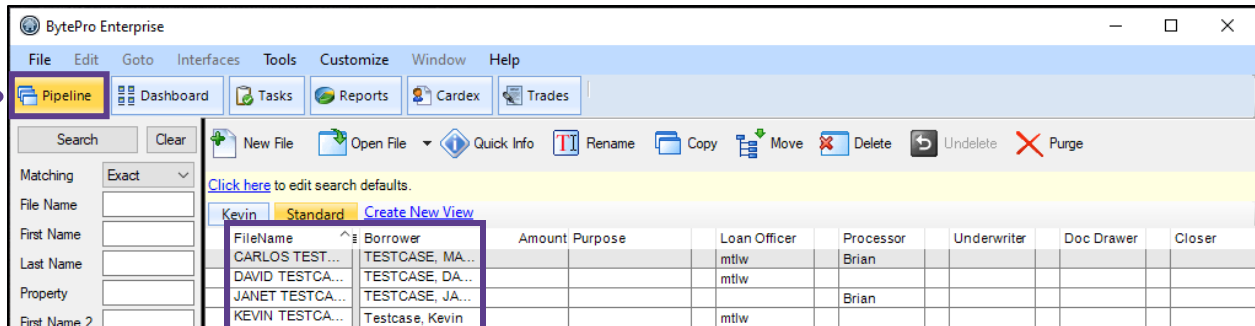
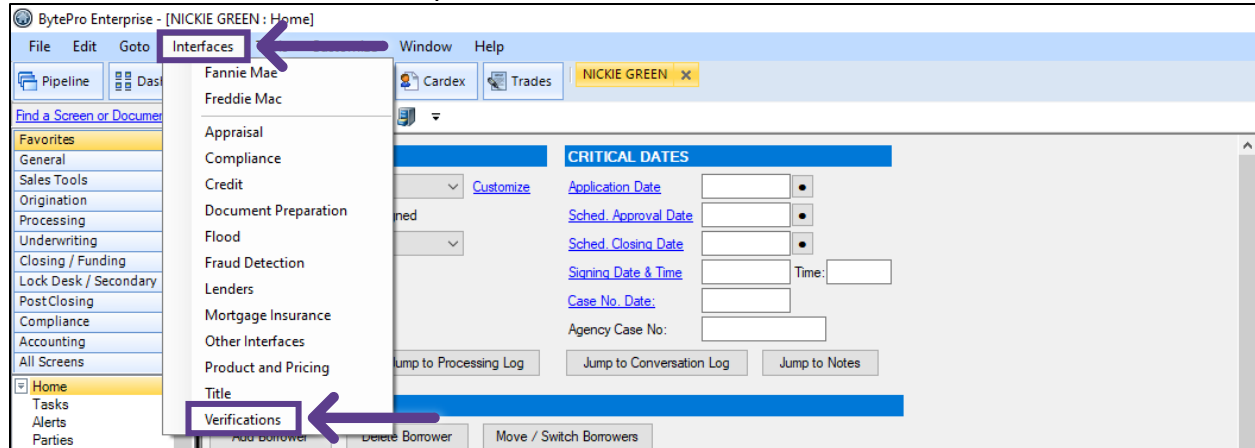


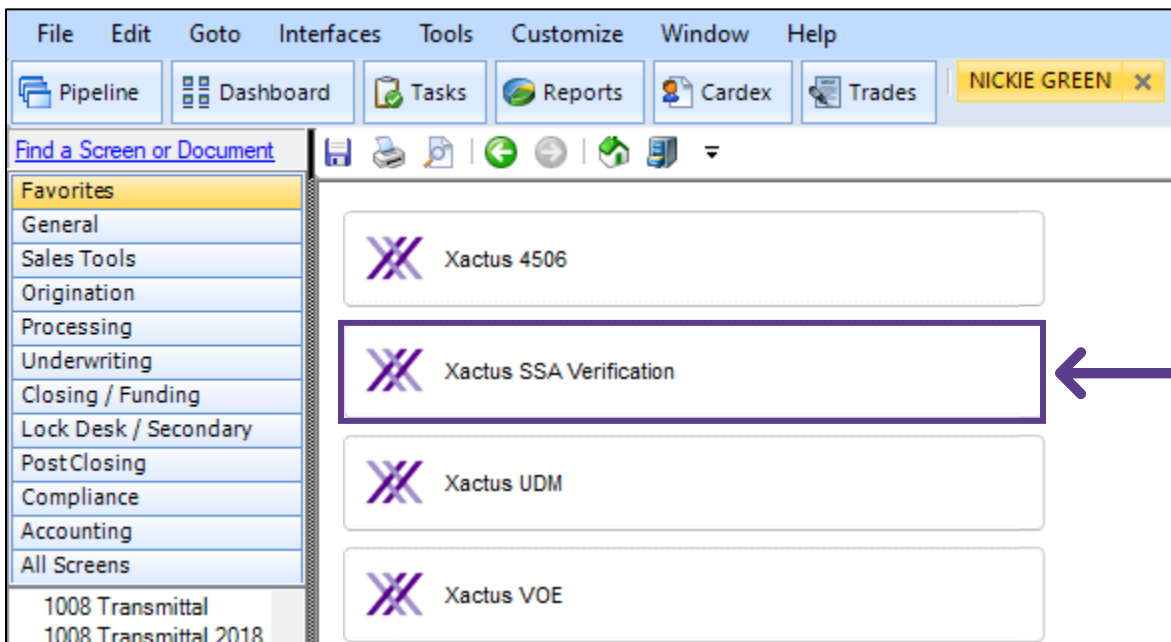
1. Start by logging in and opening the borrowers loan file from the Pipeline.



