



Ordering the Data Verify Fraud Report

RETAIL



How to order a Data Verify Fraud Report

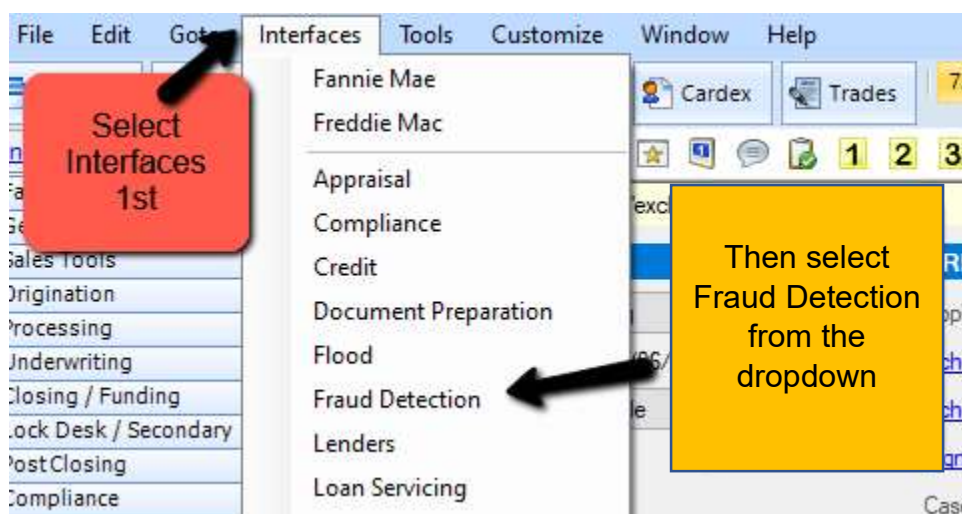
Each file will need a Data Verify Fraud Report.

This report is for the Underwriter to review and will need to be pulled and uploaded into each file at the same time your order the Appraisal Report.

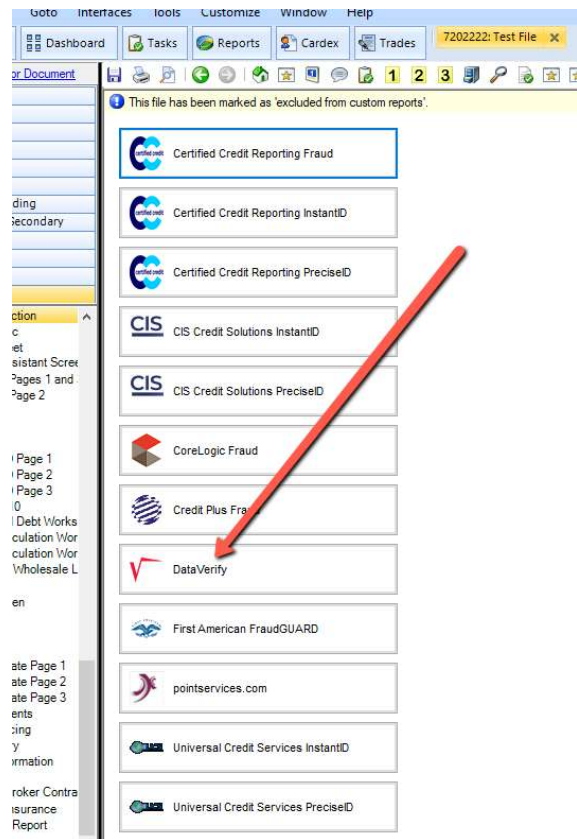
Go into the borrowers file in BytePro by double clicking on the mouse while hovering over the borrower file.

