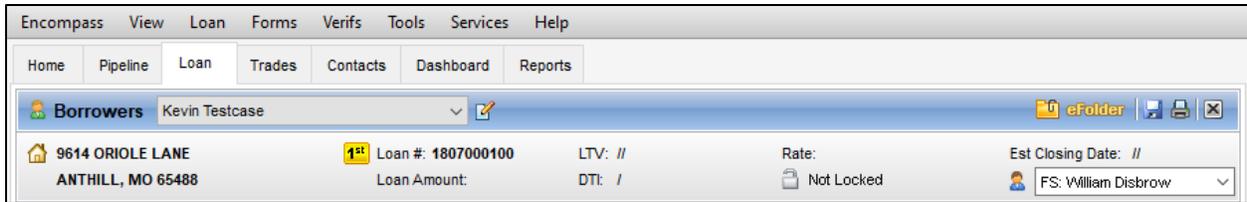
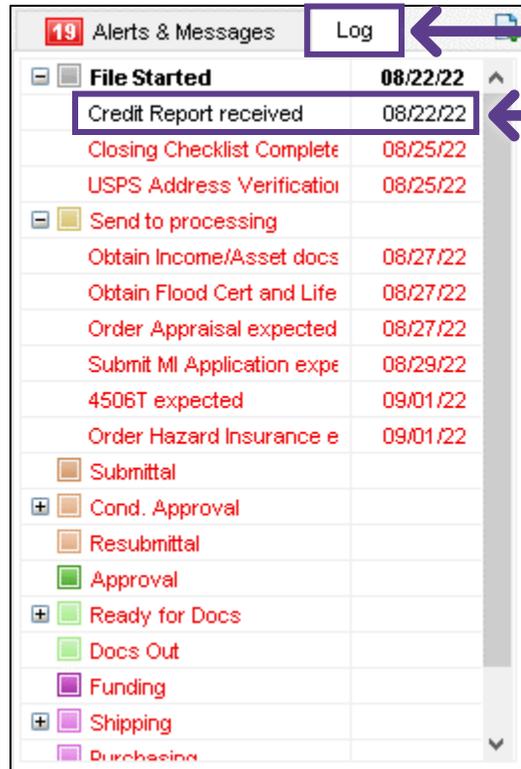


How to View a Report in Original Format Within Encompass (Xactus360)

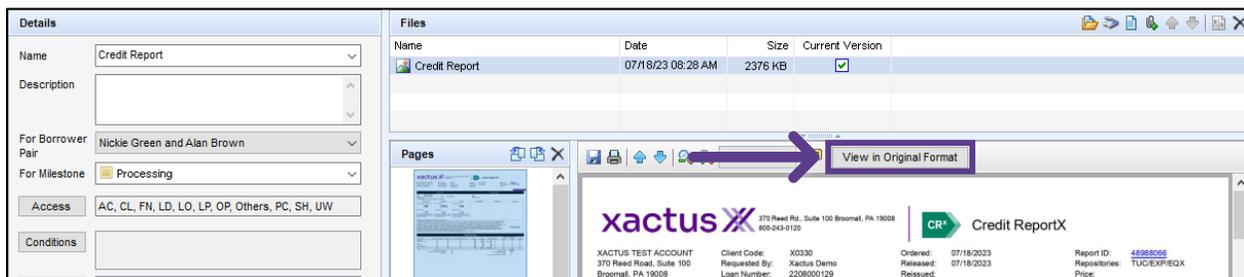
1. Start by logging in and opening the borrowers loan file.



2. Click on the Log tab in the upper left-hand corner. Then, double click the report to view.



3. The Document Details screen will open showing the report. Click View in Original Format to see the report in the web version.



4. The report will open in a new screen allowing the links to function properly.

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