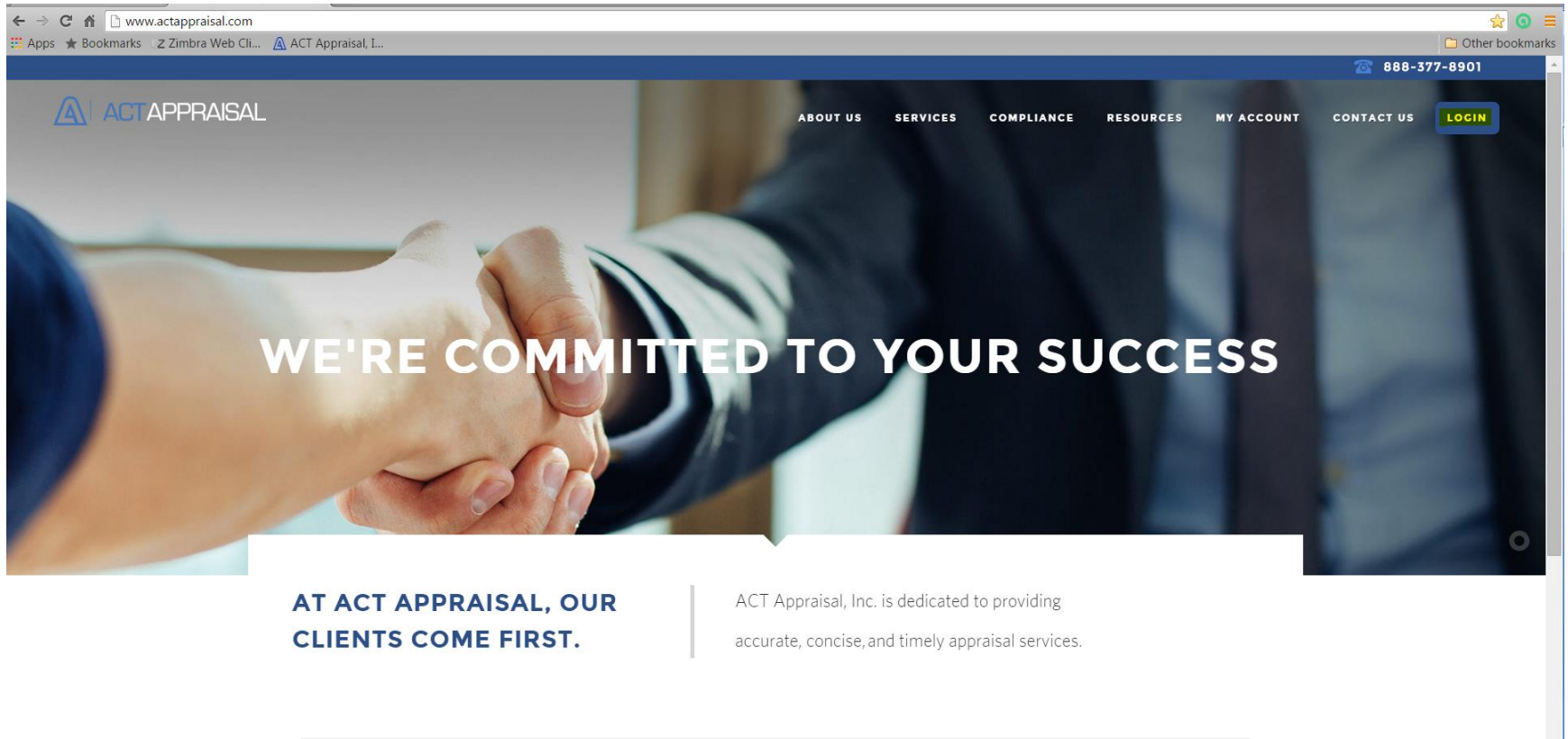




ACTAPPRAISAL

How to request a new appraisal

You will want to log onto our ACT appraisal site (actappraisal.com) and select the log in button in the top right corner.