Loan Status - TestFile - 9 Item(s)																				
Investor	Loan Number	Borrower	Account Executive	Transaction ID	UW Name	Broker	Loan Amount	Int Rate	Credit G	LTV	Occupancy T	Loan Purpose	Loan Purpose	Sub Prop City	State	Status Date	Submitted Date	Extended File	GFE Delivery	Earliest Docs Can L
NP	3333128 T...	Test Morgan	Andrew H...	LRamirez	CAS	Avant Capital Solutions	340,000.00	4.750		60.71	Primary R...	Refinance	Cash-Out...	Santa Clarita	CA	11/11/2020				
NP	2222933 T...	TEST Guy...	Karen Pet...	TrudyB	JT	Hamilton Home Loans, Inc.	286,300.00	6.249	BBB	80.00	Primary R...	Purchase	Cash-Out...	Jacksonville	FL	11/10/2020	10/27/2020	12-Mths B...	10/28/2020	11/05/2020
NP	7202222	Test File	Doug Perry	TrudyB		Broker Company Name	672,000.00	2.990	C	80.00	Primary R...	Purchase	Cash-Out...	Irvine	CA	06/25/2020	07/13/2020	Full	12/31/2019	01/08/2020
ODF	Prepay Te...	TEST	Greg Flores	DarciL		Credence Funding Corpo...	500,000.00	6.000	A+		Primary R...	Purchase	Cash-Out...	Orlando	CA	06/27/2018	06/20/2018	1-Mth Ban...	06/21/2018	06/29/2018
	Testco-Ma...	Testco														06/20/2018				
	T.BARTO...	TEST FILE	Adam Morris	AOlson			581,000.00	4.875	A	70.00	Primary R...	Purchase	Limited Ca...	Irvine	CA	04/28/2018				

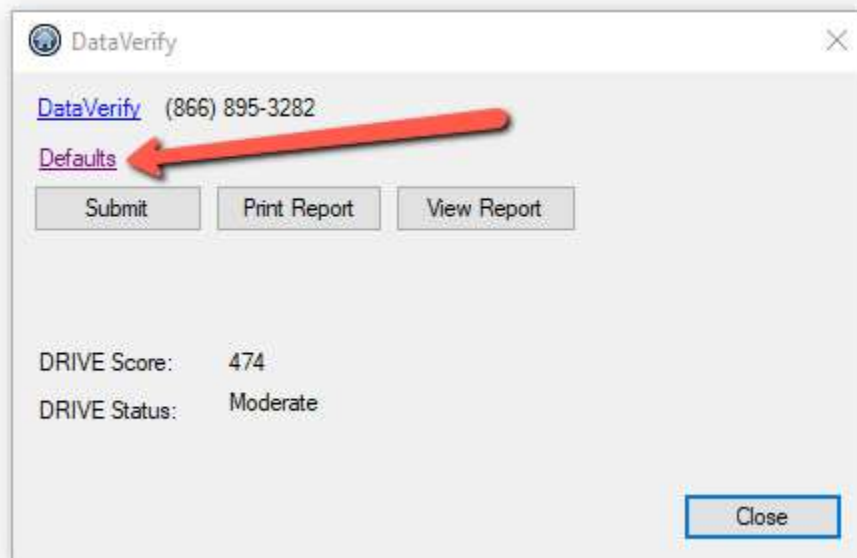
Once in the file Select Interfaces on the top tool bar, then select Fraud Detection from the drop down:



The following screen will appear – select **Data Verify**

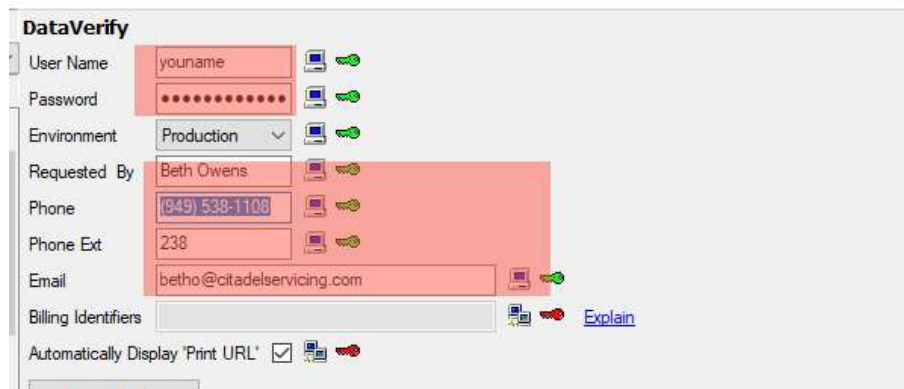


NOTE: IF THIS IS THE FIRST TIME YOU ARE PULLING THIS REPORT YOU MUST ENTER IN YOUR LOGIN INFORMATION UNDER “DEFAULTS”