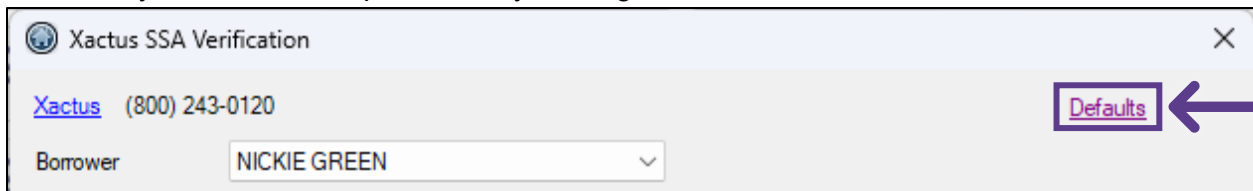
2. Then, click the Interfaces dropdown and select Verifications.



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

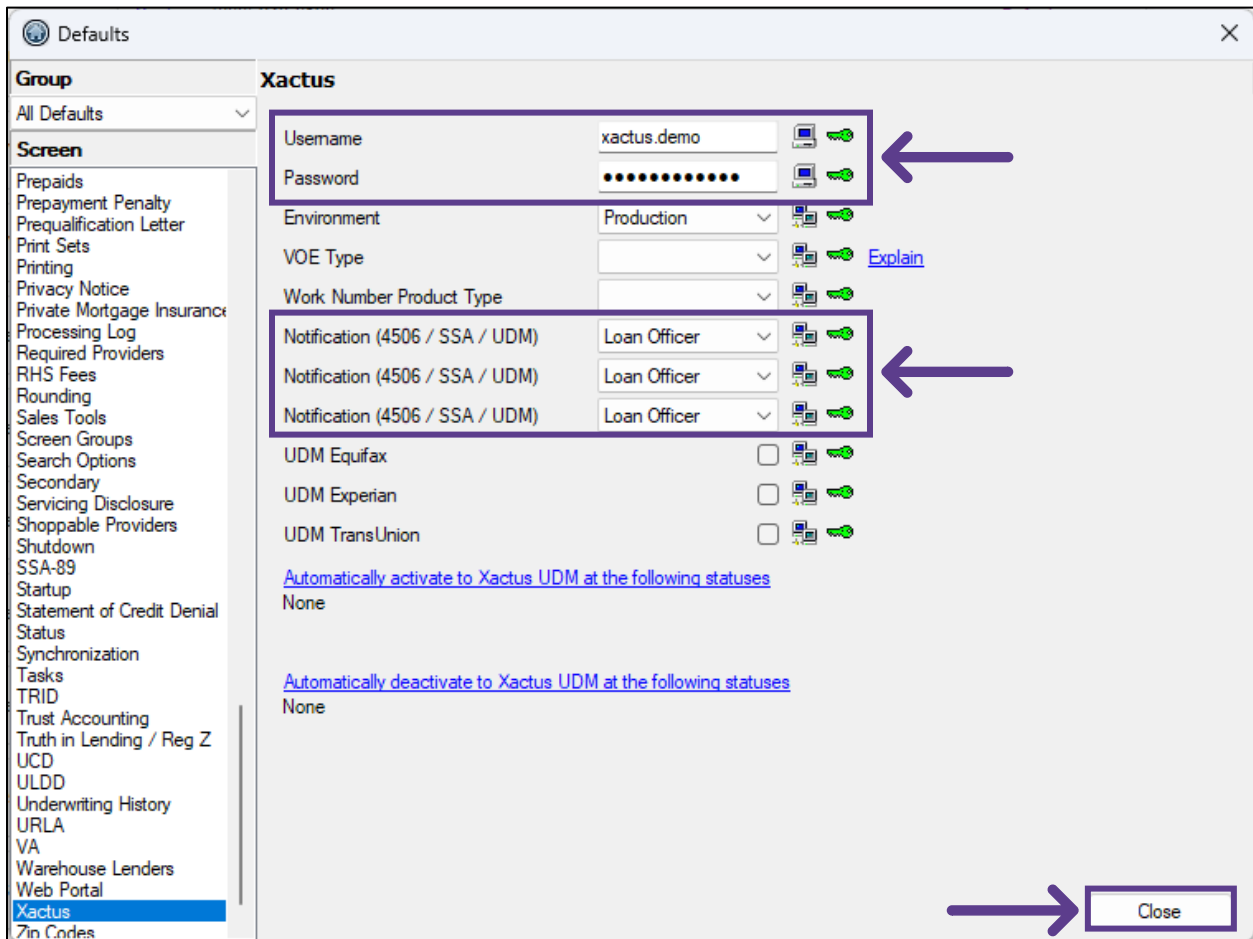


4. Enter your user ID and password by clicking Defaults.



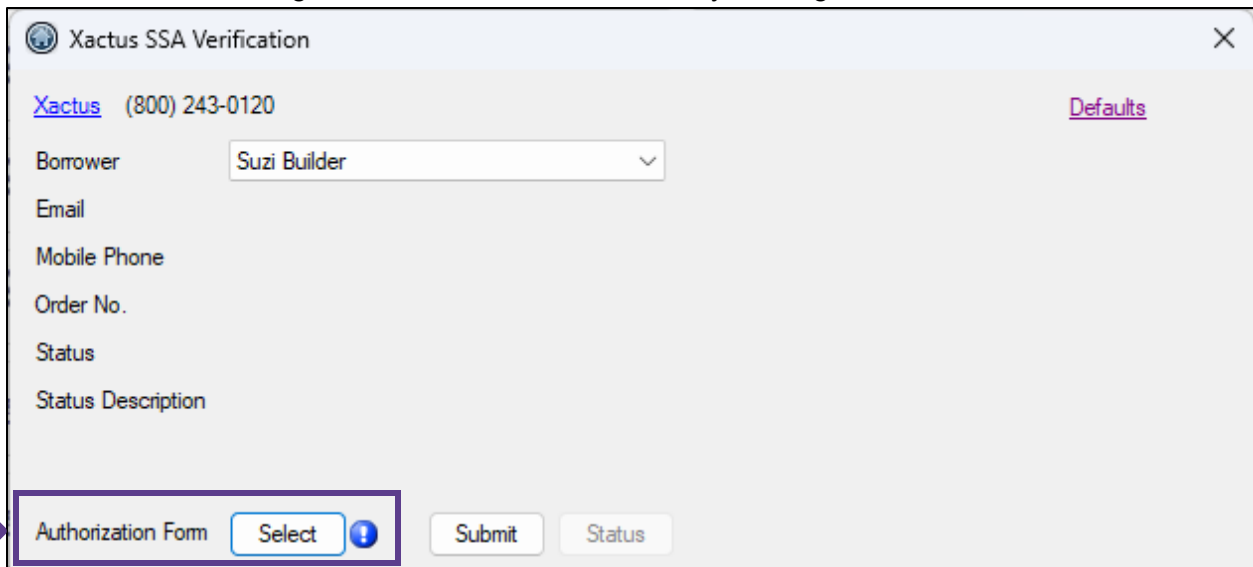
The screenshot shows the 'Xactus SSA Verification' window. It has a title bar with a globe icon and a close button. Below the title bar, there is a link for 'Xactus' with the phone number '(800) 243-0120'. A 'Borrower' dropdown menu is set to 'NICKIE GREEN'. A purple box highlights the 'Defaults' button in the top right corner, with a purple arrow pointing to it from the right.

