



PayGo

User Guide

v1.7.1 7.28.16

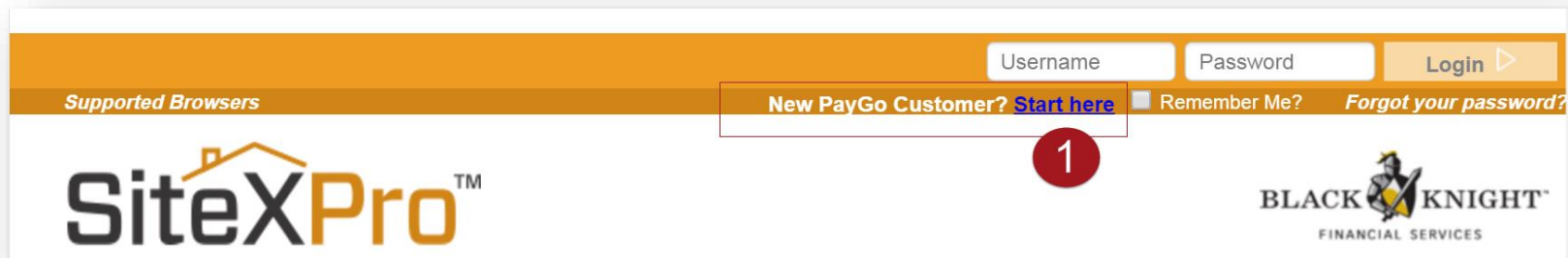
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PayGo – User Guide

1. Navigate to SiteXPro – Click [Start Here](#)

Navigate to www.SiteXPro.com and click on the **Start Here** hyperlink to begin PayGo Account setup.



2. Begin Account Setup as a New PayGo User

Complete Username, E-mail address, Password and Security Questions to continue.

SiteXPro™ **BLACK KNIGHT™**
FINANCIAL SERVICES

[Home](#) Questions? Call us (877) 436-3282

2 Account Setup

Please create a Username and Password and enter Security Questions. Your Email Address will need to be confirmed to complete Account Setup. Selecting the Continue button sends an email to you with a link to confirm your Email Address. Please click on the link in the email to confirm and complete Account Setup.

All fields marked with an asterisk(*) are required.
For immediate assistance, contact us at (877) 436-3282, Option 2, M-F, 7-5 pm PT.

Username

Create a Username *

Email Address

Enter your Email Address *

Confirm your Email Address *

Referral

Referred by

Password

New Password * [View Password Rules](#)

Confirm Password *


Security Questions

Security questions are used to verify your identity and reset your password online. Select three questions below and provide answers that you will remember.

What is your mother's maiden name? *

What was the name of the high school you attended? *

What was the name of your first pet? *

I'm not a robot  [Privacy](#) [Terms](#)

[Continue](#) [Cancel](#)

