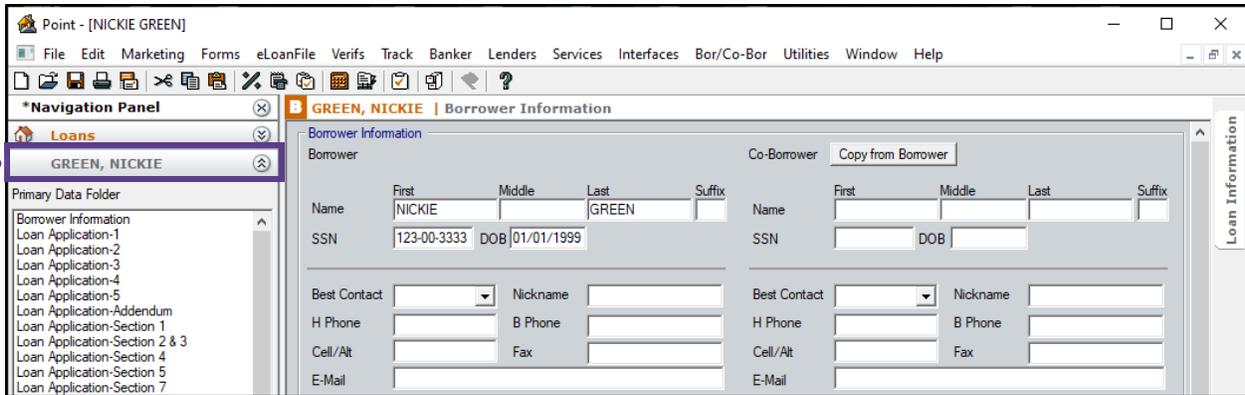
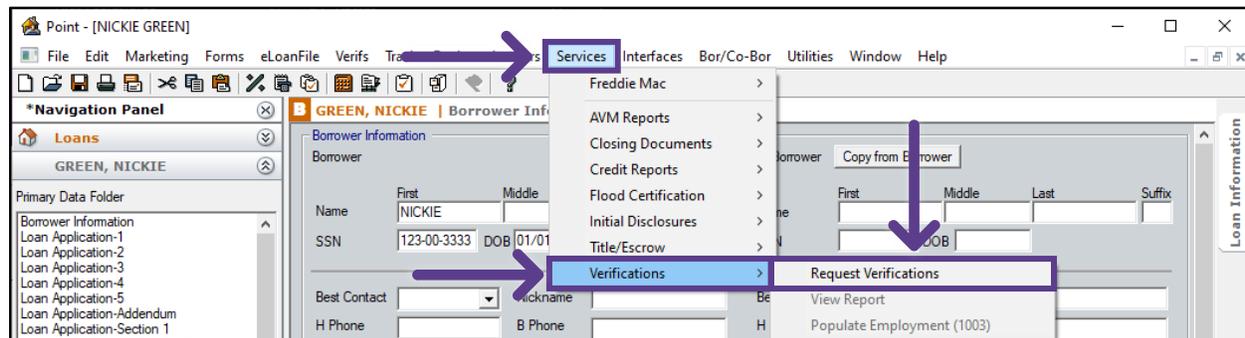


1. Start by logging in and opening the applicants loan file.



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



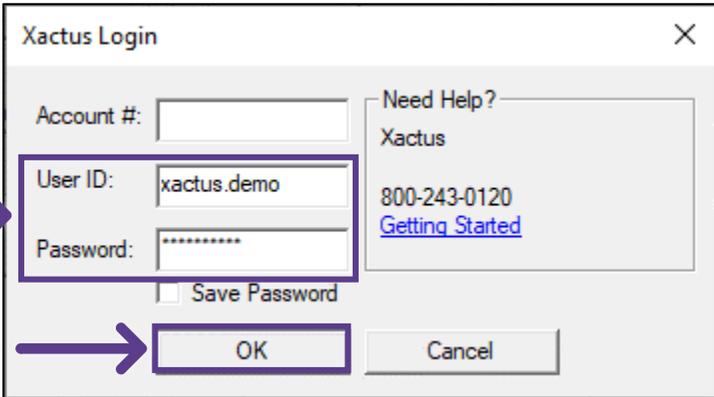
3. Select Xactus as the Verification Services Provider. Then, select the Order, Request and Verification type:
Order Type – New or Check Status
Request Type – Select Borrower: toggle between borrower and co-borrower if joint.
NOTE: Order Reference Number is always required on a Reverify order.
Verification Type – Check the box for Verification of Employment and select Reverify from the dropdown menu.
Select box for VOE Rush Processing as necessary (additional expedite fee may apply).
When all information is entered correctly, please click Submit.