www.actappraisal.com

ACT APPRAISAL

ABOUT US SERVICES COMPLIANCE RESOURCES MY ACCOUNT CONTACT US **LOGIN**

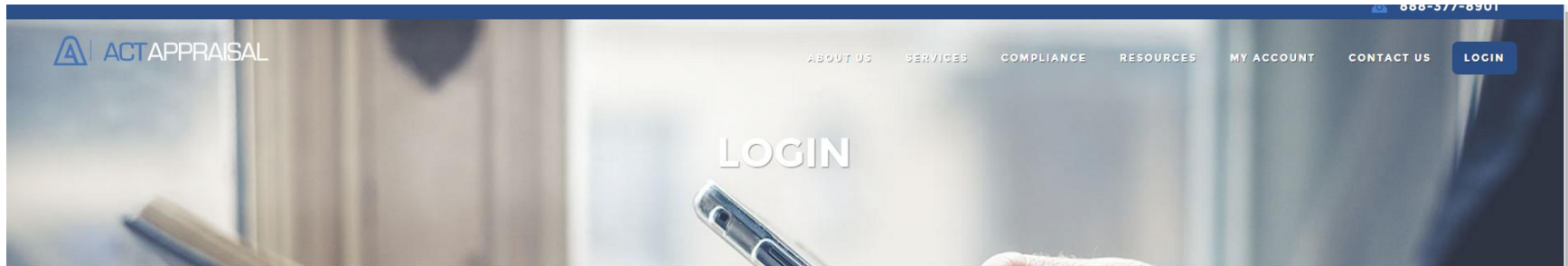
888-377-8901

WE'RE COMMITTED TO YOUR SUCCESS

AT ACT APPRAISAL, OUR CLIENTS COME FIRST.

ACT Appraisal, Inc. is dedicated to providing accurate, concise, and timely appraisal services.

Select the Existing Client Login button



Welcome to ACT Appraisal's Web Management System, a Client Management and Appraisal Processing System