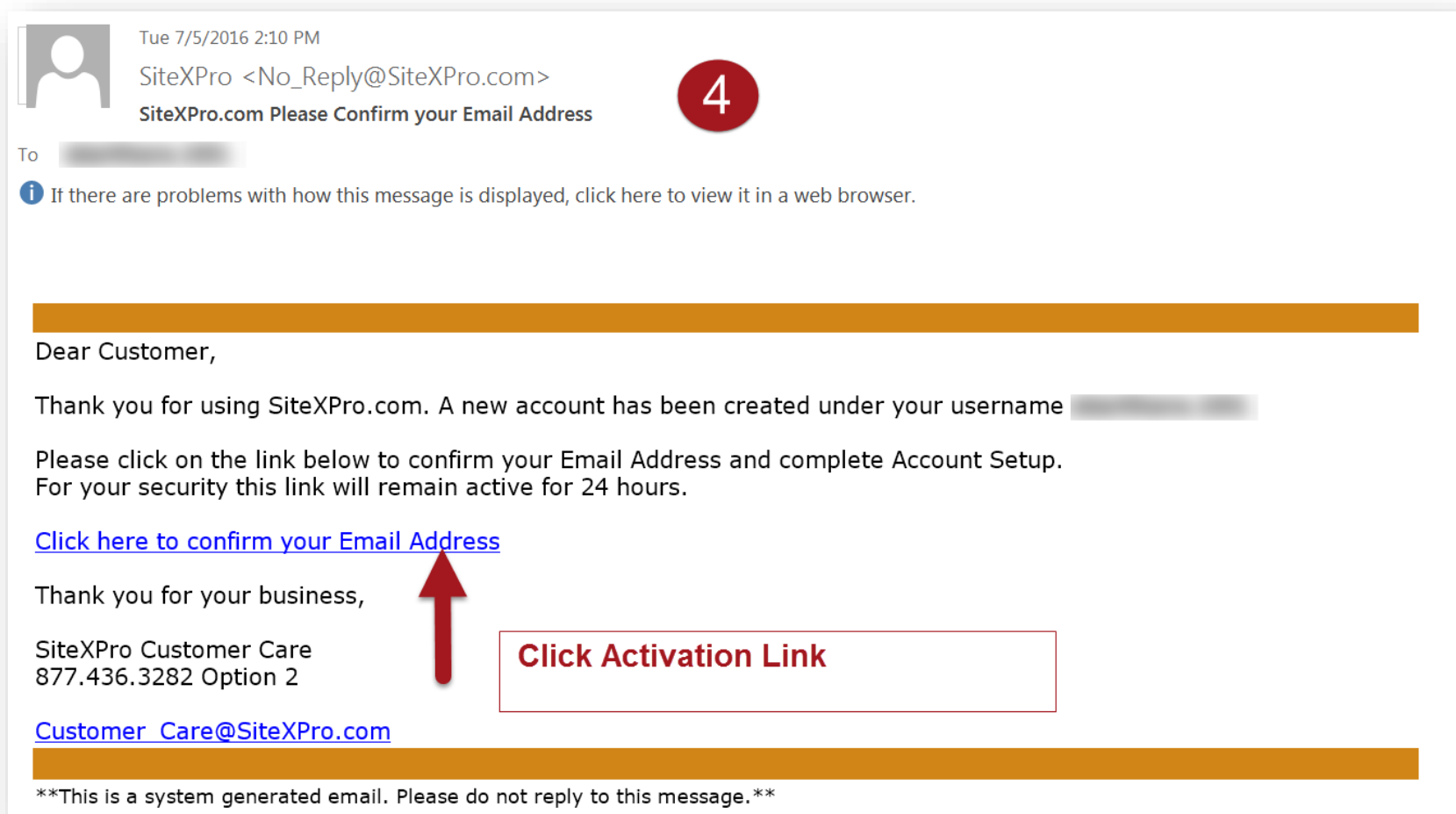
3. Verify Your E-mail Address

After completing **Account Setup** and clicking on the continue button, you will be required to **verify your e-mail address** in order to complete Account setup.

The screenshot shows the SiteXPro user interface. At the top left is the SiteXPro logo, and at the top right is the Black Knight Financial Services logo. Below the logos is a navigation bar with a 'Home' link on the left and a phone number '(877) 436-3282' on the right. The main content area features a large red circle with the number '3' inside, followed by the text: 'Almost done! You have completed the 1st part of Account Setup. We sent you an email to verify your email address. Please click on the [link contained in the email](#) to complete Account Setup and enter into **SiteXPro!**' At the bottom center of the content area is an orange 'OK' button.

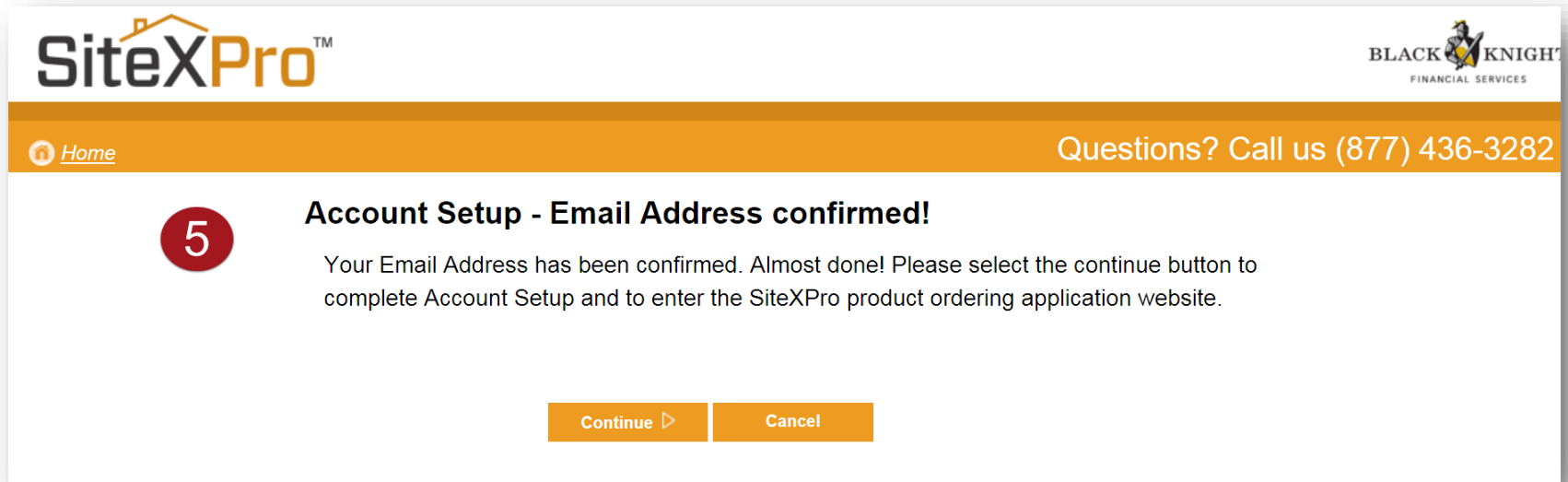
4. PayGo Account Activation E-mail Confirmation

