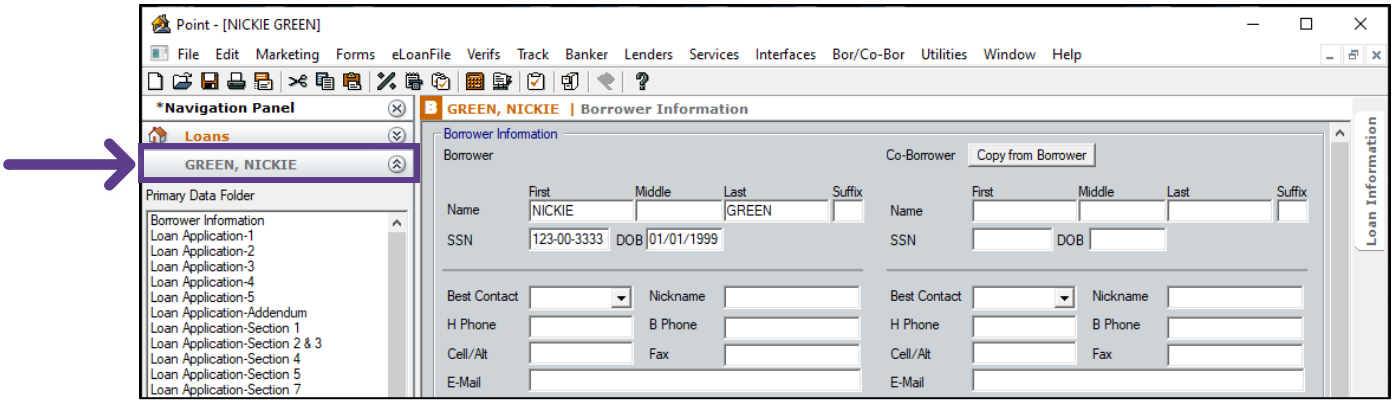
xactus

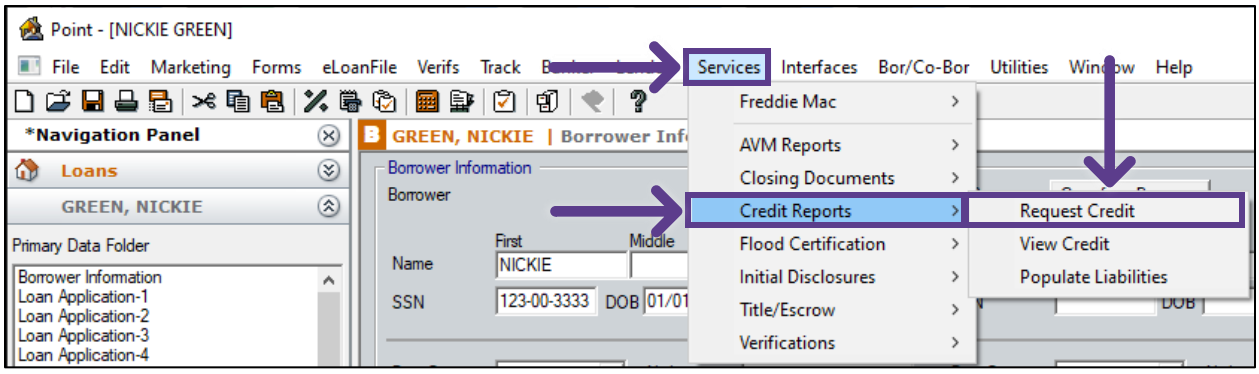
Advancing the Modern Mortgage

How to Order a Credit ReportX Within Calyx Point (Xactus360)