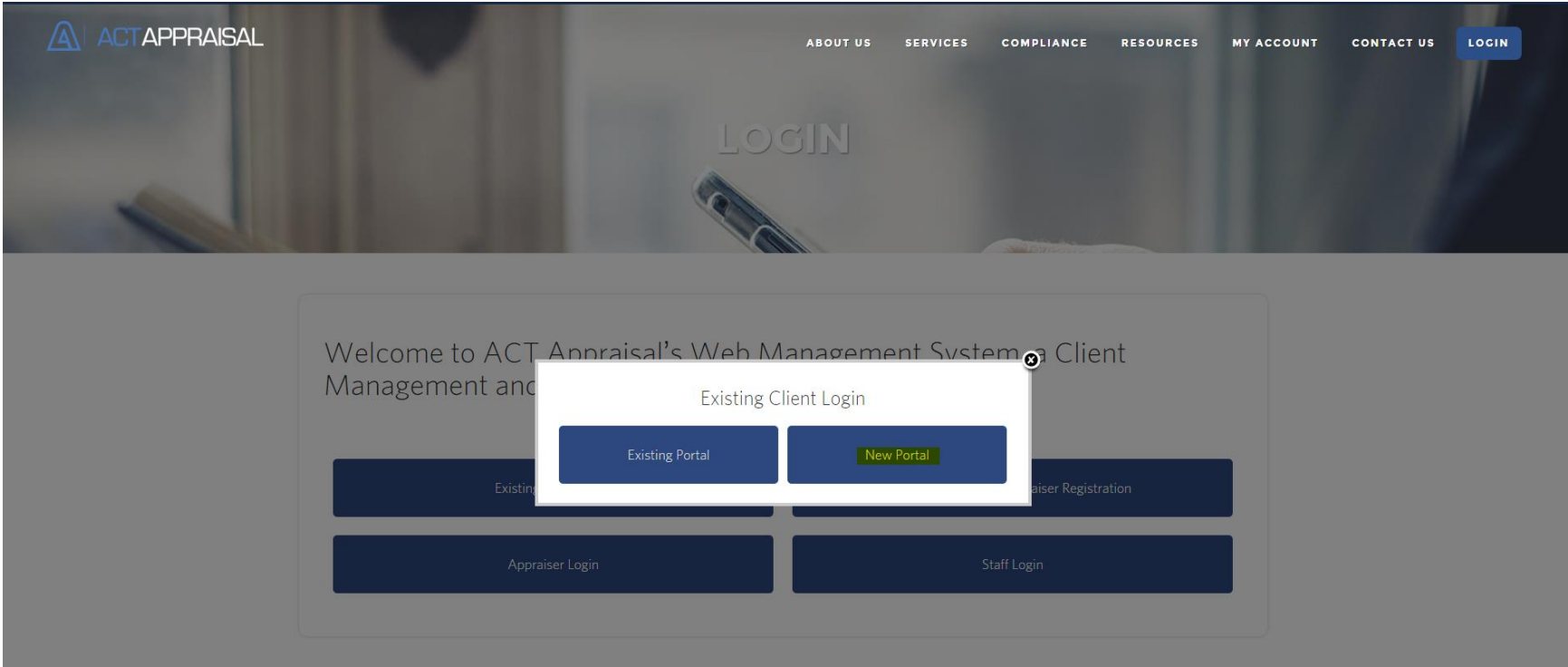
Existing Client Login

New Client / New Appraiser Registration

Appraiser Login


Staff Login

Select the New Portal button



Sign into the Website using the user name and password provided to you via email.
Please note that the Username and password are case and space sensitive



Have a Question? Call us:  630-377-8900

SIGN IN



SIGN IN



CLIENT SIGN UP



APPRAISER SIGN UP

Welcome Back!

*Username

*Password

Sign In to your Account

[Forgot your password?](#)

From any tab or screen of the system you will see a "New Appraisal Request A New Appraisal" button located in the top right hand corner of the screen.

The screenshot displays the ACT Appraisal system interface. At the top left is the logo "ACT Appraisal". On the right, it says "Welcome Larry" and features a prominent yellow "NEW APPRAISAL" button with the text "Request A New Appraisal" and a "LOGOUT" button with "Exit Session". Below the logo are navigation tabs for "Dashboard", "Appraisals", "Profile", and "Contact Us". A "Need Help?" link is also present.

A summary bar shows the following counts: 1 Pending, 1 Completed, and 0 Revision. Below this is a search section with fields for Name, Address, File#, Loan#, Ordered For, Appraisal Form, State, Status, and Submitted By, each with a "Show All" dropdown menu.

The main content area contains a table with the following data:

No.	File#	Borrower Name	Address	City, State	Loan#	Date Ordered	Ordered For	Appraisal Form	Status	Inspection Date
1.	1	Bob Jones	123 ABC Rd	Sedalia, MO	23232	08/04/2014	Larry Loanofficer	1004 - SINGLE FAMILY	New	

At the bottom right of the table area, there is a "Per Page" dropdown menu set to 20. The footer contains the text: "Copyright © 2015 Appraisal Scope Inc. All rights reserved. Terms of Use | Privacy Policy".

Once selected, a new form will show up

2 All **1** Pending **1** Completed **0** Revision

Search

Name

Address Search By File#

Loan#

Ordered Date

[Advanced Search](#)

Search

Clear

REQUEST A NEW APPRAISAL

[Need Help?](#)

Assignment Information

Due Date

Client displayed on report:

Notify Processors

Loan#

Loan Type

Submitted By

Appraisal Form

Notify other user (Email)

Reference#

Property Information

Assignment information section

REQUEST A NEW APPRAISAL

[Need Help?](#)

Assignment Information

1	Due Date	<input type="text"/>	6	Submitted By	<input type="text" value="Larry Loanofficer"/>
2	Client displayed on report:	<input type="text" value="Test Bank"/>	7	Appraisal Form	<input type="text" value="Select a Job"/>
3	Notify Processors	<input type="text" value="No Processor"/>	8	Notify other user (Email)	<input type="text"/>
4	Loan#	<input type="text"/>	9	Reference#	<input type="text"/>
5	Loan Type	<input type="text" value="Select Type"/>			

