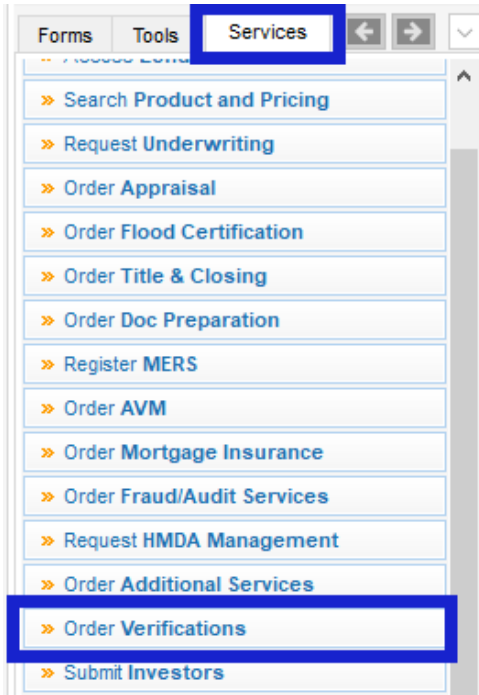


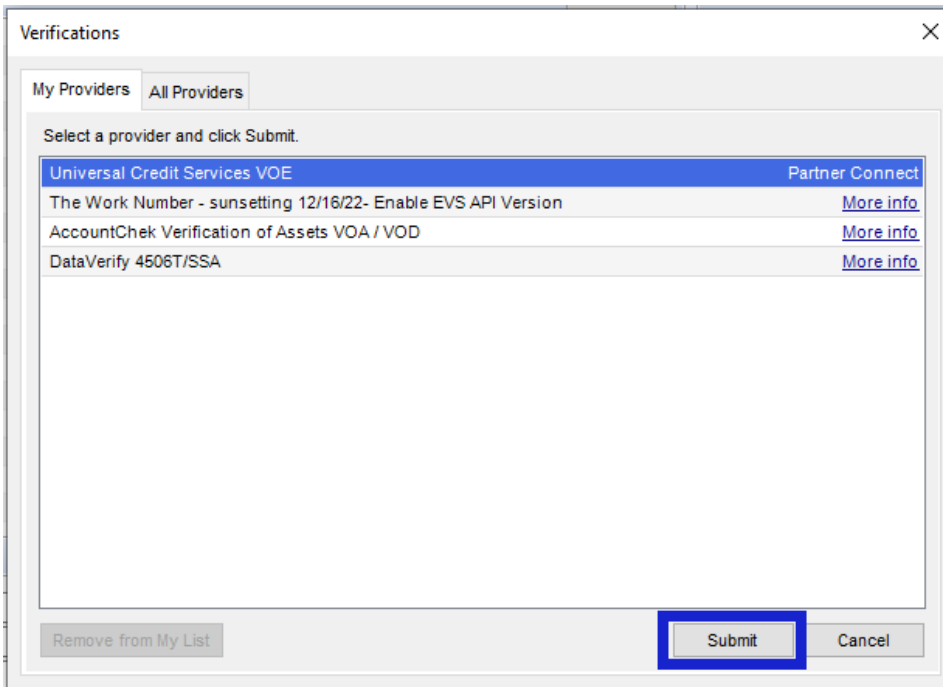
Xactus Encompass Integration - How to Order VOE/VOI

edited 3-3-23

1. Start by logging in and opening the borrowers loan file.
2. Click on the Services tab in the bottom left corner. Select **Order Verifications**.



Select **Universal Credit Services VOE - Partner Connect**, hit **Submit**.



Xactus Encompass Integration - How to Order VOE/VOI

3. Enter your Xactus (formerly UCS) credit credentials when prompted for Username and Password.

Note: you will have to re-enter your credentials every time you update your password on the Xactus website.

Log in to order service

! Login failed. Enter your credentials below.

Username

Password

Cancel

Submit

4. Ensure the correct borrower populated.

Hit the **Search** tab to view any previous reports. This should be done prior to running a new report to make certain we run duplicate reports and avoid unnecessary charges.

Services

Order Verification of Employment

Select a Borrower

Cancel

| | | | |
|------------------|-------------|----------|-------|
| Marisol Testcase | ***_**-0001 | Borrower | Order |
|------------------|-------------|----------|-------|

Search Existing VOE Orders

Search

Select File to Review:

| | File # | Reference # | Product | Name | Status | Ordered By | Date Ordered | Date Last Updated |
|----------------------|-------------------------|-------------|------------------------------|-------------------------------|-----------|-------------------|------------------------|------------------------|
| view | 2107570 | TST22093123 | Employment plus Income - TWN | TESTCASE, MARISOL - *****0001 | COMPLETED | GINGER GIARRIPUTO | 12/13/2022 12:15:06 PM | 12/13/2022 12:15:06 PM |
| view | 2103214 | TST22093123 | Employment plus Income - TWN | TESTCASE, MARISOL - *****0001 | COMPLETED | GINGER GIARRIPUTO | 12/6/2022 10:12:15 AM | 12/6/2022 10:12:15 AM |
| view | 2095042 | TST22047537 | Employment plus Income - TWN | TESTCASE, MARISOL - *****0001 | COMPLETED | JERRY CRUMPTON | 11/21/2022 10:40:33 AM | 11/21/2022 10:40:34 AM |
| view | 2094999 | TST22047537 | Employment plus Income - TWN | TESTCASE, MARISOL - *****0001 | COMPLETED | GINGER GIARRIPUTO | 11/21/2022 10:13:46 AM | 11/21/2022 10:13:46 AM |
| view | 2092520 | 00022093123 | Employment plus Income - TWN | TESTCASE, MARISOL - *****0001 | COMPLETED | GINGER GIARRIPUTO | 11/16/2022 11:18:18 AM | 11/16/2022 11:18:18 AM |
| view | 2084029 | TST22047537 | Re-Verify - TWN | TESTCASE, MARISOL - *****0001 | COMPLETED | GINGER GIARRIPUTO | 11/2/2022 1:43:27 PM | 11/2/2022 1:43:29 PM |
| view | 2084025 | TST22047537 | Employment plus Income - TWN | TESTCASE, MARISOL - *****0001 | COMPLETED | GINGER GIARRIPUTO | 11/2/2022 1:41:23 PM | 11/2/2022 1:41:29 PM |
| view | 2084017 | TST22047537 | Employment - TWN | TESTCASE, MARISOL - *****0001 | COMPLETED | GINGER GIARRIPUTO | 11/2/2022 1:31:56 PM | 11/2/2022 1:31:59 PM |
| view | 2080302 | TST22047537 | Employment plus Income - TWN | TESTCASE, MARISOL - *****0001 | COMPLETED | GINGER GIARRIPUTO | 10/27/2022 10:30:14 AM | 10/27/2022 10:30:16 AM |

