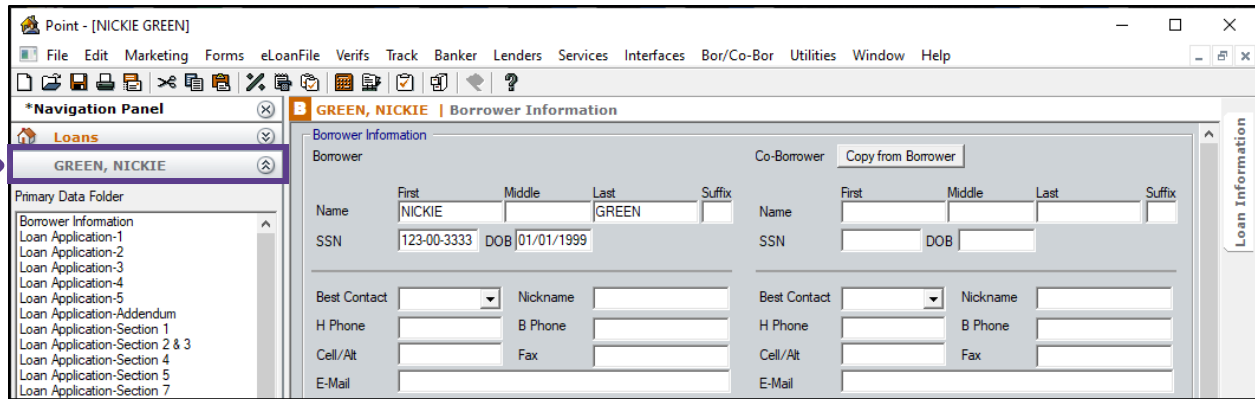
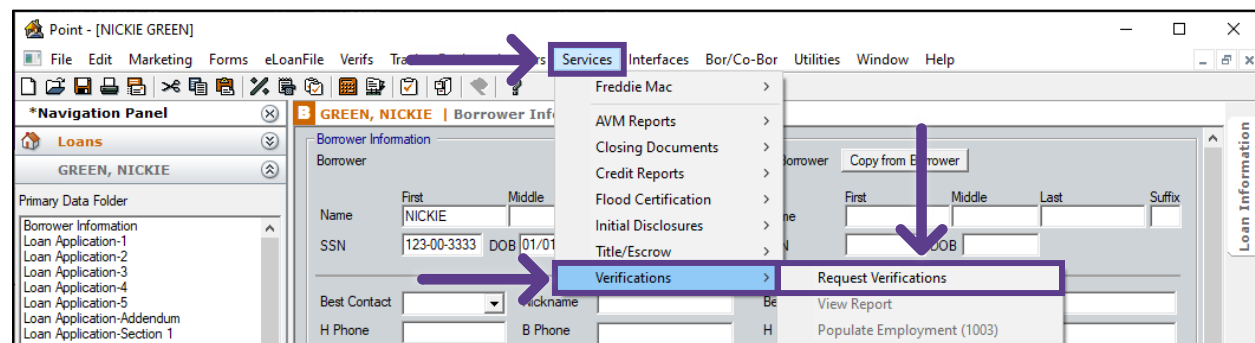


1. Start by logging in and opening the applicants loan file.



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



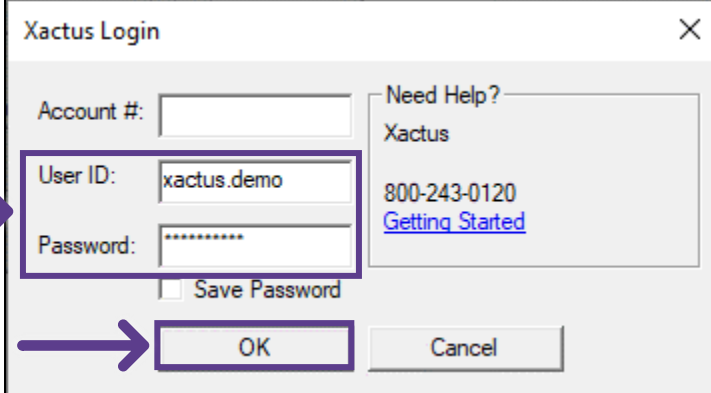
3. Select Xactus as the Verification Services Provider. Then, select the Order, Request and Verification type:
- Order Type – New or Check Status
- Request Type – Select Borrower: toggle between borrower and co-borrower if joint
- Verification Type – Check the box for SSNV Verification. If you do not have a signed SSA form, and wish to use the Xactus eSign process, check the E-Signature box.
- Authorization Method – Browse and upload the borrower's completed SSA-89 form.
- When all information is entered correctly, please click Submit.