- 1 Due Date: Date Order is due to the client. Please note that typically reports are deliver 1 week from the date of order placement. (If order is placed on Monday. Typically the report will be delivered to the client the following Monday by EOB).
- 2 Client Displayed on Report: Please select from the dropdown, the name of the lender to be displayed on the report. If you do business with a number of Lenders this dropdown will show all of your approved lenders.
- 3 Notify Processors: Please select from the dropdown, the name of the Processor that you would like to also be notified of Status updates and the final report delivered to.
- 4 Loan #: Please enter the loan # for this order
- 5 Loan Type: Please select from the dropdown the loan type such as Purchase, Refinance, Reverse Mortgage...
- 6 Submitted By: This section will auto populate with your profile information
- 7 Appraisal Form: Please select from the dropdown, the form type required such as 1004 - Single Family, 1073- Condo, FHA 1004 - Single Family...
- 8 Notify other user (Email): If you have an additional person you wish to be notified of Status updates and the final report delivered to, please enter their email address here.
- 9 Reference #: Not required

Property Information section

The screenshot shows a form titled "Property Information" with the following fields and callouts:

- 1** Address 1:
- 2** Zip Code:
- 3** Property Types:
- 4** Document Upload:
- 5** Legal:

Other fields include Address 2, City, and County, which are populated based on the Zip Code entered in field 2.

- 1** Address 1: Enter the property address. The system will auto-suggest the correct address as you type in the field. It will also verify the correct format using the USPS Address Verification Tool.
- 2** Zip Code: Enter the property zip code. Once the zip code is inserted, the city, state, and county will automatically populate.
- 3** Property Types: Select from the drop down the property type Such as single family, multi-family, condominium...
- 4** Document Upload: The 'Select File' button allows you to upload documents such as contracts to the order. Once the 'Select File' button is clicked and the document is chosen from the browser, the 'Document Upload' dialogue box opens. This dialogue box allows you to choose the document type before uploading the document.
- 5** Legal: Enter the legal description of the property here if available.

Fee Information Section

Fee Information

1 Appraisal Form Fee (\$)

1 Appraisal Form Fee (\$): Once the appraisal form is selected, this field will automatically populate with the appraisal form fee as set by ACT Appraisal, Inc.

Inspection Contacts and Access Information Section

Borrower	Co-Borrower	Owner	Realtor/Other
----------	-------------	-------	---------------

The contact information is inputted into this section. You can choose to enter the borrower, co-borrower, owner and/or realtor/other contact information. You do NOT need to complete all tabs. Only what is required for the specific transaction.

Inspection Contacts and Access Information Section; Borrower Tab

Inspection Contacts and Access Information

1 Occupancy:

Borrower Co-Borrower Owner Realtor/Other

2 Borrower's First Name MI

Last Name 7 Borrower Home #

3 Work # 8 Cell #

4 Borrower's Email

5 Who is the best person to contact?:

6 Additional Comments/Instructions:
Please do not insert any information referencing or alluding to an estimated value.

- 1 Occupancy: Select from the dropdown the Occupancy type, such as Owner, Tennant, New Construction...
- 2 Borrower's Name: Enter the borrower's first name, middle initial (MI) and last name separately.
- 3 Work #: Enter the borrower's work number
- 4 Borrower's Email: Enter the borrower's email address
- 5 Who is the best person to contact?: Select from the drop down such as Borrower, Co-Borrower, Realtor...
- 6 Additional Comments/Instructions: This is a free form box to tell us anything about the order that you need us to know. Such as, the house is winterized and will not be ready for inspection until Monday.
- 7 Borrowers Home #: Enter the borrower's home number for contacting purposes.
- 8 Cell #: Enter the borrower's cell number for contacting purposes.