Check your inbox for an e-mail from SiteXPro.com containing an **activation link**.



5. E-mail Address confirmed!

After clicking on the activation link, you will be taken back to the SiteXPro page, confirming Account Setup. Click the **Continue button** to proceed.



The screenshot shows a web page with the SiteXPro logo at the top left and the Black Knight Financial Services logo at the top right. Below the logos is a navigation bar with a 'Home' link on the left and a phone number '(877) 436-3282' on the right. The main content area features a large red circle with the number '5' on the left, followed by the heading 'Account Setup - Email Address confirmed!'. Below the heading is a paragraph of text: 'Your Email Address has been confirmed. Almost done! Please select the continue button to complete Account Setup and to enter the SiteXPro product ordering application website.' At the bottom of the content area are two buttons: 'Continue' with a right-pointing triangle and 'Cancel'.

6. Complete Account Setup – Provide Contact Information

Contact Information (with a red asterisk) is required to continue.

The screenshot shows the 'Account Setup - Provide Contact Information' page. At the top left is the SiteXPro logo, and at the top right is the Black Knight Financial Services logo. Below the SiteXPro logo is a 'Home' link. At the top right of the page is the text 'Questions? Call us (877) 436-3282'. The main heading is 'Account Setup - Provide Contact Information.' Below this is a paragraph of instructions: 'Please provide your account contact information below, then select the continue button. All fields marked with an asterisk (*) are required. For immediate assistance, contact us at (877) 436-3282, Option 2, M-F, 7-5 pm PT.' A large red circle with the number '6' is overlaid on the page. The form fields are: Username (with a greyed-out input), First Name (*), Last Name (*), Title, Company (*), Address (*), City (*), State (*, dropdown menu), Zip (*), Phone (*, with a sub-field for extension 'Ext'), and Industry (dropdown menu). At the bottom are 'Continue' and 'Cancel' buttons.

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Home Questions? Call us (877) 436-3282

Account Setup - Provide Contact Information.

Please provide your account contact information below, then select the continue button.
All fields marked with an asterisk (*) are required. For immediate assistance, contact us at (877) 436-3282, Option 2, M-F, 7-5 pm PT.

Account Information

Username

First Name *

Last Name *

Title

Company *

Address *

City *

State *

Zip *

Phone * Ext

Industry

Continue Cancel

7. Terms of Use – Read and Accept to Continue

After completing the Contact Information page and clicking on **Continue**, you will be taken to the **Terms of Use page**. Please read the agreement and indicate acceptance by clicking the **Accept button**.

SiteXPro™

BLACK KNIGHT™
FINANCIAL SERVICES

Home Questions? Call us (877) 436-3282

Terms of Use

SiteXPro.COM INTERNET SERVICE SUBSCRIBER TERMS OF USE AGREEMENT

Effective as of February 2, 2015

THESE TERMS OF USE AGREEMENT (the "Agreement") shall govern the terms of use by you of services offered by Black Knight Real Estate Data Solutions, LLC ("Black Knight REDS") described herein. Please read this Agreement and indicate your acceptance by clicking the "ACCEPT" button at the end of the Agreement.

1. This Agreement is made between you as the user and Black Knight REDS as the provider of the SiteXPro.com Internet Service ("SiteXPro.com"). You acknowledge and agree by registering as a user, clicking the "ACCEPT" button and/or using SiteXPro.com (i) to be bound by all of the terms in this Agreement, and (ii) that this Agreement replaces and supersedes any previous agreement between you and Black Knight REDS governing your use of SiteXPro.com. Black Knight REDS reserves the right to change, amend or modify any and all terms and conditions of use without notice to you. Any such change, modification or amendment shall be effective immediately upon posting on SiteXPro.com. You agree to periodically review such changes, modifications and amendments on-line. By accessing and continued use of SiteXPro.com, you agree to be bound and abide by the then current terms and conditions of use.

