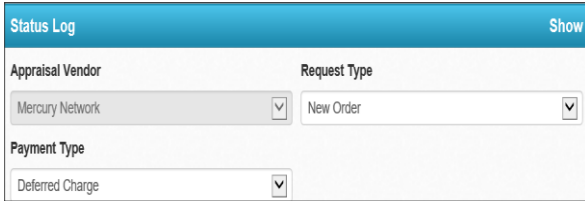Once you have selected the loan from the pipeline, Select the **Services Tab** then **Order Appraisal**.
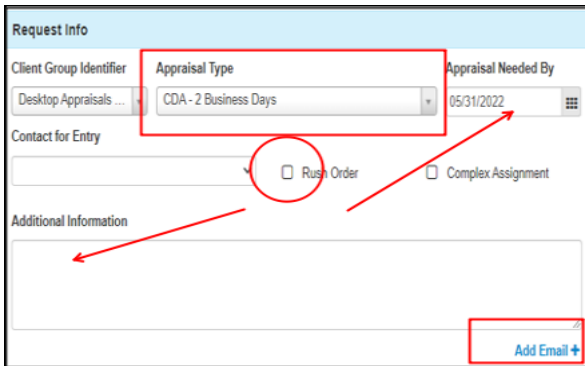
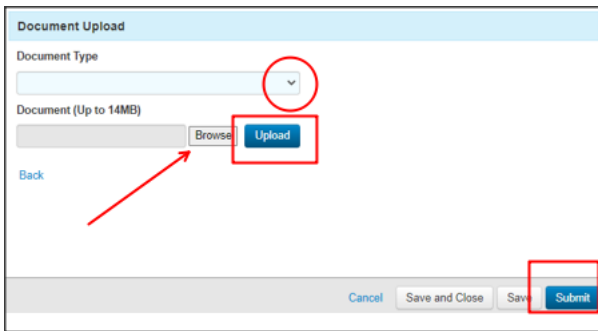**In the Status Log section:**
Select New Order as the **Requests Type**

Select Deferred Charge as the **Payment Type i**n order to open the **Payment Email** field. Enter the email for the person responsible for payment. The order will be placed on hold if not paid.
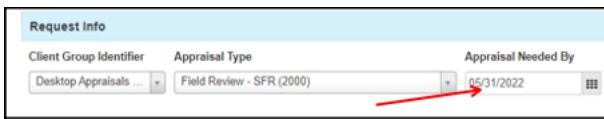
1. CDA Orders: In the Request Info section:
   a. **Select** Clear Capital CDA,BPO,Field Review,Value Recon in the **Client Group Identifier** dropdown.
   b. **Select** the CDA – 2 Business Days as the **Appraisal Type** and enter two business days excluding the date ordered for the **Appraisal Needed By date**. The AMC will confirm the due date once assigned.
   c. **Select** Borrower as the **Contact for Entry** since the field must be completed but no access is required.
   d. **Select** Rush indicator
   e. Enter **N/A** for Additional Information.
   f. **Email Notifications** – Click on the + icon to add the email address for anyone that should receive notifications for this appraisal order.
   g. **Upload Documents** - Click Browse to find the document on your PC then select Upload the Original Appraisal for review. After the document uploads, you'll see it listed in the Uploaded Documents section near the bottom of the order form. The order will be placed on hold if the original appraisal is not uploaded.
   h. Click **submit** to send the order through the integration.
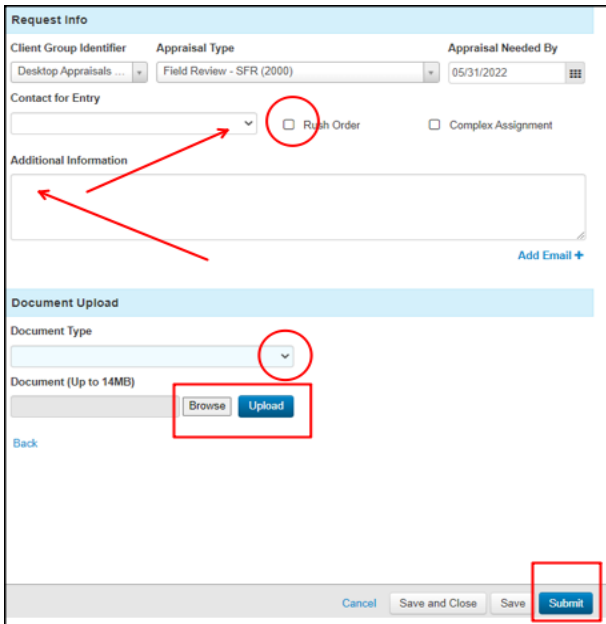
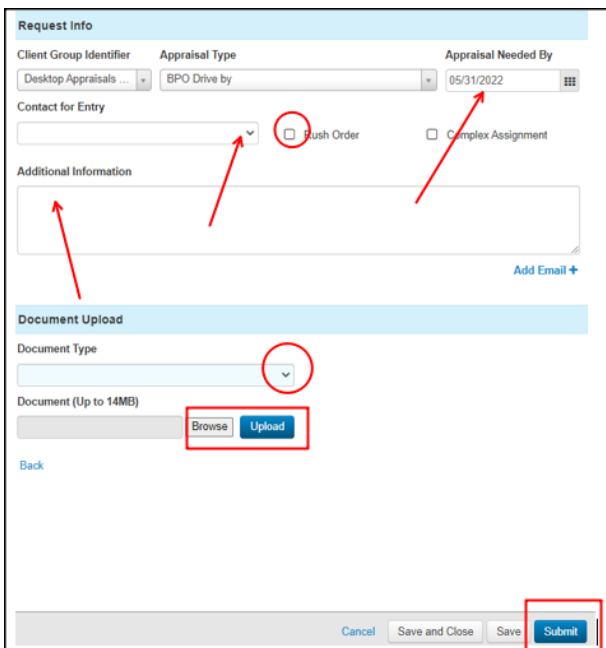2. Field Review Orders: In the Request Info section:
   a. **Select** Clear Capital CDA/BPO/Field Review/Value Recon in the **Client Group Identifier** dropdown.
   b. **Select** Field Review – SFR or Condo, depending on the property type as the **Appraisal Type**. Enter 7-10 business days from the ordering date for the **Appraisal Needed By date.** The AMC will confirm the due date once assigned.