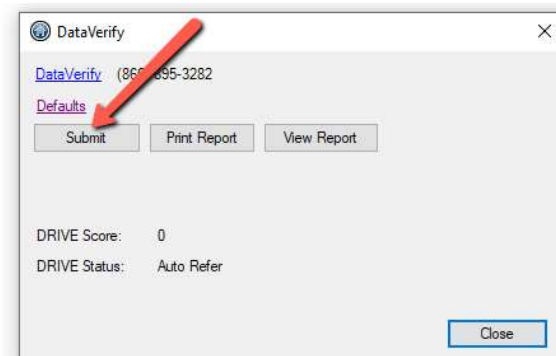
Enter in the login information given to you by IT. If you did not receive a login, email ITsupport@citadelservicing.com ask for a login and password. They should respond within 24 hours with your login information.

Once you have entered in your login information it will be saved.



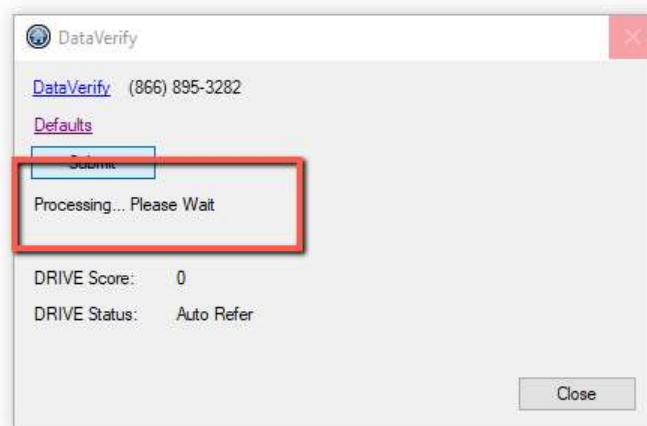
The image shows a web form titled "DataVerify". It contains several input fields: "User Name" with the value "yourname", "Password" with masked characters, "Environment" set to "Production", "Requested By" with the value "Beth Owens", "Phone" with the value "(949) 538-1108", "Phone Ext" with the value "238", and "Email" with the value "betho@citadelservicing.com". There are also "Billing Identifiers" and a checkbox for "Automatically Display 'Print URL'" which is checked. A red box highlights the "Requested By", "Phone", "Phone Ext", and "Email" fields. A green key icon is next to the "Password" field. A blue "Explain" link is at the bottom right.

Select the "Submit button"



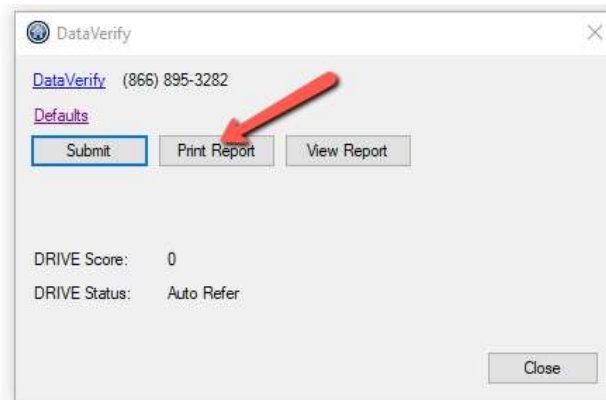
The image shows a window titled "DataVerify" with a close button (X) in the top right corner. It contains a link "DataVerify (866) 895-3282" and a link "Defaults". Below these are three buttons: "Submit", "Print Report", and "View Report". A red arrow points to the "Submit" button. Below the buttons, it says "DRIVE Score: 0" and "DRIVE Status: Auto Refer". A "Close" button is in the bottom right corner.