Inspection Contacts and Access Information Section; Co- Borrower Tab

Inspection Contacts and Access Information

Occupancy:
Owner

Borrower **Co-Borrower** Owner Realtor/Other

Co-Borrower MI

Last Name

Work #

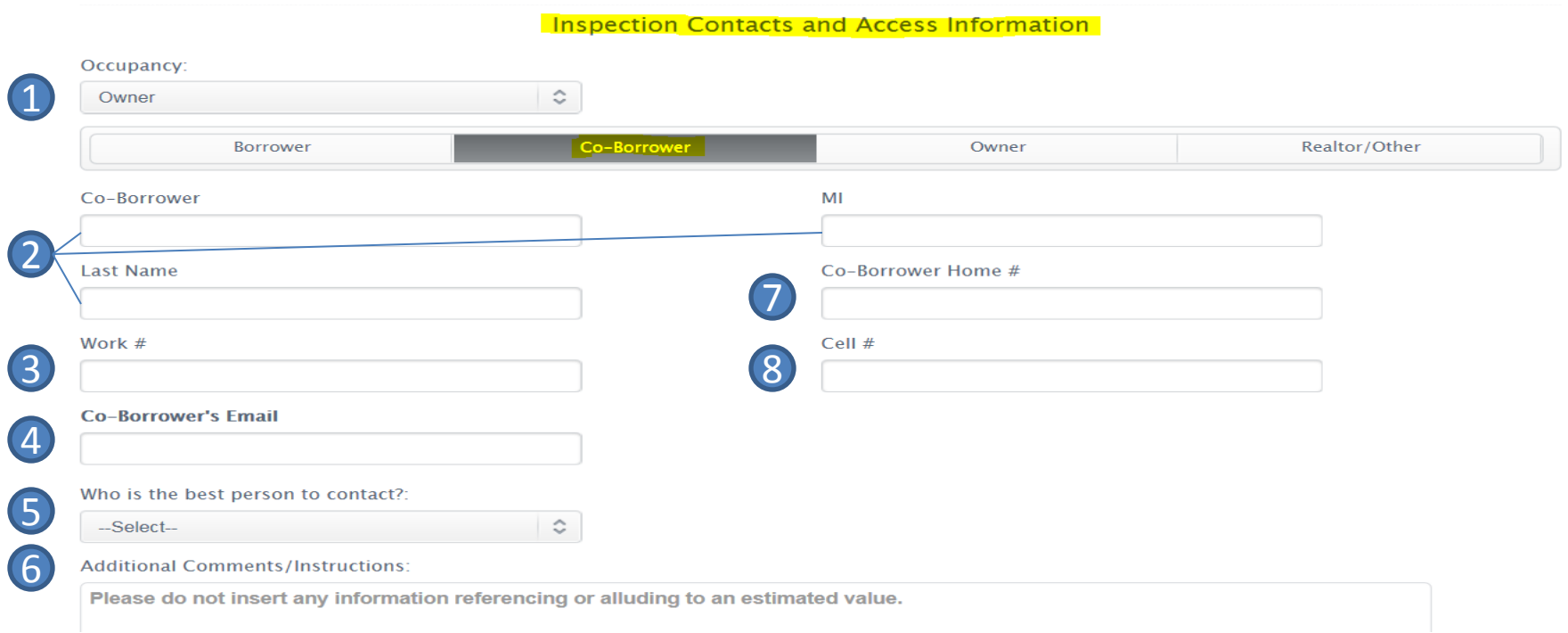
Co-Borrower's Email

Who is the best person to contact?:
--Select--

Additional Comments/Instructions:
Please do not insert any information referencing or alluding to an estimated value.

Co-Borrower Home #

Cell #



1 Occupancy: Select from the dropdown the Occupancy type, such as Owner, Tennant, New Construction...

2 Co - Borrower's Name: Enter the co - borrower's first name, middle initial (MI) and last name separately.

3 Work #: Enter the co- borrower's work number

4 Co - Borrower's Email: Enter the co - borrower's email address

5 Who is the best person to contact?: Select from the drop down such as Borrower, Co-Borrower, Realtor...

6 Additional Comments/Instructions: This is a free form box to tell us anything about the order that you need us to know. Such as, the house is winterized and will not be ready for inspection until Monday.

