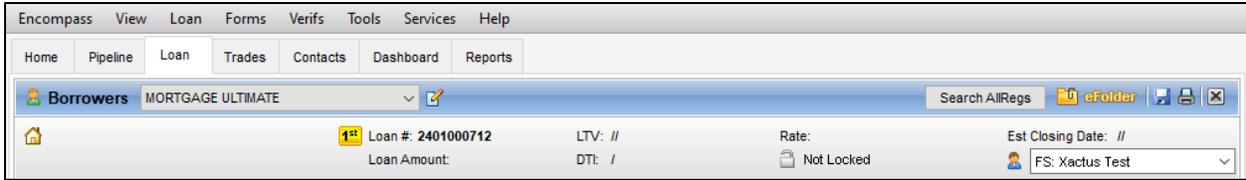
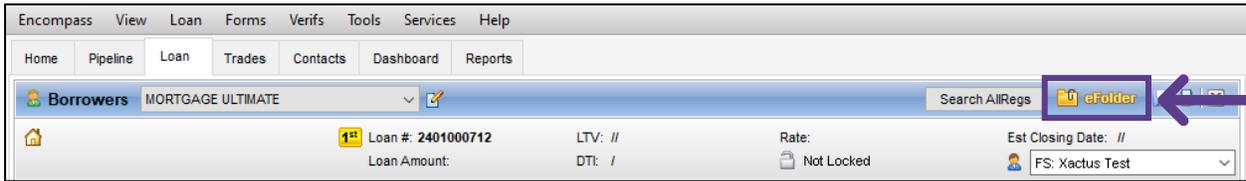


1. Start by logging in and opening the applicants loan file.



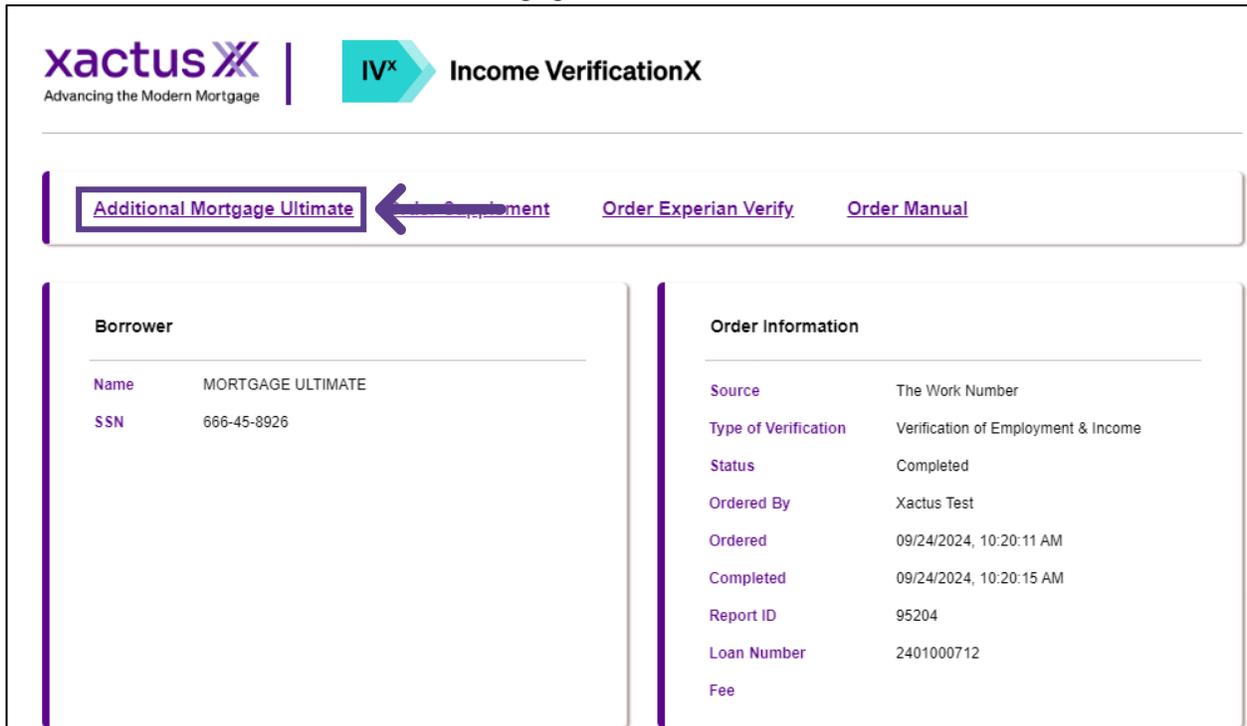
2. Open the eFolder



3. Click on the existing Mortgage Ultimate order and click Retrieve.



4. Once retrieved, click Additional Mortgage Ultimate.



5. Make selections for the order and click Submit.

 **Income VerificationX**

Order Type Operator ID: xactusdemo [Switch Operator ID](#)

Experian Verify The Work Number Manual

Borrowers

Loan Number

First Name Last Name Social Security Number

Employer Code Employer Name Employee Salary Key Employee ID

[The Work Number Employer Search](#)

Type of Verification

Verification of Employment

Verification of Employment & Income

By submitting this order, I certify that I have a copy of the consumer's authorization.

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