

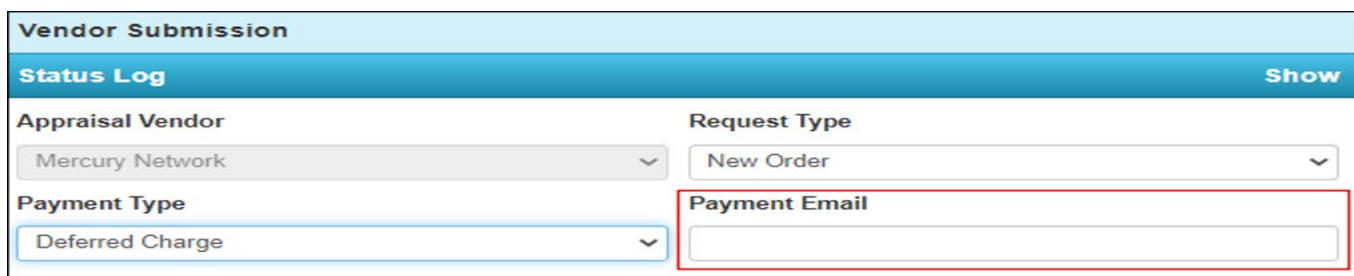
Wednesday, July 27, 2022

Bulletin #2022-R-009

NOTICE TO RETAIL LOAN ORIGINATORS**IMPORTANT ANNOUNCEMENT: FLCBank LOS Appraisal Order Screen Updates**

Appraisal Ordering Payment Email / Email Notifications at Order Placement

Appraisal Ordering Payment Email – The appraisal ordering screen **has been enhanced** so that the appraisal requestor must input the preferred email address for delivery of the payment link in the field labeled **Payment Email** as shown below.



The screenshot shows the 'Vendor Submission' interface. It includes a 'Status Log' section with a 'Show' button. Below this are three dropdown menus: 'Appraisal Vendor' (Mercury Network), 'Request Type' (New Order), and 'Payment Type' (Deferred Charge). A text input field labeled 'Payment Email' is highlighted with a red border, indicating the new requirement for entering an email address.

Email Notification at Order Placement – The appraisal system generated notifications only go to the primary company contact listed on the broker approval form during setup. To ensure the LO and Processor receive the system generated notifications, their email addresses must be added during the ordering process by selecting the **Add Email + icon**.

Important: If you add the emails after the order is placed, the additional notifications will not generate.



The screenshot shows the 'Email Notifications' section. It features a text input field labeled 'Email 1' with a close 'x' icon. A red arrow points to the 'Add Email +' button, which is highlighted with a red border, indicating where to click to add a new email address.

The appraisal desk can be reached at appraisaldesk@flcb.com

If you have any questions, please contact your [Account Executive or Client Relations Representative](#).