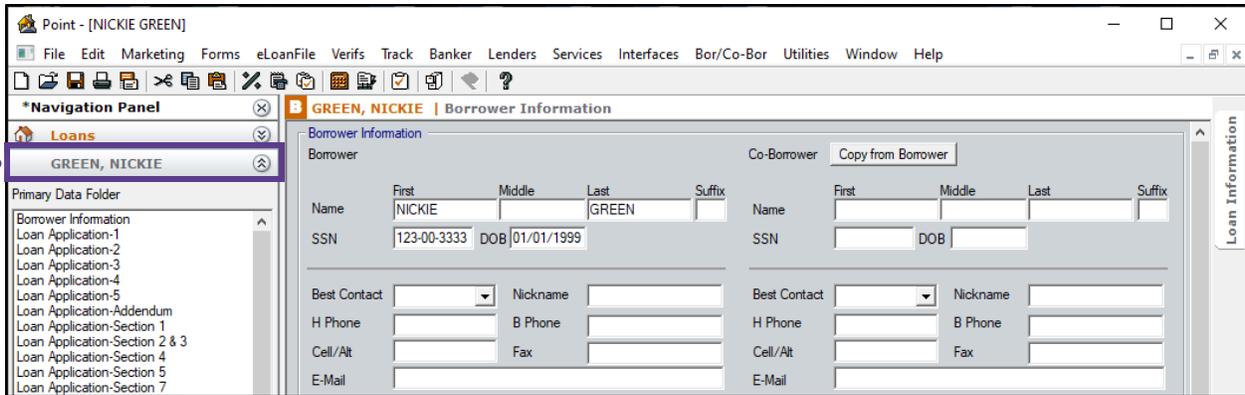
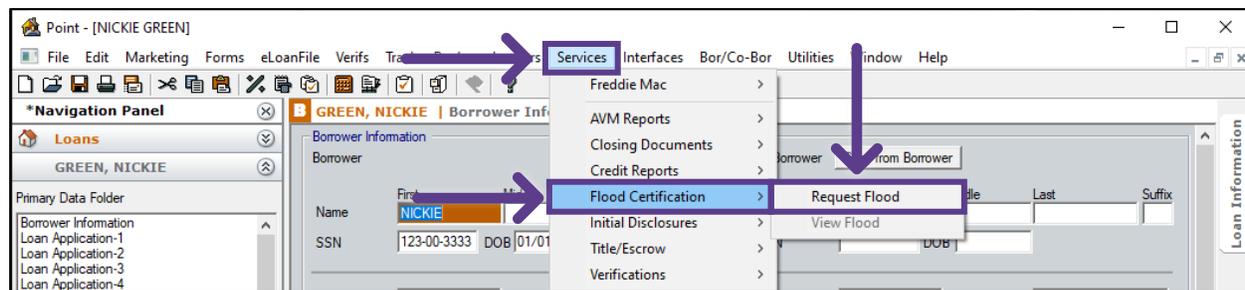


1. Start by logging in and opening the applicants loan file.



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



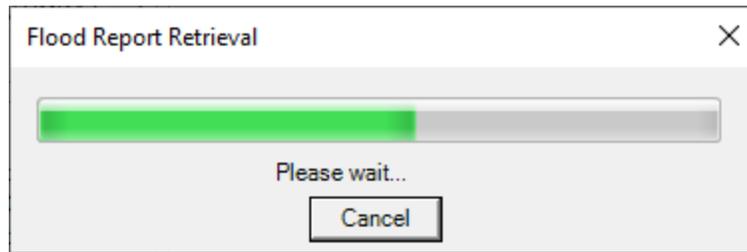
- Change the Flood Provider to Xactus. Then select the Report Type and Request Type:
 Report Type - Select based upon the need of your loan.
 Request Type - Order New Certification
 Make sure the property address and Lender Case Number are entered. Please note the Lender Case Number is required. If additional address information is available such as the Legal Description and Parcel Number, enter those as well. When complete, click Submit.

The screenshot shows a 'Flood Certification Request' window. On the left, the 'Flood Provider' dropdown is set to 'Xactus'. Below it, the 'Report Type' dropdown is set to 'Life of Loan Determination'. Under 'Request Type', 'Order New Certification' is selected. The 'Flood Certification Number' field contains '10586284'. At the bottom left, the checkbox 'Copy Flood Hazard Information to this loan' is checked. On the right, the 'Loan Information' section contains: Borrower (First: NICKIE, Middle: , Last: GREEN, Suffix:), Property Address (8101 West 32nd Avenue), City (Wheat Ridge), State (CO), Zip (80033), and Lender Case Number (123456). Below this are empty fields for 'Legal Description' and 'Assessor's Parcel Number'. At the bottom right, the 'Submit' button is highlighted with a purple box and an arrow. Purple arrows also point to the 'Flood Provider', 'Report Type', and 'Request Type' dropdowns.

- Input the account #, user ID and password for your selected credit agency, then click OK

The screenshot shows a 'ServiceLink National Flood Login' window. It has three input fields: 'Account #:', 'User ID:', and 'Password:'. The 'User ID' field contains 'mwitt'. Below the password field is a 'Save Password' checkbox. On the right, there is a 'Need Help?' section with the text 'ServiceLink National Flood', the phone number '1-800-833-6347', and a 'Getting Started' link. At the bottom, the 'OK' button is highlighted with a purple box and an arrow. A purple arrow also points to the 'User ID' field.

5. The following will appear while the order is being processed.



6. The report is automatically displayed with several different options to choose from including opening the PDF version and Print.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
STANDARD FLOOD HAZARD DETERMINATION FORM (SFHDF)

OMB Control No. 1660-0040
Expires: 09-30-2023

SECTION I - LOAN INFORMATION

1. LENDER/SERVICER NAME AND ADDRESS Xactus 370 Reed Rd., Suite 100 Broomall, PA 19008	2. COLLATERAL DESCRIPTION (Building/Mobile Home/Property) (See instructions for more information) Address: 8101 W 32ND AVE, WHEAT RIDGE, CO 80033-5908 Latitude, Longitude: 39.762431,-105.087532 APN/Tax ID: 39-262-00-030 Client Name: GREEN, NICKIE	
3. LENDER SERVICER ID #	4. LOAN IDENTIFIER 123456	5. AMOUNT OF FLOOD INSURANCE REQUIRED

SECTION II

A. NATIONAL FLOOD INSURANCE PROGRAM (NFIP) COMMUNITY JURISDICTION

1. NFIP Community Name WHEAT RIDGE, CITY OF	2. County(ies) Jefferson	3. State CO	4. NFIP Community Number 085079
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Open PDF Print Close

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