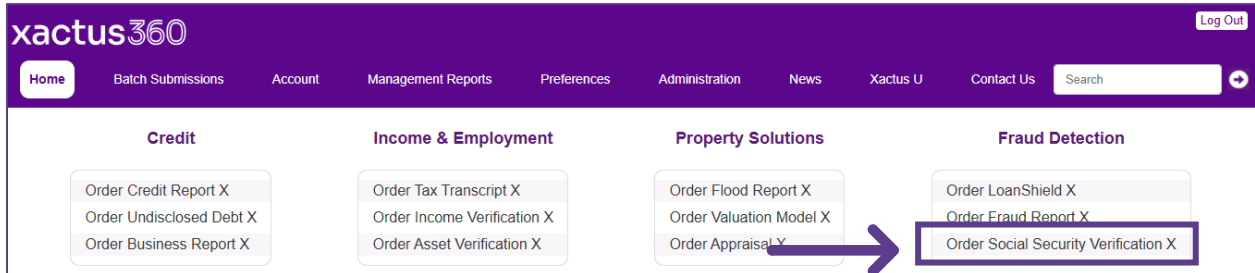


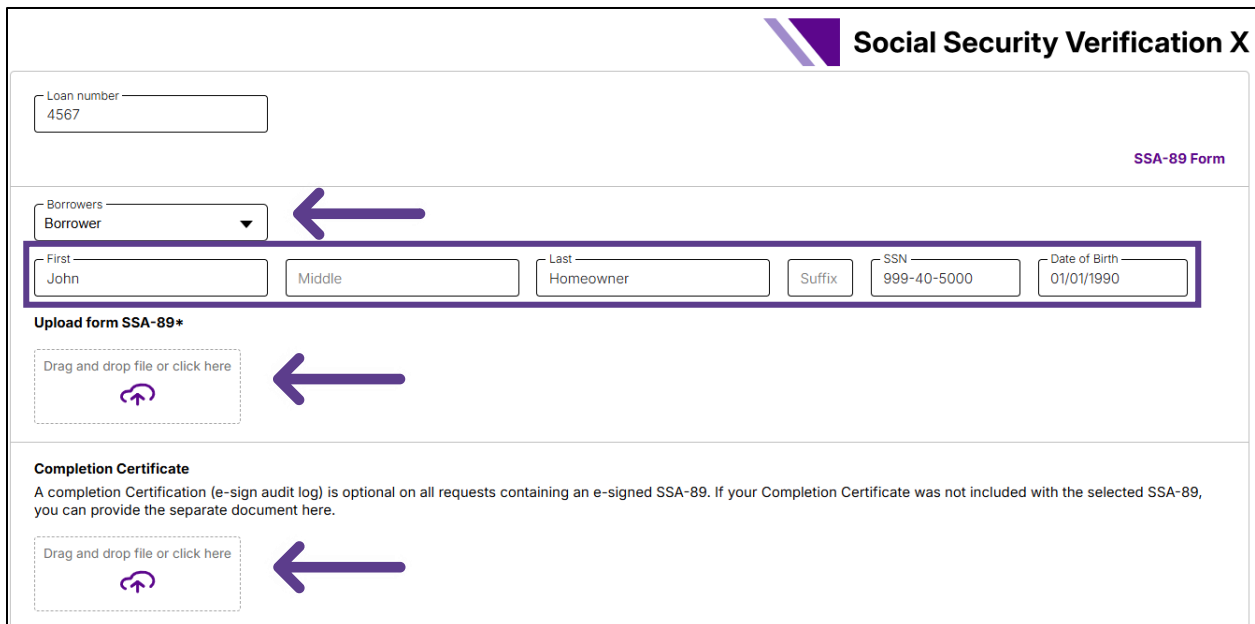
How to Order a Social Security VerificationX Within Xactus360

1. Start by logging into Xactus360 and from the home page, click Order Social Security VerificationX.



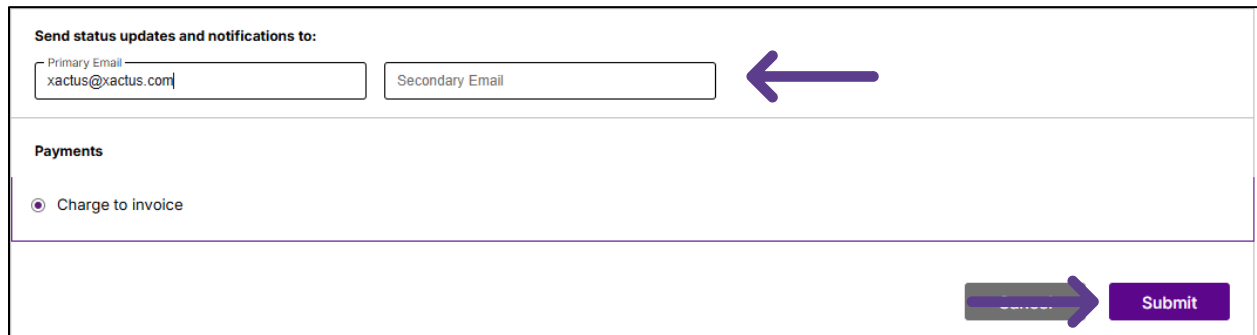
The screenshot shows the Xactus360 home page. The navigation bar includes links for Home, Batch Submissions, Account, Management Reports, Preferences, Administration, News, Xactus U, and Contact Us. Below the navigation bar, there are four main sections: Credit, Income & Employment, Property Solutions, and Fraud Detection. The Fraud Detection section contains three items: Order LoanShield X, Order Fraud Report X, and Order Social Security Verification X. A red arrow points to the 'Order Social Security Verification X' button.

2. Under Borrower's, choose Borrower or Co-Borrower. Complete the Borrower's name and Social Security Number. Then under Upload form SSA-89, click to add the SSA89 form and the Completion Certificate if the SSA-89 form was e-signed.



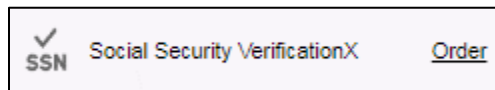
The screenshot shows the 'Social Security Verification X' form. It includes a 'Loan number' field with the value '4567'. Below this is a 'Borrowers' dropdown menu with 'Borrower' selected. To the right of the dropdown is a red arrow pointing left. Below the dropdown are fields for 'First' (John), 'Middle', 'Last' (Homeowner), 'Suffix', 'SSN' (999-40-5000), and 'Date of Birth' (01/01/1990). Below these fields is a section titled 'Upload form SSA-89*' with a 'Drag and drop file or click here' button and a red arrow pointing left. At the bottom is a section titled 'Completion Certificate' with a 'Drag and drop file or click here' button and a red arrow pointing left.

3. Ensure the correct email address is listed for the updates and notifications. Then click Submit.



The screenshot shows a form titled "Send status updates and notifications to:". It contains two input fields: "Primary Email" with the value "xactus@xactus.com" and "Secondary Email". A purple arrow points to the "Primary Email" field. Below the email fields is a section titled "Payments" with a radio button selected for "Charge to invoice". At the bottom right, there is a grey button with a right-pointing arrow and a purple "Submit" button.

4. This can also be requested from the applicant screen on the left-hand side.



The screenshot shows a button with a checkmark icon, the text "SSN Social Security VerificationX", and a link labeled "Order".

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