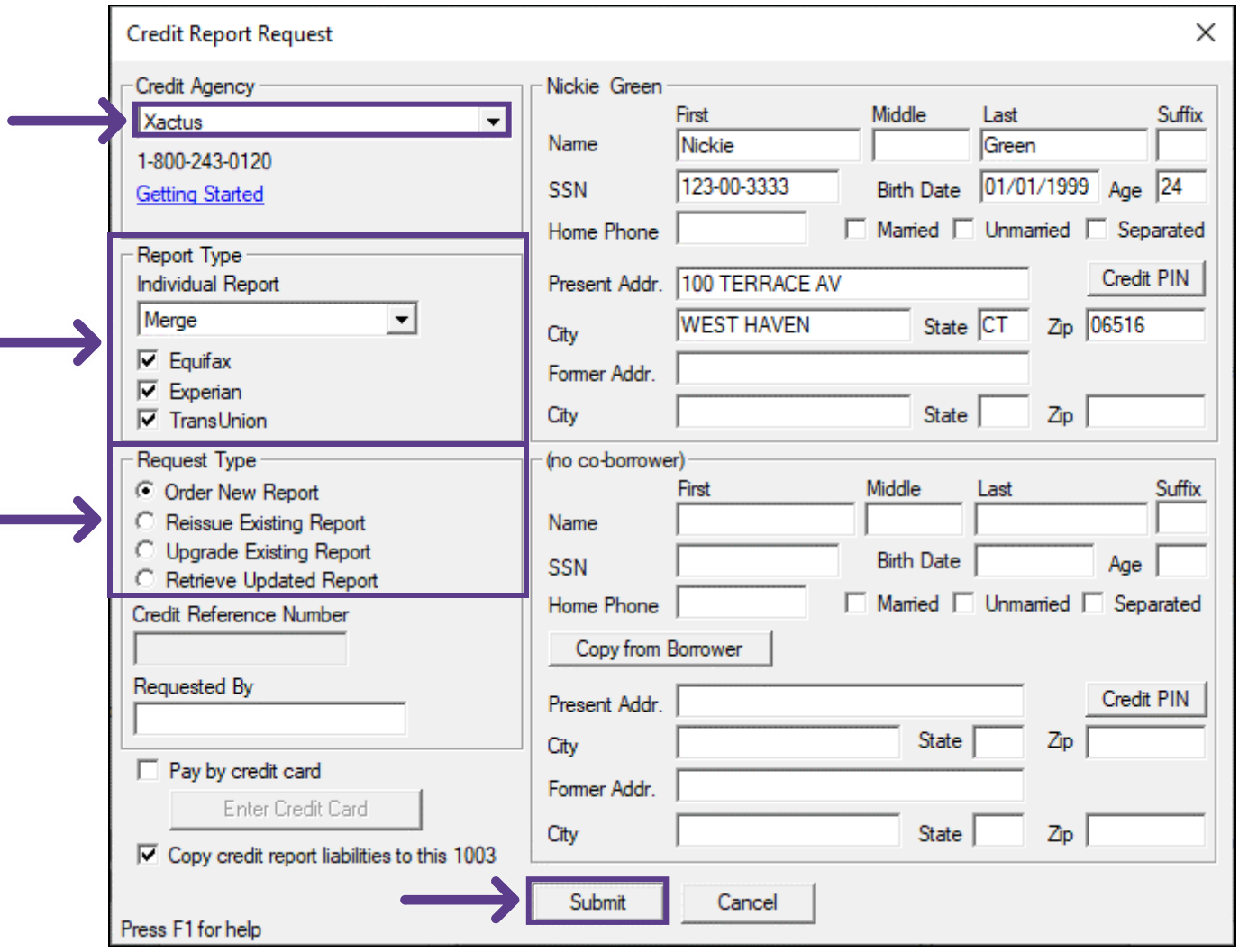
1. Start by logging in and opening the applicants loan file.



