

1. Start by logging into Xactus360 and opening the borrowers file from the home page.



2. On the left-hand side scroll to the bottom and click Open next to Invoice.

Credit ReportX Add

Orders:

472317	Credit ReportX (I-EQX)	07-20	<input checked="" type="checkbox"/>
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Undisclosed Debt Monitoring Order

Undisclosed Debt VerificationX Order

Tax TranscriptX Order

Income VerificationX Add

Orders:

472208	VOE (I)	07-20	<input type="checkbox"/>
28334	Experian Verify (Borrower)	07-20	<input type="checkbox"/>
28333	WorkNumber (Borrower)	07-20	<input type="checkbox"/>

Asset VerificationX Order

Flood ReportX Order

Valuation ModelX Order

LoanShieldX Order

AppraisalX Order

Invoice Open

Actions:

- | [Copy/Merge/Unmerge](#)
- | [Add Repositories](#)
- | [Order RMCR](#)
- | [Order SupplementX](#)
- | [Order Xpress Update](#)
- | [Order RescoreX](#)
- | [Liens and Judgements](#)
- | [Refresh Report](#)
- | [Order Credit Analysis](#)
- | [Compare Reports](#)
- | [Submit Service Request](#)
- | [Download Loan Data/1003](#)
- | [Add Red Flag Report](#)
- | [Upload Supporting Docs](#)
- | [Convert to Mortgage Only](#)
- | [Order New Credit ReportX](#)
- | [Order New Mortgage Only](#)
- | [Order New Pre-QualificationX](#)
- | [Trigger Product Bundle](#)

Options:

- | [Subscriber Directory](#)
- | [View Authorization](#)
- | [Letter Of Explanation](#)
- | [Consumer Disclosure](#)
- | [Score Disclosure](#)
- | [Adverse Action Notice](#)
- | [Customize Report](#)

Borrower		Co-Borrower	
Borrower: Nickie Green	SSN: 123-00-3333	Add Co-Borrower	
Address: 100 Terrace Ave West Haven, CT, 06516			
Email:		Phone:	
Scores			
	TransUnion	Experian	Equifax
FICO:			[734]
Wayfinder™:			Order
What-If™:			Order
Summary			
Accounts:	25	Balance:	\$15,893
Open Accounts:	21	Payment:	\$449
Delinquent Accounts:	0	Past Due:	\$0
Details			
Loan Number:	undefined	Status:	Completed
Report ID:	472317	Entered:	07-20-2023, 02:30:20 PM
Report Type:	Credit ReportX	Completed:	07-20-2023, 02:30:34 PM
Available Reports			
	Report Type	Date	Format
View Download	Credit ReportX	07-20-2023, 02:30:34 PM	HTML
View Download	Credit ReportX	07-20-2023, 02:30:34 PM	PDF

3. If an invoice is needed for multiple files, check the box next to each file that should be included. Then, click Submit.

 **Invoice**

Report Matches						
	Name	Report ID	Loan Number	Products	Date	
<input checked="" type="checkbox"/>	Homeowner, John	43978979		VOE	09-29-2022	
<input checked="" type="checkbox"/>	Homeowner, John/Homeowner, Mary	43930462		Credit	09-29-2022	
<input checked="" type="checkbox"/>	Homeowner, John/Homeowner, Mary			Flood	09-29-2022	
<input checked="" type="checkbox"/>	Homeowner, Mary	43777517		Credit	08-15-2022	

We have found multiple invoices that may be related to this report. To include these additional reports on the invoice, select the corresponding checkbox and click "Submit".

Submit

- A list of charges will appear. If there are any charges you wish to exclude from the invoice, check the box to Hide. This page will also show any pending charges. Click Printable View to download and save a copy of the invoice.

To make a payment, click Submit Payment.

Report Invoice

[Printable View](#)

Report Invoice						
Hide	Date	Description	Cost Center	Operator	Credit	Charge
<input type="checkbox"/>	07-20-2023	Credit Report(I-EQX)		xactusdemo		*\$5.25
<input type="checkbox"/>	07-20-2023	Miscellaneous Credit Report Fee		xactusdemo		\$0.00
<input type="checkbox"/>	07-20-2023	FACTA Surcharge		xactusdemo		*\$0.30
<input type="checkbox"/>	07-20-2023	Trended Data (EQX)		xactusdemo		*\$1.00
<input type="checkbox"/>	07-20-2023	Secondary Use Surcharge (Equifax)		xactusdemo		*\$1.10
<input type="checkbox"/>	07-20-2023	State of Ct (EQX)		xactusdemo		\$0.75
<input type="checkbox"/>	07-20-2023	Input SSN Mismatch		xactusdemo		*\$1.00
<input type="checkbox"/>	07-20-2023	Score Disclosure(Internal)		xactusdemo		*\$2.00
<input type="checkbox"/>	07-20-2023	Credit Radar		xactusdemo		\$0.25
<input type="checkbox"/>	07-20-2023	Score Disclosure		xactusdemo		*\$0.50
<input type="checkbox"/>	07-20-2023	Liens and Judgments (Lexis Nexis)		xactusdemo		\$4.00
Total Credits:					\$0.00	
Total Charges:						\$16.15
*Total Tax:						\$1.11
Total:						\$17.26
Pending Charges						
Hide	Date	Description	Cost Center	Operator	Credit	Charge
<input type="checkbox"/>	07-20-2023	Manual VOE, MY FAKE COMPANY [Pending]		xactusdemo		\$22.00
<input type="checkbox"/>	07-20-2023	Manual VOE with income Add-on, MY FAKE COMPANY [Pending]		xactusdemo		\$3.00
<input type="checkbox"/>	07-20-2023	Encompass Access (VOE) [Pending]		xactusdemo		\$1.00
Total Pending Credits:					\$0.00	
Total Pending Charges:						\$26.00
*Total Pending Tax:						\$0.00
Pending Total:						\$26.00
Report Invoice Total:						\$43.26

5. Below is a sample invoice:

					
P.O. BOX 70784 PHILADELPHIA, PA 19176 Phone: 800-243-0120 Fax: 855-664-5410					
OUR TEST ACCOUNT 600 SAW MILL RD WEST HAVEN, NY 06516				Customer Code: CP2022	
John Homeowner Mary Homeowner 175 13th St Washington, DC 20013					
Report ID	Date	Borrower	Description	Credit	Charge
43930462	09/29/2022	John Homeowner/Mary Homeowner	Credit Report (J-TUC/EXP/EQX)		\$ 43.00
43930462	09/29/2022	John Homeowner/Mary Homeowner	FACTA Surcharge		\$ 1.50
43930462	09/29/2022	John Homeowner/Mary Homeowner	Trended Data		\$ 3.00
43930462	09/29/2022	John Homeowner/Mary Homeowner	OFAC (UltraAMPS)		\$ 1.00
43930462	09/29/2022	John Homeowner/Mary Homeowner	Input SSN Mismatch		\$ 0.50
43930462	09/29/2022	John Homeowner/Mary Homeowner	Disclosure Notice - Mail Service		\$ 2.00
43930462	09/29/2022	John Homeowner/Mary Homeowner	Score Disclosure		\$ 0.00
				Total credits:	\$ 0.00
				Total charges:	\$ 51.00
				*Total tax:	\$ 0.00
				Total:	\$ 51.00
Pending Charges					
Report ID	Date	Borrower	Description	Credit	Charge
				Total Pending credits:	\$ 0.00
				Total Pending charges:	\$ 0.00
				*Total Pending tax:	\$ 0.00
				Pending Total:	\$ 0.00
				Report Invoice Total:	\$ 51.00

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