Xactus Encompass Integration - How to Order VOE/VOI

Click **Order** to run a new report.

Services

| Order Verification of Employment | | | |
|----------------------------------|-------------|----------|------------------------------------|
| Select a Borrower | | | |
| Marisol Testcase | ***_**-0001 | Borrower | <div>Cancel</div> <div>Order</div> |

| Search Existing VOE Orders |
|----------------------------|
| <div>Search</div> |

5. The borrower's information will be auto populated based on the 1003 URLA Part 2 page. Choose the **Type of Verification** and **Product Selection** needed. Then, click **Order**.

| Order Verification of Employment | |
|---|-------------------------------------|
| Branch | US MORTGAGE CORPORATION 1214-NY1214 |
| User | GINGER GIARRIPU |
| <div>Cancel</div> | |
| Provider | Equifax The Work Number |
| Reference No. | TST22093123 |
| Permissible Purpose | Employee's application for credit |
| *Leave the Permissible Purpose as-is | |
| Borrower Information | |
| First Name | Marisol |
| Last Name | Testcase |
| SSN | 000-00-0001 |
| Salary Key | |
| *Salary Key only needed for some employers; click ? for information | |
| <input type="checkbox"/> Specific Employer Required? | |
| Product Selection | |
| <input type="radio"/> Mortgage VOE | |

| Type of Verification |
|--|
| <input type="radio"/> Employment |
| <input type="radio"/> Employment plus Income |
| <input type="radio"/> Re-Verify |

| Options |
|------------------|
| <div>Order</div> |

6. If the borrower is on The Work Number (TWN) a report will be instantly returned into the efolder Verifications placeholder.

| Details | | Files | | | |
|-------------|---------------|---------------------------------|-------------------|--------|-------------------------------------|
| Name | Verifications | Name | Date | Size | Current Version |
| Description | Verifications | VOE_MARISOL TESTCASE_2095042_re | 11/21/22 10:40 AM | 673 KB | <input checked="" type="checkbox"/> |

If the borrower is not on TWN the order will cascade to Experian Verify. Please note with Experian Verify, the current address and Date of Birth are required. Once again, the information will pre-populate from the 1003 URLA. Once all required fields are completed, click Order. If the borrower has a record on Experian Verify the report will be instantly returned.

Xactus Encompass Integration - How to Order VOE/VOI

Order Verification of Employment

User: MEGAN WITT

The automated record is not available from the requested provider. Please enter the information below to order from a different provider.

Provider: Experian Verify

Reference No.: 1807000190

Permissible Purpose: Real estate unknown type

****permissible purpose is ok as-is; do not change**

Borrower Information

First Name: KEVIN

Last Name: TESTCASE

SSN: 000000008

Phone Number:

Current Address: 1234 MAIN ST, COLORADO SPRINGS, CO 80911

DOB: 01/01/1999

Type of Verification

☐ Employment

☒ Employment plus Income

Order List

Current & Previous Employer(s)

(Employment plus Income)

+ Add Another VOE

☐ Pay by credit card

Order

7. If the borrower has no record on TWN or Experian Verify, you will be prompted to order a manual verification. Once all required fields are completed and the borrower's authorization is uploaded, click Order.

Order Verification of Employment

Branch: US MORTGAGE CORPORATION 1214-NY1214

User: GINGER GIARRIPU

Cancel

The record you requested is not available on our automated service. Please enter the information below and you will receive an email when the verification is complete.

Provider: UNIVERSAL CREDIT SERVICES (C)

Reference No.: 15622114342

Notification Email: ginger.giarriputo@usmortgage.com

Permissible Purpose: Employee's application for credit

Borrower Information

First Name: David

Last Name: Sigismonti

SSN: 165-46-6868

DOB: 06/22/1953

Full Address: 27 Longview Rd, Glen Mills, PA 19342

Phone Number: 610-558-1909

Employer Information

☒ Current Employer ☐ Previous Employer

Name: David Sigismonti Attorney at

Phone Number: 610-558-1909

Fax Number:

Full Address: 27 Longview Rd, Glen Mills, PA 19342

Employer Contact Information

First Name:

Last Name:

Title:

Phone Number:

Fax Number:

Additional Notes

Borrower's Written Authorization

Choose File No file chosen

Type of Verification

☐ Employment

☒ Employment plus Income

Options

Order

8. User will receive email status updates from Xactus VOE department up until the report is ready for download.

Employment verification MILITARY RESERVES:

Please direct your request to the Defense Finance and Accounting Service (DFAS) at <https://www.dfas.mil/militarymembers/statusverification.html#>. They can also be reached by phone at 1-888-332-7411.