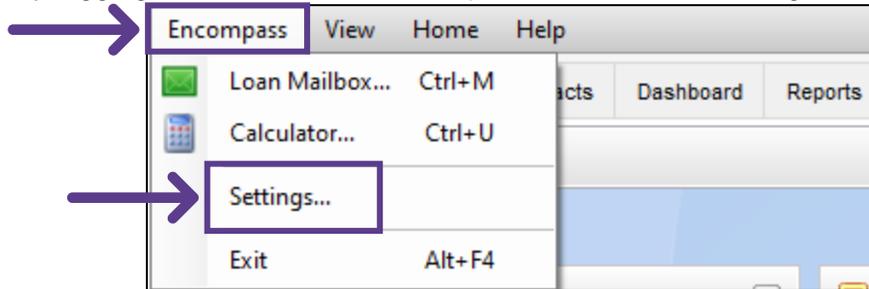
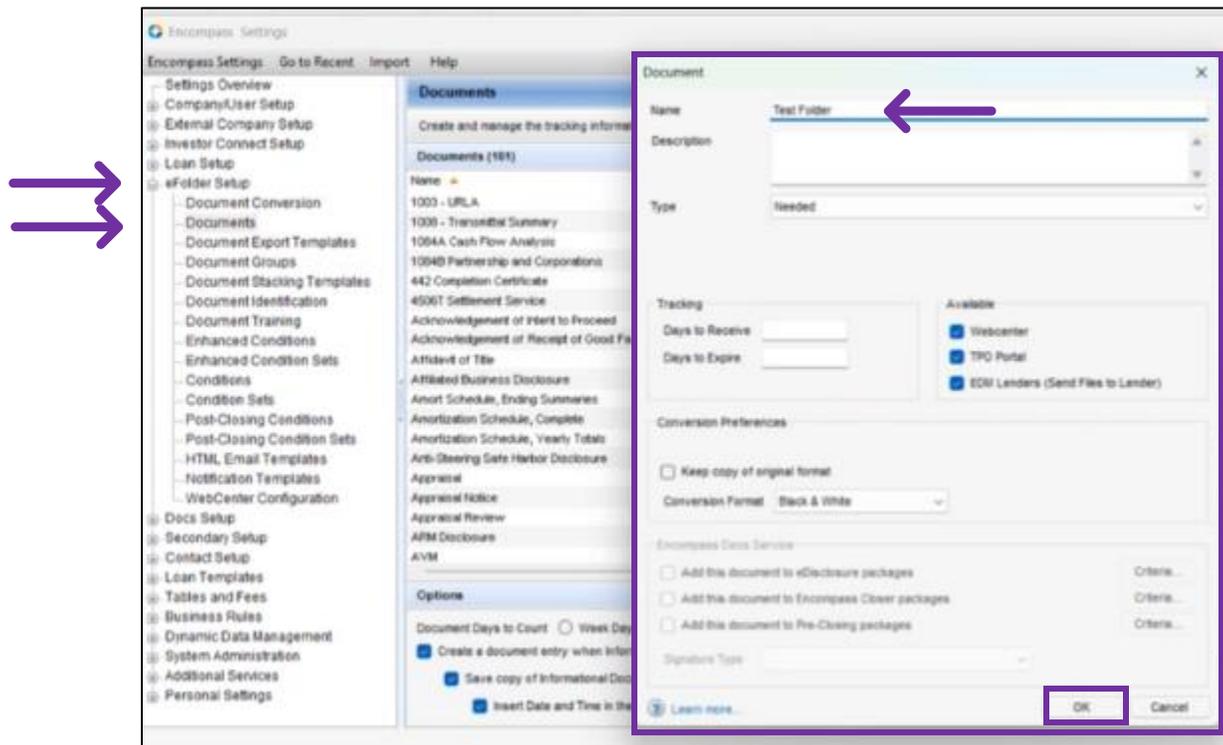


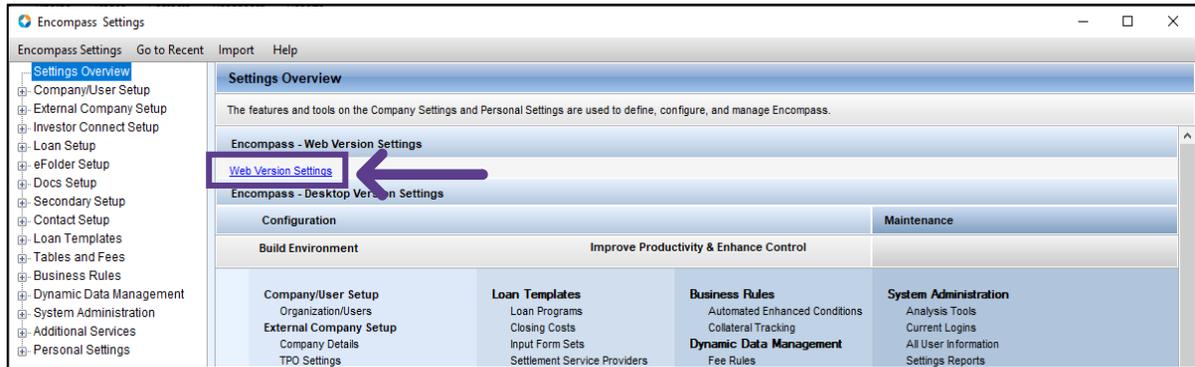
1. Start by logging in and under the Encompass menu, select Settings.