Please note that since the Field Review required may be an exterior or an interior review, you must make the appropriate request based on the requirement of the loan and add notes in the additional information section.
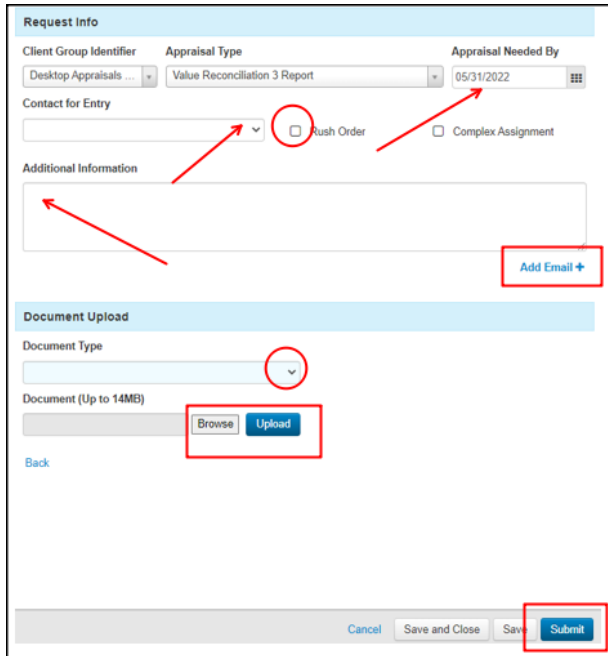
c. **Select** Borrower as the Contact for Entry since the field must be completed.
d. Enter <u>N/A</u> for Additional Information.
e. **Email Notifications** – Click on the + icon to add the email address for anyone that should receive notifications for this appraisal order.
f. **Upload Documents** - Click Browse to find the document on your PC then select Upload the Original Appraisal for review. After the document uploads, you'll see it listed in the Uploaded Documents section near the bottom of the order form. The order will be placed on hold if the original appraisal is not uploaded.
g. Click **submit** to send the order via integration.

3. **BPO Orders: In the Request Info section:**
   a) **Select** <u>Clear Capital CDA,BPO,Field Review,Value Recon</u> in the **Client Group Identifier** dropdown.
   b) **Select** the <u>Broker Price Opinion Drive by</u> as the **Appraisal Type** and enter 2 business days excluding the date ordered for the **Appraisal Needed By date**. The AMC will confirm the due date once assigned.
   c) **Select** <u>Borrower</u> as the **Contact for Entry** since the field must be completed but no interior access is required.
   d) **Select** <u>Rush</u> indicator
   e) Enter <u>N/A</u> for **Additional Information.**
   f) **Email Notifications** – Click on the + icon to add the email address for anyone that should receive notifications for this appraisal order.
   g) Click **submit** to send the order through the integration.

4. **Value Recon Orders: In the Request Info section:**
   a. **Select** Clear Capital CDA,BPO,Field Review,Value Recon in the **Client Group Identifier** dropdown.
   b. **Select** the Value Recon 3 Report as the **Appraisal Type** and enter 2 business days excluding the date ordered for the **Appraisal Needed By date**. The AMC will confirm the turn time once assigned.
   c. **Select** Borrower as the **Contact for Entry** since the field must be completed but no interior access is required.
   d. **Select** Rush
   e. **Enter** N/A for **Additional Information.**
   f. **Email Notifications** – Click on the + icon to add the email address for anyone that should receive notifications for this appraisal order.
   g. **Upload Documents** - Click Browse to find the appraisal report, CDA and BPO documents on your PC then upload each to the order. After the documents upload, you'll see them listed in the Uploaded Documents section near the bottom of the order form.
   h. Click **submit** to send the order through the integration.