The screenshot shows a web form titled "Request Verifications" with a close button (X) in the top right corner. The form is divided into several sections:

- Verification Services Provider:** A dropdown menu is set to "Xactus". To the right, the phone number "800-243-0120" and a link "Getting Started" are visible.
- Generic Verification Request:** This section is further divided into two columns:
 - Order:** Contains radio buttons for "Order New Verification" (selected), "Upgrade Order", and "Check Status". Below are text boxes for "Primary Borrower Order Reference Number" (containing "51218939") and "Co-Borrower Order Reference Number".
 - Request Type:** Contains a "Select Borrower" section with radio buttons for "NICKIE GREEN" (selected) and "(No Co-Borrower Name)". Below are text boxes for "SSN:" (containing "123-00-3333") and "DOB:" (containing "01/01/1999").
- Verification Type:** Contains a checked checkbox for "Verification of Employment" with a dropdown menu set to "Reverify". Below are several unchecked checkboxes: "VOE Rush Processing", "SSNV Verification", and "E-Signature", each with a corresponding dropdown menu.
- Authorization Method:** A dropdown menu is set to "Document Attached". Below it is a text box containing a file path and a "Browse" button.
- Additional Instructions, Comments:** A large text area for notes, currently empty.
- Payment:** A checkbox for "Pay by credit card" and a button labeled "Enter Credit Card".
- Buttons:** "Submit" and "Close" buttons are at the bottom.

At the bottom left, there is a note: "Press F1 for help".

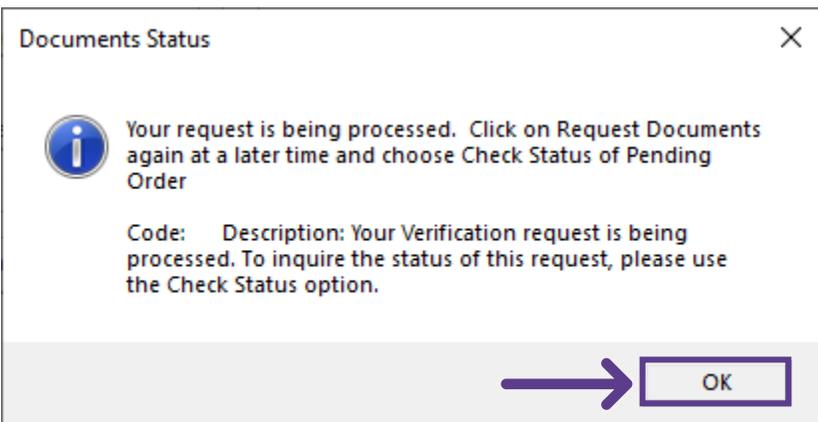
4. Input the user ID and password for your selected credit agency, then click OK



The screenshot shows a dialog box titled "Xactus Login". It contains the following fields and elements:

- Account #: [Empty text box]
- User ID: [xactus.demo]
- Password: [Masked with asterisks]
- Save Password
- Need Help? section containing:
 - Xactus
 - 800-243-0120
 - [Getting Started](#)
- OK button (highlighted with a purple arrow)
- Cancel button

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



The screenshot shows a dialog box titled "Documents Status". It contains the following elements:

- Information icon (i)
- Message: "Your request is being processed. Click on Request Documents again at a later time and choose Check Status of Pending Order"
- Code: Description: Your Verification request is being processed. To inquire the status of this request, please use the Check Status option.
- OK button (highlighted with a purple arrow)

- 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: 51218939

Co-Borrower Order Reference Number: [Empty]

Additional Instructions, Comments: [Empty]

Request Type

Select Borrower: NICKIE GREEN [No Co-Borrower Name]

SSN: 123-00-3333 SSN: [Empty]

DOB: 01/01/1999 DOB: [Empty]

Verification Type:

- Verification of Employment: Verification of Employment - Employer
- VOE Rush Processing: VOE Rush Processing
- SSNV Verification: SSNV Verification
- E-Signature: E-Signature

Authorization Method: Document Attached

File Path: ktop\TEST\Borrower's Authorization.pdf Browse

Submit Close

Press F1 for help

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