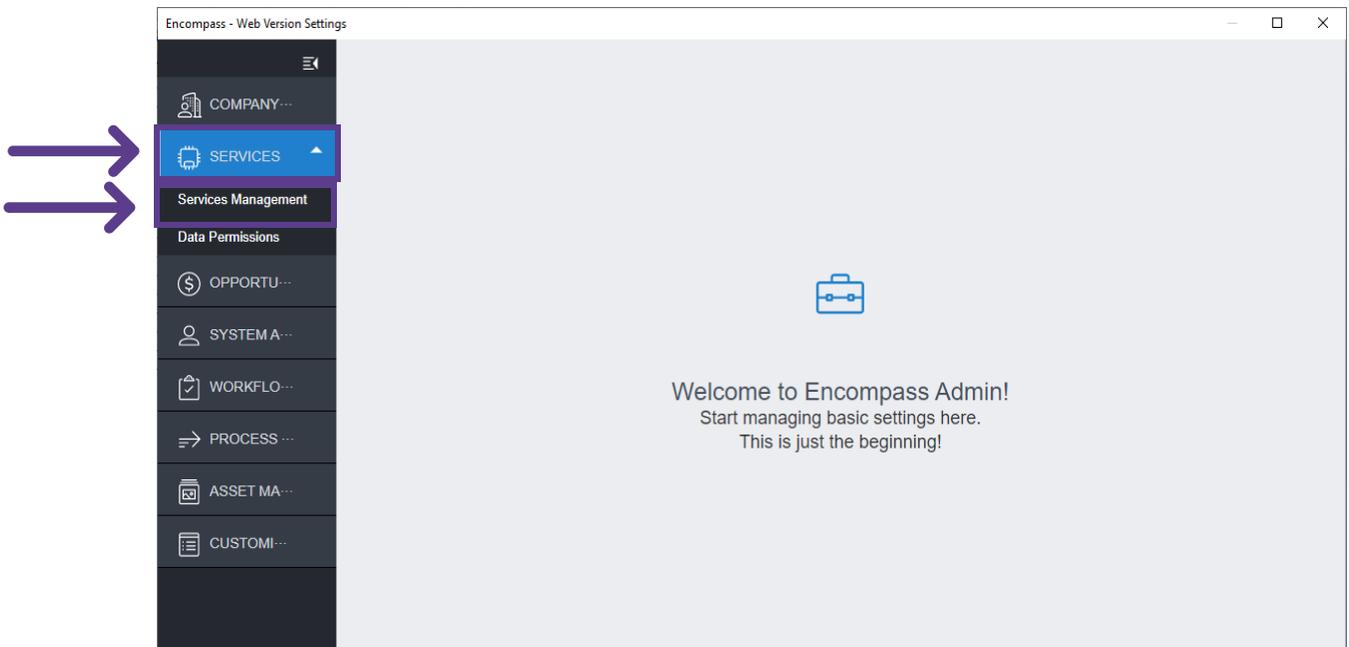
2. Go to the eFolder Setup, then click Documents and create the new folder and click OK at the bottom.