2. Black Knight REDS may store the information you provided as part of the registration process to inform you about other products and services, unless you notify Black Knight REDS that you do not wish to receive this information. However, Black Knight REDS will not supply personal information, such as your name, address, telephone number, e-mail address or other specific personal identifying information to any other party without your express prior consent.

3. (a) During the Initial or any Renewal Term and subject to the terms and conditions set forth in this Agreement and any applicable schedules, Black Knight REDS hereby grants to you a limited, non-exclusive, non-transferable license to use SiteXPro.com and the information contained thereon (collectively "Black Knight REDS Materials") for your internal use only. Black Knight REDS shall retain all right, title and interest in and to the Black Knight REDS Materials provided to you hereunder. You shall not make copies, resell, sublicense, assign, distribute, allow access to or otherwise transfer the Black Knight REDS Materials to any third person or entity for any purpose; provided, however, that you may make individual copies of the Black Knight REDS Materials and distribute such copies to your customers in connection with your normal business activities so long as said distribution does not compete with or in any way replicate the services being offered by Black Knight REDS under this Agreement.

(b) The information contained on SiteXPro.com has been compiled from public records and other sources and neither Black Knight REDS nor its data suppliers guarantee its accuracy or completeness. Moreover, you acknowledge that Black Knight REDS has limited control over its data suppliers and in the event such suppliers discontinue providing Black Knight REDS with such information, for any reason, that the provision of the Black Knight REDS Materials may be interrupted or terminated, in whole or in part, by Black Knight REDS without liability to you.

(c) The manner or purpose for the use of the Black Knight REDS Materials, and the verification of its accuracy, is your sole responsibility.

(d) The Black Knight REDS Materials may be utilized for marketing purposes; provided, however, Customer shall not use any of the Black Knight REDS Materials to review or establish a consumer's credit eligibility or for any other purpose permitted by the Fair Credit Reporting Act (15 USC 1681 et seq.) ("FCRA"), Federal Trade Commission or the Consumer Financial Protection Bureau (CFPB) interpretations of the FCRA, or similar state statutes. Customer understands and agrees that Black Knight REDS is not a consumer-reporting agency as defined by the FCRA, Federal Trade Commission or CFPB interpretations of the FCRA, or similar state statutes and the Licensed Materials do not constitute "Consumer Reports," as defined in therein.

(e) The Black Knight REDS Materials are not intended to and shall not be used in connection with certification or authentication of real estate ownership and/or real estate transactions.

(f) You represent and warrant to Black Knight REDS that your licensing and use of the Black Knight REDS Materials does not violate any agreement to which you are a party. You assume sole responsibility for use of the Black Knight REDS Materials by you, your agents, employees and customers, and will indemnify and hold harmless Black Knight REDS, its agents, service providers and employees from and against all liabilities, and claims, and all related costs and expenses (including, but not limited to, reasonable experts', attorneys' fees and expenses, including costs of investigation expenses) arising in connection with all such use of the Black Knight REDS Materials.

4. You agree to an initial minimum service term of twelve months. This Agreement may be terminated by: (a) either party immediately upon written notice to the other party if such other party becomes insolvent, admits in writing its inability to pay its debts as they become due or ceases or threatens to cease to carry on its business or a substantial portion of its business, (b) Black Knight REDS in the event that you fail to pay any amount owed to Black Knight REDS, thirty (30) days after you receive a past due notice from Black Knight REDS, or (c) Black Knight REDS in the event that you are using the Black Knight REDS Materials (or any portion thereof) in any way other than as expressly permitted by this Agreement and fail to remedy such default within five (5) days following written notice thereof from Black Knight REDS. You also agree that this Agreement shall automatically renew for successive twelve-month terms unless cancelled, in writing, by either party at least 30 days prior to the end of the then current term. Cancellation requests must be submitted in writing to the Black Knight REDS sales representative responsible for your account. Should Customer attempt to cancel this Agreement at any time prior to the expiration of the current term, Black Knight REDS shall be entitled to the remaining fees due under this Agreement, if any, as liquidated damages. Following the Initial Term, the fees for the Black Knight REDS Materials, as defined below, set forth in this Agreement will automatically increase by the greater of 3% or the percentage amount indicated by the Consumer Price Index for urban wage earners and clerical workers (CPI-W) for the national average as compiled by the United States Department of Labor, Bureau of Labor Statistics for the 12 months immediately preceding the first day of each Renewal Term.