7 Co - Borrowers Home #: Enter the co - borrower's home number for contacting purposes.

8 Cell #: Enter the co - borrower's cell number for contacting purposes.

Inspection Contacts and Access Information Section; Owner's Tab

Inspection Contacts and Access Information

Occupancy:

1

Borrower Co-Borrower Owner Realtor/Other

Owner

2

Last Name

MI

7

Owner Home #

3

Work #

8

Cell #

4

Owner's Email

5

Who is the best person to contact?:

6

- 1 Occupancy: Select from the dropdown the Occupancy type, such as Owner, Tennant, New Construction...
- 2 Owners Name: Enter the Owner's first name, middle initial (MI) and last name separately.
- 3 Work #: Enter the Owner's work number
- 4 Owner's Email: Enter the Owner's email address
- 5 Who is the best person to contact?: Select from the drop down such as Borrower, Co-Borrower, Realtor...
- 6 Additional Comments/Instructions: This is a free form box to tell us anything about the order that you need us to know. Such as, the house is winterized and will not be ready for inspection until Monday.
- 7 Owner's Home #: Enter the Owner's home number for contacting purposes.
- 8 Cell #: Enter the Owners's cell number for contacting purposes.

Inspection Contacts and Access Information Section; Realtor/Other Tab

Inspection Contacts and Access Information

1 Occupancy:

2 Realtor/Other MI

Last Name 7 Realtor/Other #

3 Work # 8 Cell #

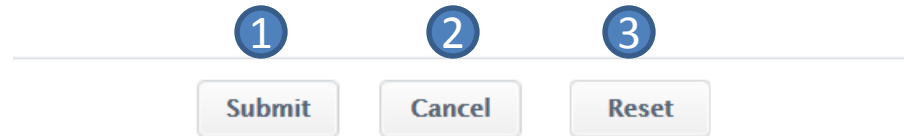
4 Realtor/Other's Email

5 Who is the best person to contact?:

6 Additional Comments/Instructions:
Please do not insert any information referencing or alluding to an estimated value.

- 1 Occupancy: Select from the dropdown the Occupancy type, such as Owner, Tennant, New Construction...
- 2 Realtor/Other Name: Enter Realtor/Other first name, middle initial (MI) and last name separately.
- 3 Work #: Enter the Realtor/Other work number
- 4 Realtor/Other Email: Enter the Realtor/Other email address
- 5 Who is the best person to contact?: Select from the drop down such as Borrower, Co-Borrower, Realtor...
- 6 Additional Comments/Instructions: This is a free form box to tell us anything about the order that you need us to know. Such as, the house is winterized and will not be ready for inspection until Monday.
- 7 Realtor/Other Home #: Enter the Realtor/Other home number for contacting purposes.
- 8 Cell #: Enter the Realtor/Other cell number for contacting purposes.

Completing the Order



- 1 Submit: Click button to submit the order
- 2 Cancel: Click button to cancel the order
- 3 Reset: Click button to clear all of the information on the order

Once the order is submitted, it will be forwarded to the ACT Appraisal, Inc. for assignment.

Secure Online Appraisal Payment

Once you have submitted your order you will be shown a Secure Online Appraisal Payment screen. Each client is different in what their company is set up for. What you are approved for will be shown. You MUST select a payment form even if it is to invoice. If you do not select a option the order will be placed on hold until we are advised how to proceed. Once payment is submitted the order will be assigned to an appraiser.

Secure Online Appraisal Payment

Order Information

Client: Test Bank
Borrower Name: Test Borrower
Address: 1141 E MAIN ST, EAST DUNDEE, IL, 60118
Total: USD 400.00

Payment Information

Pay by Credit Card Send Payment Request To Your Customer Invoice

Billing Information

Change Billing Address

Name: Test Borrower
Address: 1141 E MAIN ST, EAST DUNDEE, IL, 60118
Phone:
Email: *

Credit Card Information

Card Number: * (enter without spaces or dashes)
Expiration Date: *
Card Code: *

Submit

Cancel

If you have any questions,
please feel free to contact us at

- **ACT Appraisal, Inc.**
1141 E Main St. Suite 102
East Dundee, IL 60118
- **Call Toll Free: 888.377.8901**
- **Email: Requests@actappraisal.com**