3. Then go back to Settings and click the link for Web Version Settings.

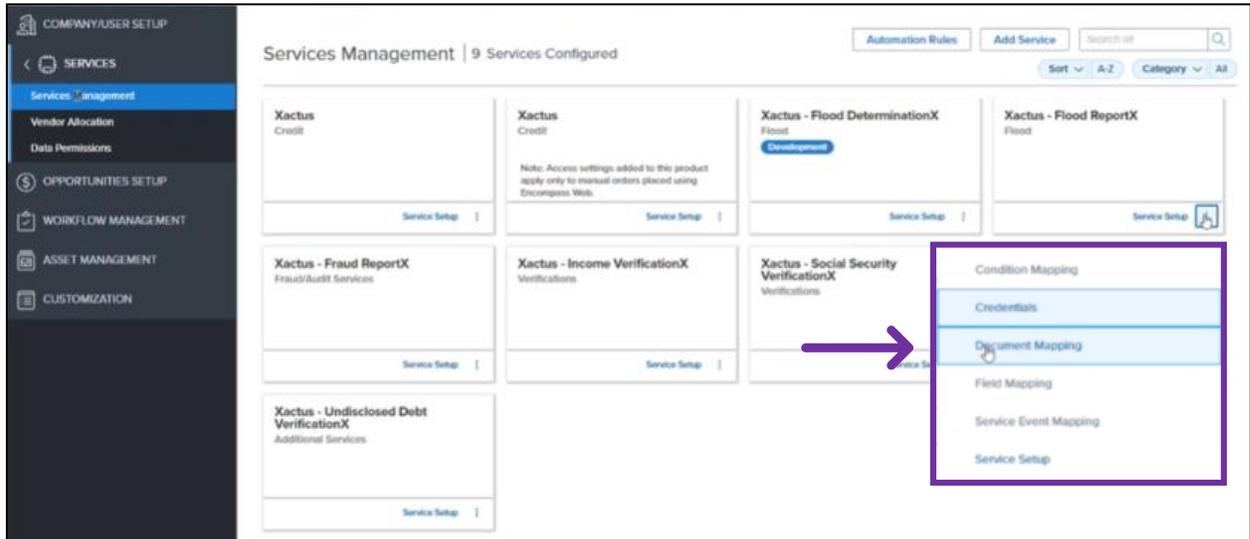


4. Select SERVICES then choose Services Management.

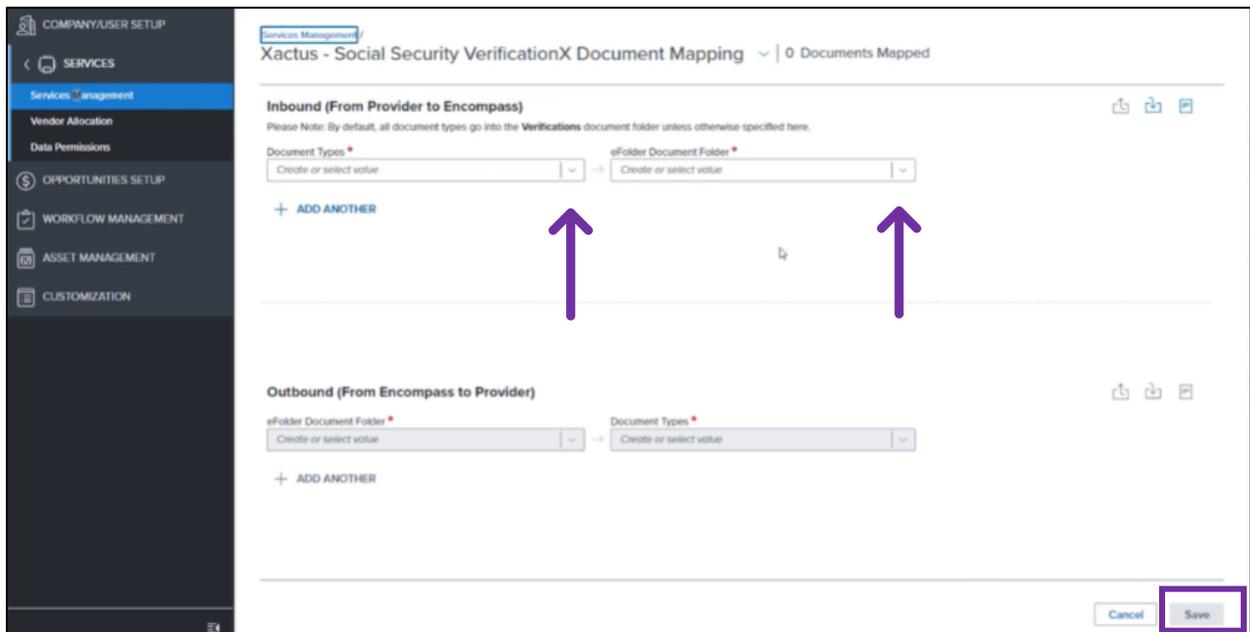


5. Next, click Service Setup underneath the product you would like to map. Xactus products that can be mapped include Flood ReportX, Undisclosed Debt VerificationX, Tax TranscriptX, Social Security VerificationX, Employment/Income VerificationX, FraudReportX.

Choose Document Mapping from the drop-down menu.



6. Under Document Types select your defaulted document. Under eFolder Document Folder select the desired folder. Click Save at the bottom.



7. Repeat the process for each product you would like to map.

Note: For the VOE/VOI products be sure and map each verification vendor you would like to map. Credit is not included.

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

03/7/2025