5. You authorize Black Knight REDS to automatically charge to the credit card designated when your order is submitted or subsequently updated by you (i) the fees for any services ordered by you, (ii) the published set-up fee, if any, and (iii) the published hosting fees, if any, on a monthly or annual basis as determined by you at the time your order is submitted, for the initial twelve-month term and each renewal term. Charges for any applicable set-up fees will be made at the time your order is submitted. Charges for any applicable hosting fees will begin at the time your order is submitted and continue in accordance with this Agreement. You acknowledge that your electronic submissions constitute your agreement and intent to be bound by and to pay for the services designated in your order. All fees are due and payable to Black Knight REDS within thirty (30) days of the date of the invoice. Black Knight REDS reserves the right to charge a late fee and interest on any amounts not paid when due and payable.

6. If you fail, or Black Knight REDS suspects that you have failed, to comply with any of the provisions of this Agreement, including but not limited to failure to make payment of fees due, failure to provide Black Knight REDS with a valid credit card or with accurate and complete registration data, failure to safeguard your account information, or infringement or other violation of third parties' rights, Black Knight REDS, at its sole discretion, without notice to you may (i) terminate this Agreement and/or your account, and you will remain liable for all amounts due under your account up to and including the date of termination; and/or (ii) terminate your right to use of the Black Knight REDS Materials as provided in this Agreement.

7. You are responsible for all use of the Black Knight REDS Materials made using your username and password, whether or not such use is made by you or by someone else using your username and password. You are responsible for protecting and securing your username and password from unauthorized use. If you believe there has been unauthorized use of your username or password, you agree to notify Black Knight REDS immediately.

ACCEPT X DECLINE

8. Welcome to SiteXPro!

After accepting the Terms of Use, you will be granted access to enter SiteXPro.com. You are now ready to find your first **Subject Property** and begin ordering reports.

SiteXPro™ Home Reports Documents Lists Cart (0) History Account™

Find your Subject Property

Property Address Enter an Address Enter City, State or Zip

8

Find your Subject Property
Begin by searching Subject Property to set up your first SiteXPro order!

Welcome to SiteXPro™, your complete source for direct marketing lists, property reports and valuations.
With the most extensive property database covering more than 99.9% of the US population and households, SiteXPro™ has the coverage you need to drive your business.

Announcements

- New Reports to be introduced – ServiceLink Flood, Foreclosure, 3rd party AVMs, Voluntary Liens
- New Product Functionality – Multi-Product Ordering
- New Administrative Management Tool

Training Videos

- ▶ SiteXPro - overview, navigation
- ▶ How to order a property report
- ▶ List Generation
- ▶ How to retrieve orders
- ▶ My Account

Knowledge Bank

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Download Links

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9. Search for a Property – Select Your SiteXPro Report(s) – Add to Cart

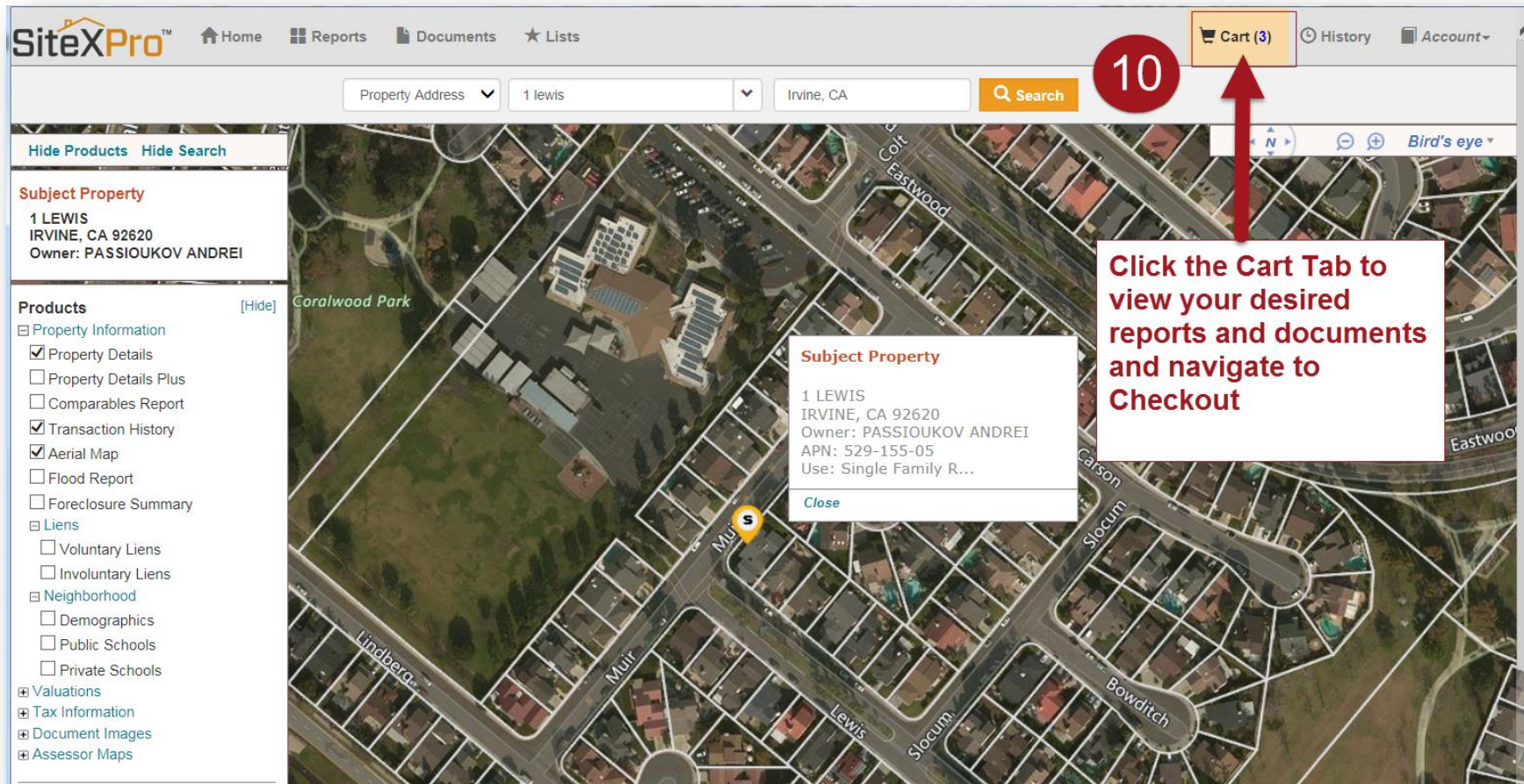
On the **Reports Tab**, select the reports you wish to purchase and click the **Add to Cart** button.

