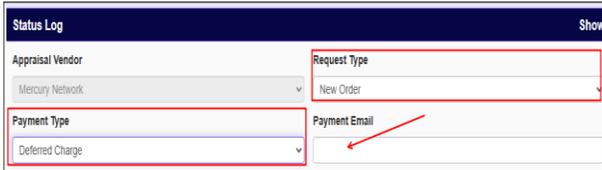




Once you have selected the loan from the pipeline, Select the **Services Tab** then **Order Appraisal**.

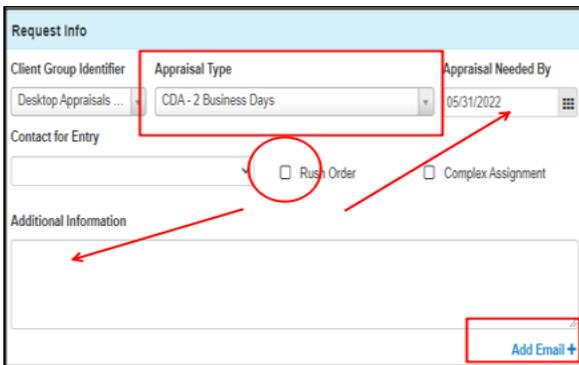
In the Status Log section:

Select New Order as the **Requests Type**



Select Deferred Charge as the **Payment Type** in 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.

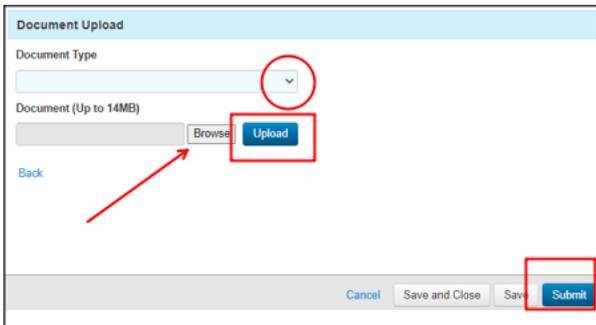
d. Select Rush indicator

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.



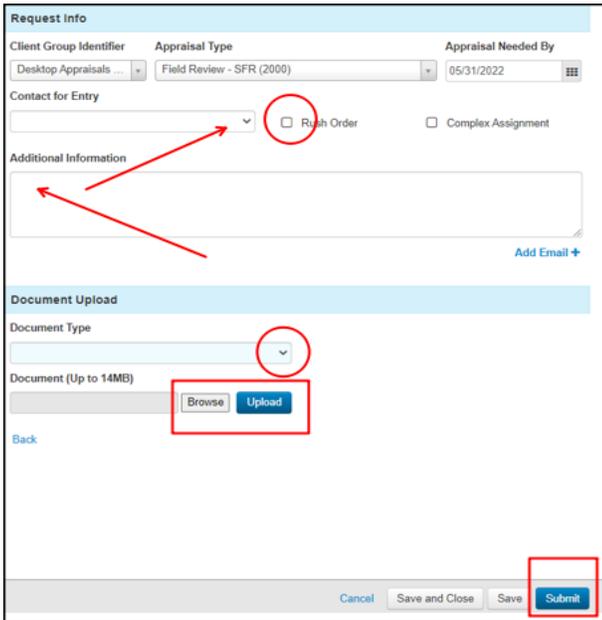
2. Field Review Orders: In the Request Info section:

a. Select Clear Capital CDA/BPO/Field Review/Value Recon in the **Client Group Identifier** dropdown.

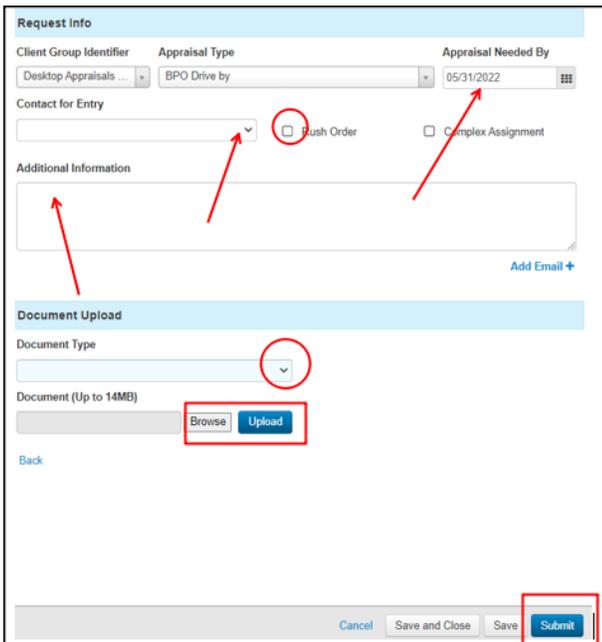
b. Select Field Review – SFR or Condo, depending on the property type as the **Appraisal Type**. Enter 7-10 business days from the ordering date for the **Appraisal Needed By date**. The AMC will confirm the due date once assigned.



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 **N/A** 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** Clear Capital CDA,BPO,Field Review,Value Recon in the **Client Group Identifier** dropdown.
 - b) **Select** the Broker Price Opinion Drive by 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** Borrower as the **Contact for Entry** since the field must be completed but no interior 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) 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.

Helpful Tip: The Clear Capital AMC fee sheet that is posted on the Resource Center for quoting correct Loan Estimate appraisal fees that contain cents. The Appraisal Order Screen will only reflect the rounded up or down dollar amount.

Example: The 2 business day CDA is \$176.39. The fee that returns once ordered does not contain cents; the fee will round up or down accordingly.

An update response was received at 12:00 PM ET on 3/19/2025.

Tracking #	Appraisal Type		
MERC-53578566	Clear Capital – CDA, BPO, Field Review, Value Reco - CDA - 2 Business Days		
Current Status	Appraisal Due Date	Appraisal Fee	
Cancelled	3/21/2025	\$176	