The system will show it is being run by the following message



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In this step you will need to go to “Print Report”



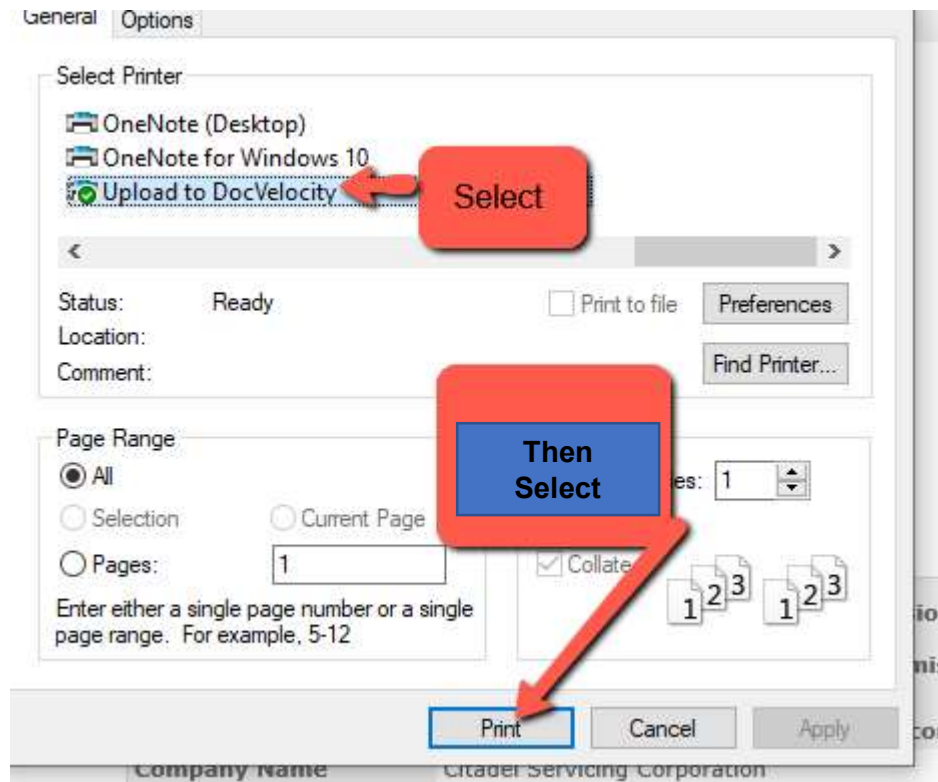
The screen will automatically direct you to the DataVerify website, your use name and password should automatically enter in or you can reenter if it does not.



The report will automatically be pulled showing the following, select Print

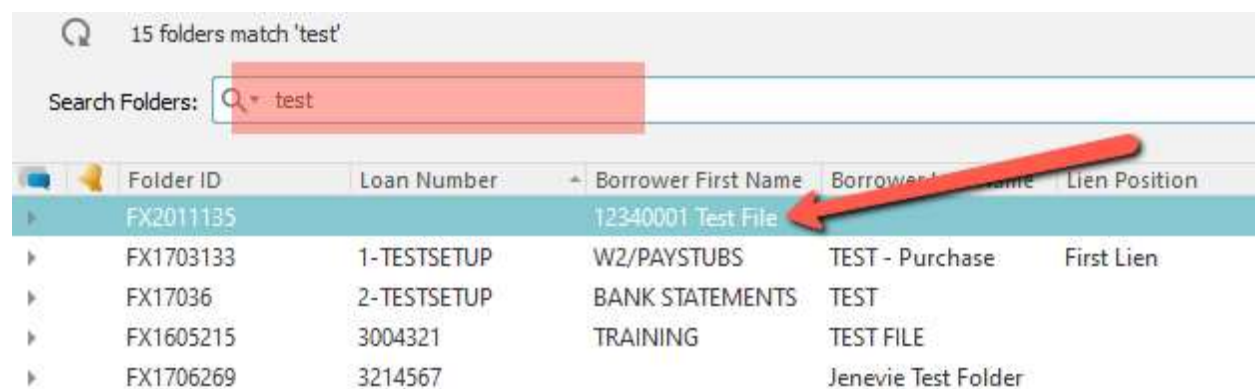


In the “Select Printer” section chose “Upload to Doc Velocity” then select “Print”.