The screenshot shows the SiteXPro web application interface. At the top, there is a navigation bar with 'Home', 'Reports', 'Documents', and 'Lists'. A search bar contains '1 Lewis' and 'Irvine, CA'. The main area features an aerial map of a residential neighborhood with a red pin on '1 Lewis'. A sidebar on the left lists various report categories like 'Property Information', 'Liens', and 'Valuations'. A 'Subject Property' popup window is open over the map, displaying details for '1 LEWIS, IRVINE, CA 92620'. A red callout box with the number '9' points to the 'Add to Cart' button in the sidebar. Below the map, a 'Search Results' table is visible.

Owner Name	Address	City	State	Zip	APN	Use
<input checked="" type="radio"/> PASSIOUKOV ANDREI	1 LEWIS	IRVINE	CA	92620	529-155-05	Single...

10. Get Ready to Checkout Your Cart Items

Click on the **Cart Tab** to open your Cart and begin Checkout.



11. Click the Purchase Button

On the Cart page, you can review your items before clicking the **Purchase button**. When you click the Purchase button, your information will transfer to our credit card payment merchant - Payeezy.

The screenshot shows the SiteXPro Shopping Cart interface. At the top, there is a navigation bar with 'Home', 'Reports', 'Documents', and 'Lists' on the left, and 'Cart (3)', 'History', and 'Account' on the right. The main content area is titled 'Shopping Cart' and contains a table of items. A red circle with the number '11' is positioned above the 'Purchase' button. A red-bordered callout box with a red arrow points to the 'Purchase' button, containing the text: 'Click the Purchase button to start the payment process for entering your credit card information'. Below the table, there are three buttons: 'Empty Cart', 'Continue Shopping', and 'Purchase'. A red-bordered box with a warning icon and text is located below the 'Purchase' button, stating: 'Clicking the purchase button will direct you to our secure payment merchant, Payeezy. You will be redirected to SiteXPro after authorization of payment.'

1 LEWIS, IRVINE CA ✕		
Property Details	\$2.25	Remove
Transaction History	\$3.20	Remove
Aerial Map	\$0.90	Remove

*Total Amount: \$6.35
Amount displayed is estimate. Actual charges may be less.

Empty Cart Continue Shopping **Purchase**

! Clicking the purchase button will direct you to our secure payment merchant, Payeezy. You will be redirected to SiteXPro after authorization of payment.

12. Enter your Credit Card Information using Payeezy – First Data Corp

Confirm your Order's Total Amount is correct before paying with your credit card and completing the reCAPTCHA security (“I am not a robot”).

SiteXPro Shopping Cart

Review Your Order


Order Number
SP327440706074837

Total Amount: USD

Pay With Your Credit Card


Cardholder Name

Credit Card Number



Expiry Date (MMYY)

Verification

I'm not a robot 
reCAPTCHA
Privacy - Terms

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.