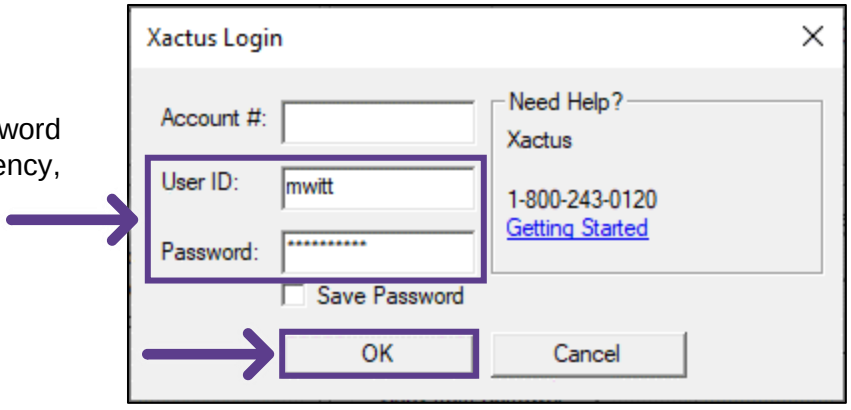
2. Click on the Services drop-down menu and navigate to Credit Reports, then click Request Credit.



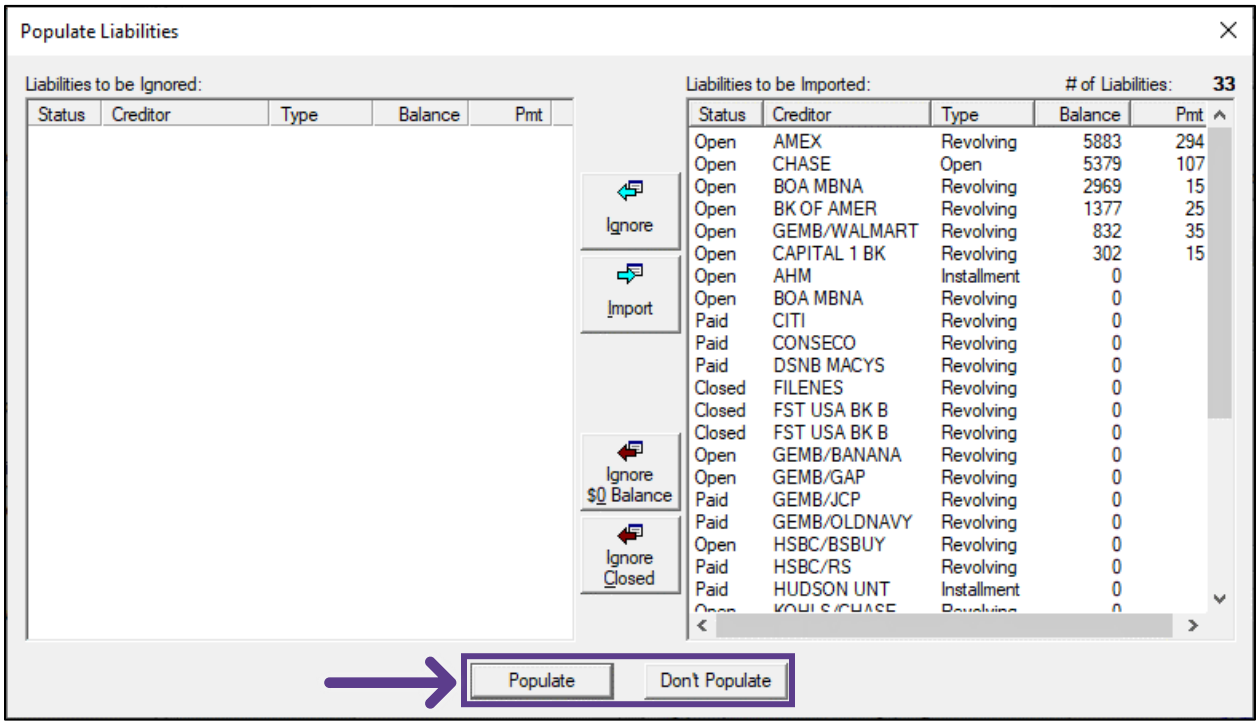
3. Select your credit agency and report type as well as marking each bureau needed. Then, choose a Request Type.
   Order New Report – Orders a new credit report.
   Re-issue Existing Report – Imports an existing report of a particular file number.
   Upgrade Existing Report – Add bureaus to an existing file and upgrade to include a co-borrower.
   Retrieve Updated Report – Imports an existing report of a particular file number.
   When complete, click Submit.