The screenshot shows the 'Request Verifications' window with the following fields and annotations:

- Verification Services Provider:** A dropdown menu with 'Xactus' selected. A purple arrow points to this field.
- Generic Verification Request:** A tabbed interface with 'Order' selected. A purple arrow points to the 'Order' tab.
- Order:** A section with radio buttons for 'Order New Verification' (selected), 'Upgrade Order', and 'Check Status'. A purple arrow points to this section.
- Request Type:** A section with a 'Select Borrower' dropdown showing 'NICKIE GREEN'. Below it are input fields for SSN (123-00-3333) and DOB (01/01/1999). A purple arrow points to this section.
- Verification Type:** A section with checkboxes for 'Verification of Employment', 'VOE Rush Processing', 'SSNV Verification' (checked), and 'E-Signature'. To the right of each checkbox is a dropdown menu. A purple arrow points to the 'SSNV Verification' checkbox and its dropdown.
- Authorization Method:** A section with a dropdown menu showing 'Document Attached'. Below it is a text input field containing 'Megan.Witt\Desktop\TEST\SSA89.pdf' and a 'Browse' button. A purple arrow points to the 'Browse' button.
- Submit:** A button at the bottom of the window. A purple arrow points to this button.

At the bottom left of the window, it says 'Press F1 for help'.

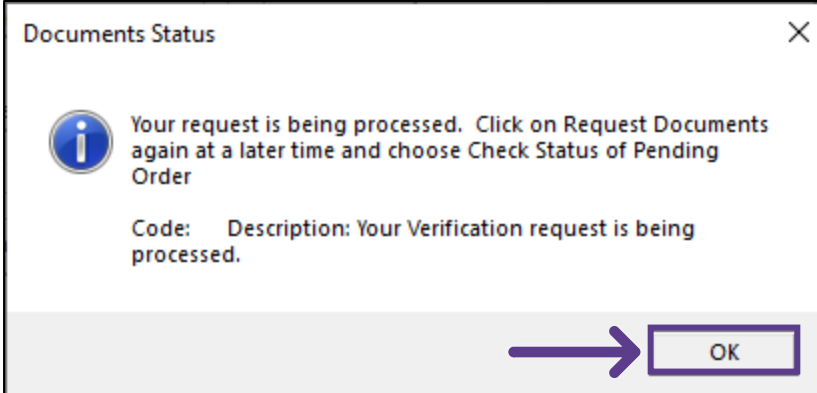
4. Input the user ID and password for your selected credit agency, then click OK



The Xactus Login dialog box contains the following elements:

- Account #:** An empty text input field.
- User ID:** A text input field containing the value "xactus.demo". A purple arrow points to this field from the left.
- Password:** A password input field with masked characters (dots). A purple arrow points to this field from the left.
- Save Password:** An unchecked checkbox.
- Need Help?** A section containing the text "Xactus", the phone number "800-243-0120", and a blue hyperlink labeled "Getting Started".
- Buttons:** "OK" and "Cancel" buttons at the bottom. A purple arrow points to the "OK" button from the left.

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



The Documents Status dialog box contains the following elements:

- Icon:** A blue circular information icon.
- Message:** "Your request is being processed. Click on Request Documents again at a later time and choose Check Status of Pending Order".
- Code:** A label followed by a colon.
- Description:** "Your Verification request is being processed.".
- Button:** An "OK" button at the bottom right. A purple arrow points to this button from the left.

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
2333663

Co-Borrower Order Reference Number

Additional Instructions, Comments

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.