Secure Payment provided by [First Data Corp.](#)

12

Confirm your payment amount is correct before paying with your credit card


13. Your Order is Complete – Confirm Order in Batch Summary Report

Using the **Batch Summary Report** that appears after your purchase is complete, you can check your order's contents (Subject Property Address) and make sure all of your purchased reports are complete.


 [Email Report](#) [Convert to PDF](#) >

The Summary below shows the reports ordered for the subject property and the status of each report

Subject Property 1 LEWIS, IRVINE, CA 92620	Owner Name PASSIOUKOV, ANDREI GLUCK, JILLIAN
✓ Property Details	Complete
✓ Transaction History	Complete
✓ Aerial Map	Complete



BLACK KNIGHTTM
FINANCIAL SERVICES



SiteXTM **Property Details**

Subject Property Location

Property Address	1 LEWIS
City, State & Zip	IRVINE, CA 92620-3363
County	ORANGE COUNTY
Mailing Address	1 LEWIS, IRVINE, CA 92620-3363

Report Date: 07/06/2016

Order ID: R0111442

Single Family Residential
529-155-05

13

Verify that your order is complete and correct using the Batch Summary Report

Legal Description

Lot	33
Tract No	9502
Abbrev. Description	N TR 9502 BLK LOT 33

14. View Your Report Orders on the History Tab

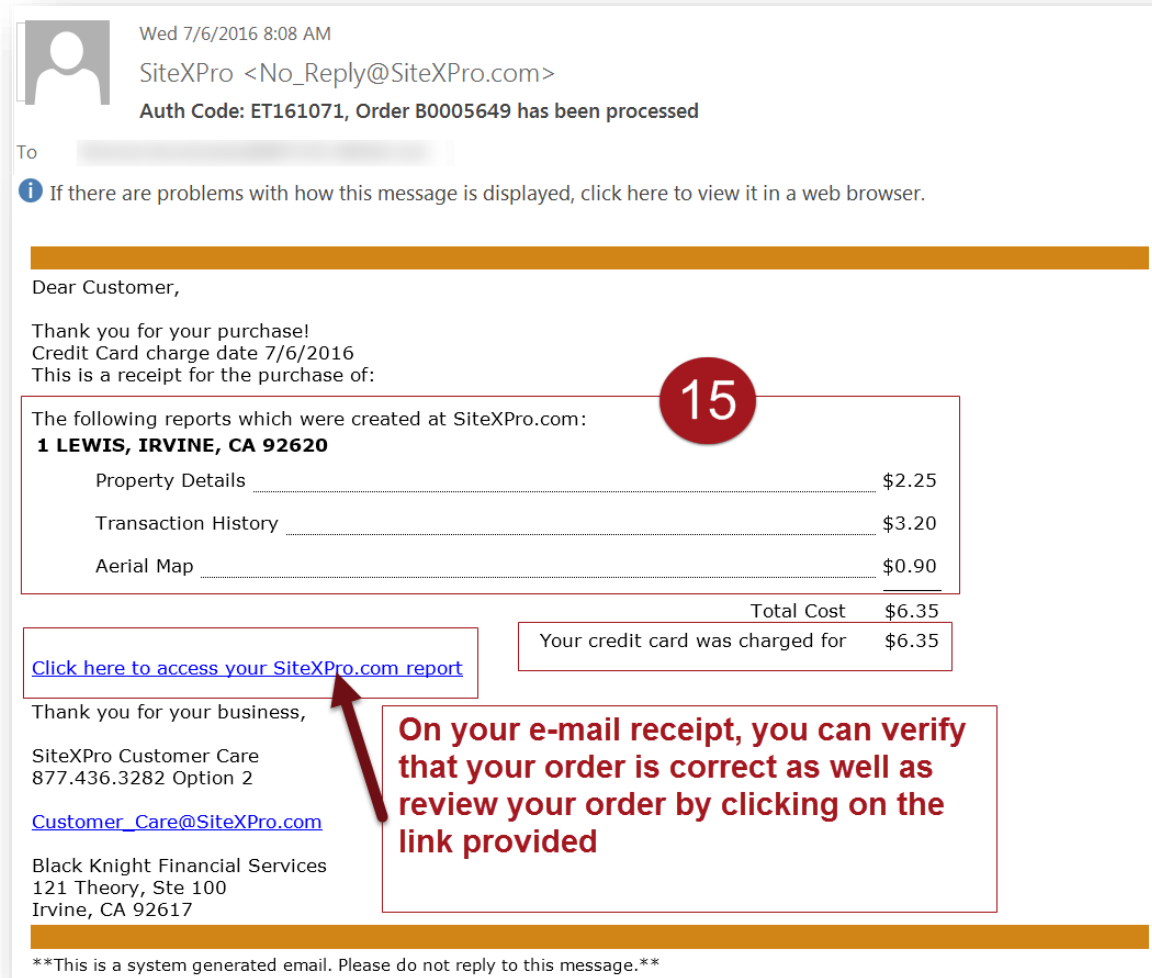
All of your ordered reports can be found on the **History tab**. You can view your orders (**View Order**) or Email your reports (**Email Order**).