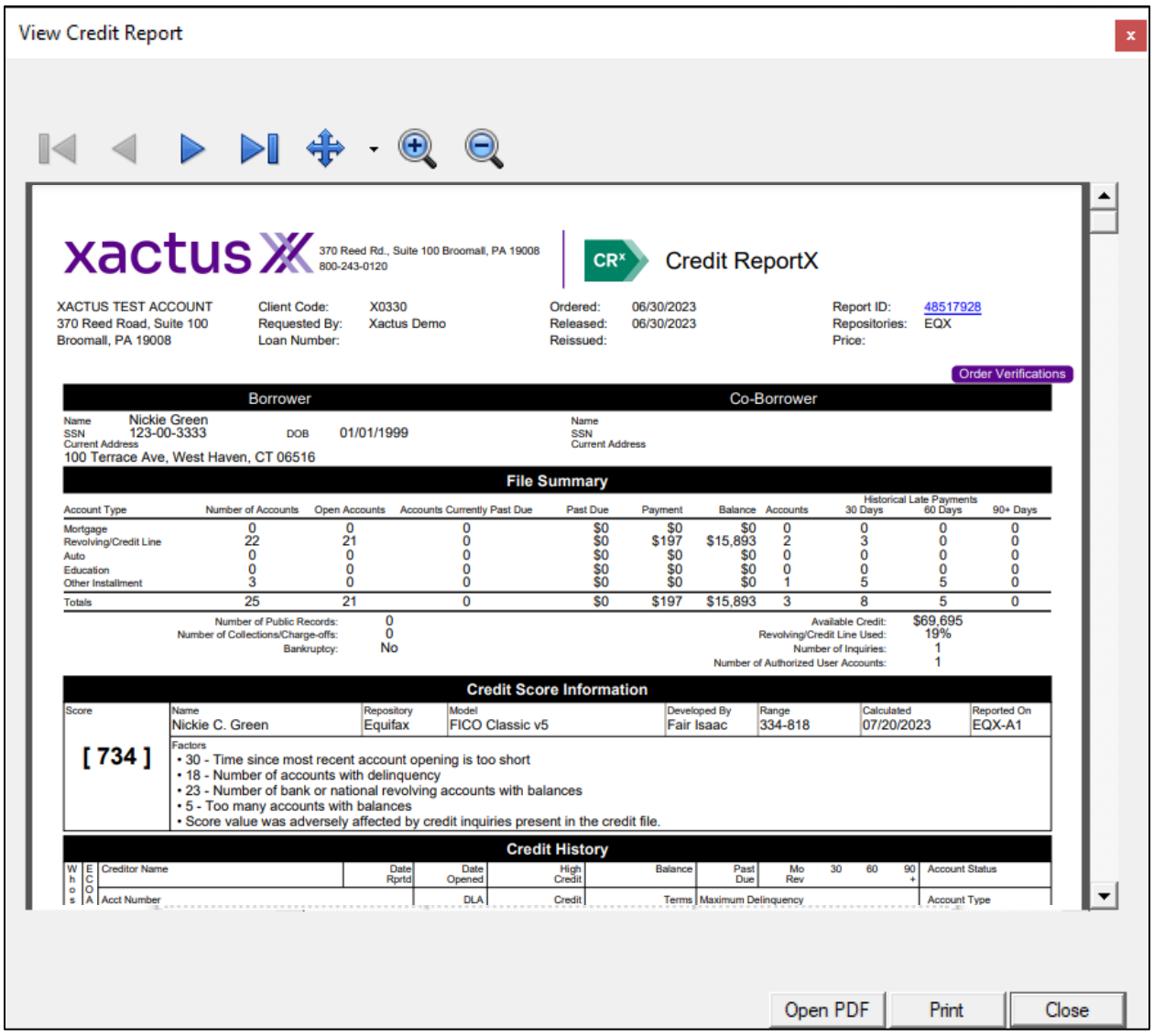
4. Input the user ID and password for your selected credit agency, then click OK



5. The next screen will ask if liabilities should be imported or ignored. Select either Populate or Don't Populate.



6. A copy of the report will now display on the screen.



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