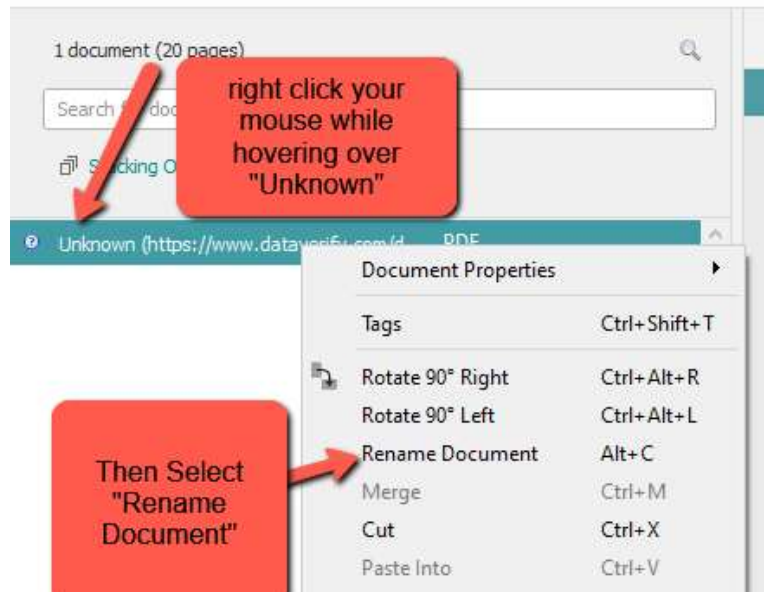
Then go to Search Folders where you will locate the file.

Select the file and open by double clicking on the appropriate file.

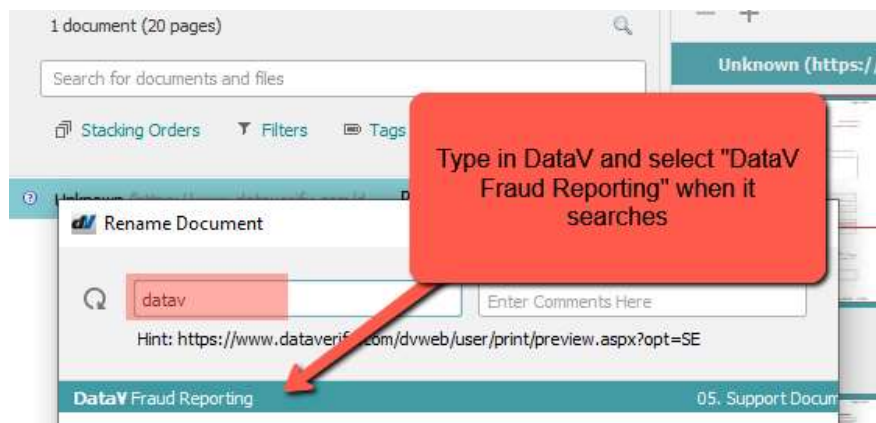


Naming the document in DocVelocity.

You will right click while hovering over “Unknown”



Select the name of this document - this will be named: **DataV Fraud Reporting**



Save document in DocVelocity by selecting the **SAVE** button.

The screenshot displays the DocVelocity user interface. At the top, there is a header bar with a yellow background. Below it, a light gray panel contains a 'Send' button (highlighted with a red arrow), an 'Attach Files' button, and two checkboxes: 'Use Automated Document Recognition' (unchecked) and 'File These' (checked). The main area is a form for creating a document, with fields for 'To:', 'From:', 'By:', 'Subject:', and 'Message:'. The 'To:' field contains 'Received Mail and Filed Docs of Folder', the 'From:' field contains 'This Computer', and the 'By:' field contains 'Beth Owen'. The 'Subject:' field has a placeholder text 'Please type the subject here'. Below the form, a gray panel shows '1 document (20 pages)' and a search bar. Below the search bar are links for 'Stacking Orders', 'Filters', and 'Tags'. At the bottom, a teal bar displays 'DataV Fraud Reporting (20 pgs)' and 'PDF'. On the right side, there is a sidebar with a 'DataV' header and a small thumbnail image.