5. Once the username, password, and notification party are entered, click Close.



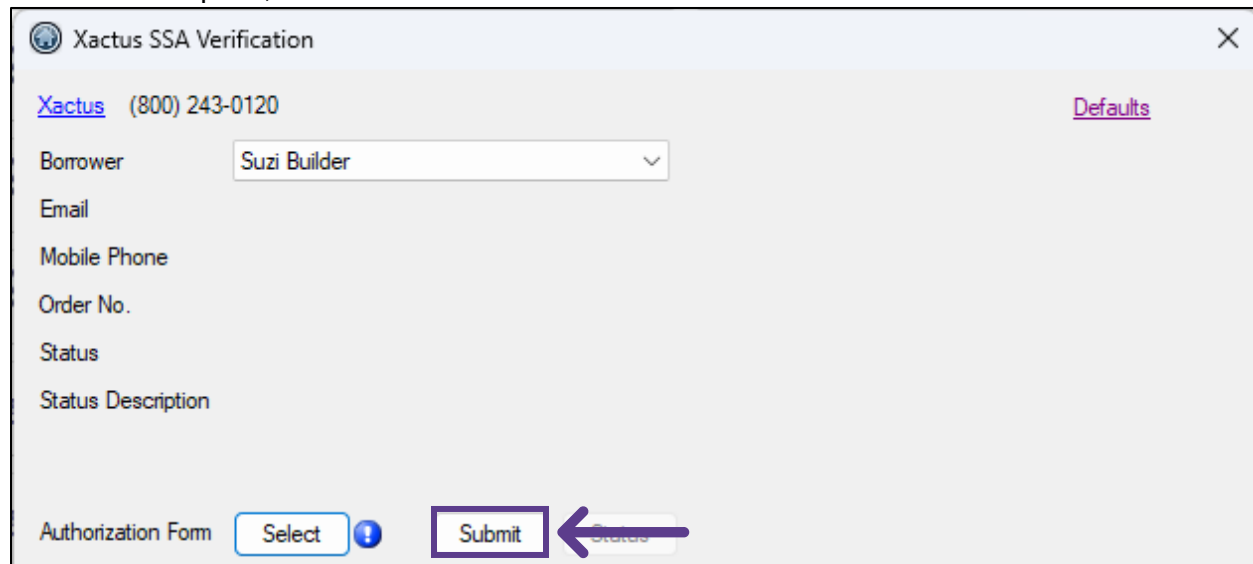
The screenshot shows the 'Defaults' window. It has a title bar with a globe icon and a close button. On the left is a sidebar with a 'Group' dropdown set to 'All Defaults' and a 'Screen' list. The 'Screen' list includes various options like 'Prepays', 'Prepayment Penalty', 'Prequalification Letter', etc., with 'Xactus' highlighted at the bottom. The main area is titled 'Xactus' and contains several fields: 'Username' (xactus.demo), 'Password' (masked with dots), 'Environment' (Production), 'VOE Type' (empty), 'Work Number Product Type' (empty), and three 'Notification (4506 / SSA / UDM)' rows, each with a 'Loan Officer' dropdown. Below these are checkboxes for 'UDM Equifax', 'UDM Experian', and 'UDM TransUnion'. There are also two blue links: 'Automatically activate to Xactus UDM at the following statuses' and 'Automatically deactivate to Xactus UDM at the following statuses', both followed by 'None'. A purple box highlights the 'Username' and 'Password' fields, with a purple arrow pointing to it from the right. Another purple box highlights the three 'Notification' rows, with a purple arrow pointing to it from the right. A third purple box highlights the 'Close' button in the bottom right corner, with a purple arrow pointing to it from the left.

6. Next, select the signed SSA-89 form to attached by clicking Select.




The screenshot shows the 'Xactus SSA Verification' window. At the top, there is a header with the Xactus logo, the text '(800) 243-0120', and a 'Defaults' link. Below the header, there are several input fields: 'Borrower' (a dropdown menu showing 'Suzi Builder'), 'Email', 'Mobile Phone', 'Order No.', 'Status', and 'Status Description'. At the bottom of the form, there is a row of buttons: 'Authorization Form', 'Select' (highlighted with a blue border and a purple arrow pointing to it), a blue information icon, 'Submit', and 'Status'.

7. When complete, click Submit.



This screenshot shows the same 'Xactus SSA Verification' window as the previous one. The 'Select' button is no longer highlighted. Instead, the 'Submit' button is highlighted with a blue border and a purple arrow pointing to it. The 'Authorization Form' button and the blue information icon are still present to the left of the 'Submit' button.

8. Under Status Message, it will appear as Pending until complete. Once complete, you will receive an email. Return to this screen and click Status to populate the order.

 Xactus SSA Verification

[Xactus](#) (800) 243-0120

[Defaults](#)

Borrower

Suzi Builder

Email

Mobile Phone

Order No.

3336503

Status


Pending

Status Description

Your Verification request is being processed.

Authorization Form

Select



Submit

Status

Status Messages (double-click to view long messages)

Date	Message
8/20/24 12:16:20 PM	Request to order a SSA-89 for borrower Suzi Builder. Response status is: Pending. Your Verifi...

9. The report can be viewed by double clicking the request under Documents.

Xactus SSA Verification

[Xactus](#) (800) 243-0120

[Defaults](#)

Borrower

Suzi Builder

Email

Mobile Phone

Order No.

3336503

Status

Success

Status Description

Your order has been completed.

Authorization Form

Select

Submit

Status

Status Messages (double-click to view long messages)

Date	Message
8/20/24 12:22:46 PM	Request to status SSA-89 for borrower Suzi Builder. Response status is: Success. Your order ...
8/20/24 12:16:20 PM	Request to order a SSA-89 for borrower Suzi Builder. Response status is: Pending. Your Verifi...

Documents (double-click on a document to view it)

Date	Name
8/20/24 12:22:46 PM	Xactus SSA for Suzi Builder

Close

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

08/29/2024