The screenshot shows the SiteXPro user interface. At the top, there is a navigation bar with 'Home', 'Reports', 'Documents', and 'Lists'. A 'History' tab is highlighted in orange, and a red circle with the number '14' indicates the number of items. Below the navigation bar is a search area with a dropdown menu set to '-- Search by --', a search input field, and a 'Search' button. The main content area displays a table of report orders with columns for Product, Ordered On, Address / List Name / Document Name, Owner Name / Document #, Client Ref ID, Order #, and Status. Each row includes links for 'View Order' and 'Email Order'. The table shows 10 items, all with a status of 'Complete'. Below the table is a pagination control showing 'Page 1 of 1' and 'View 1 - 10 of 10'. A note at the bottom states: 'Note: Document Image and Assessor Map orders are available to view for 24 hours. Lead Lists are available for 180 days. Other products are available for 30 days.'

Product	Ordered On	Address / List Name / Document Name	Owner Name / Document #	Client Ref ID	Order #	Status		
Aerial Map	07/06/2016 08:	1 LEWIS, IRVINE, CA 92620	PASSIOUKOV, ANDREI GLUCK, JILLIAN		R011144	Complete	View Order	Email Order
Transaction History	07/06/2016 08:	1 LEWIS, IRVINE, CA 92620	PASSIOUKOV, ANDREI GLUCK, JILLIAN		R011144	Complete	View Order	Email Order
Property Details	07/06/2016 08:	1 LEWIS, IRVINE, CA 92620	PASSIOUKOV, ANDREI GLUCK, JILLIAN		R011144	Complete	View Order	Email Order
ValueSure™	06/07/2016 07:	1682 N LOS ROBLES AVE, PASADENA, CA 9	BRIGHT EYVONNE EYVONNE BRIGHT TRU:		R011097	Complete	View Order	Email Order
Voluntary Liens	06/06/2016 04:	1692 N LOS ROBLES AVE, PASADENA, CA 9	MOLINA LIBORIO		R011095	Complete	View Order	Email Order
Comparables Report	06/06/2016 04:	1692 N LOS ROBLES AVE, PASADENA, CA 9	MOLINA LIBORIO		R011095	Complete	View Order	Email Order
Foreclosure Summary	06/06/2016 04:	1692 N LOS ROBLES AVE, PASADENA, CA 9	MOLINA LIBORIO		R011095	Complete	View Order	Email Order
Transaction History	06/06/2016 04:	1692 N LOS ROBLES AVE, PASADENA, CA 9	MOLINA LIBORIO		R011095	Complete	View Order	Email Order
Property Details Plus	06/06/2016 04:	1692 N LOS ROBLES AVE, PASADENA, CA 9	MOLINA LIBORIO		R011095	Complete	View Order	Email Order
Property Details	06/06/2016 04:	1692 N LOS ROBLES AVE, PASADENA, CA 9	MOLINA LIBORIO		R011094	Complete	View Order	Email Order

15. Check Your Inbox for Your Credit Card Receipt

A **receipt** of your Credit Card purchase has been sent to your E-mail Address.



Wed 7/6/2016 8:08 AM
SiteXPro <No_Reply@SiteXPro.com>
Auth Code: ET161071, Order B0005649 has been processed

To [Redacted]

i If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Customer,

Thank you for your purchase!
Credit Card charge date 7/6/2016
This is a receipt for the purchase of:

The following reports which were created at SiteXPro.com:	
1 LEWIS, IRVINE, CA 92620	
Property Details	\$2.25
Transaction History	\$3.20
Aerial Map	\$0.90
Total Cost	\$6.35

Your credit card was charged for \$6.35

[Click here to access your SiteXPro.com report](#)

Thank you for your business,

SiteXPro Customer Care
877.436.3282 Option 2
Customer_Care@SiteXPro.com

Black Knight Financial Services
121 Theory, Ste 100
Irvine, CA 92617

On your e-mail receipt, you can verify that your order is correct as well as review your order by clicking on the link provided

This is a system generated email. Please do not reply to this message.

Statement of Confidentiality

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