

Using the Enhanced Accept/Decline Window

A Guide for Appraisers

The Accept/Decline feature consolidates an order's Accept and Decline functionality into one location. On the Order Response window that appears, you can view important order information such as the date required, product ordered, and service fee information. You can also view the price (if the lender has specified one) or set your own.

Using Accept/Decline feature allows you to officially accept the order or decline it, and even conditionally accept it if certain order requirements can be adjusted. For example, your lender may use fixed fees that may not match the work required for the order, or they may enter a requested due date that does not work with your time schedule. With the Conditional Acceptance feature, you can accept an order on the condition that the lender approve an alternate due date or price.

This guide will familiarize you with using the Accept/Decline menu item and the Conditional Acceptance feature available within it.

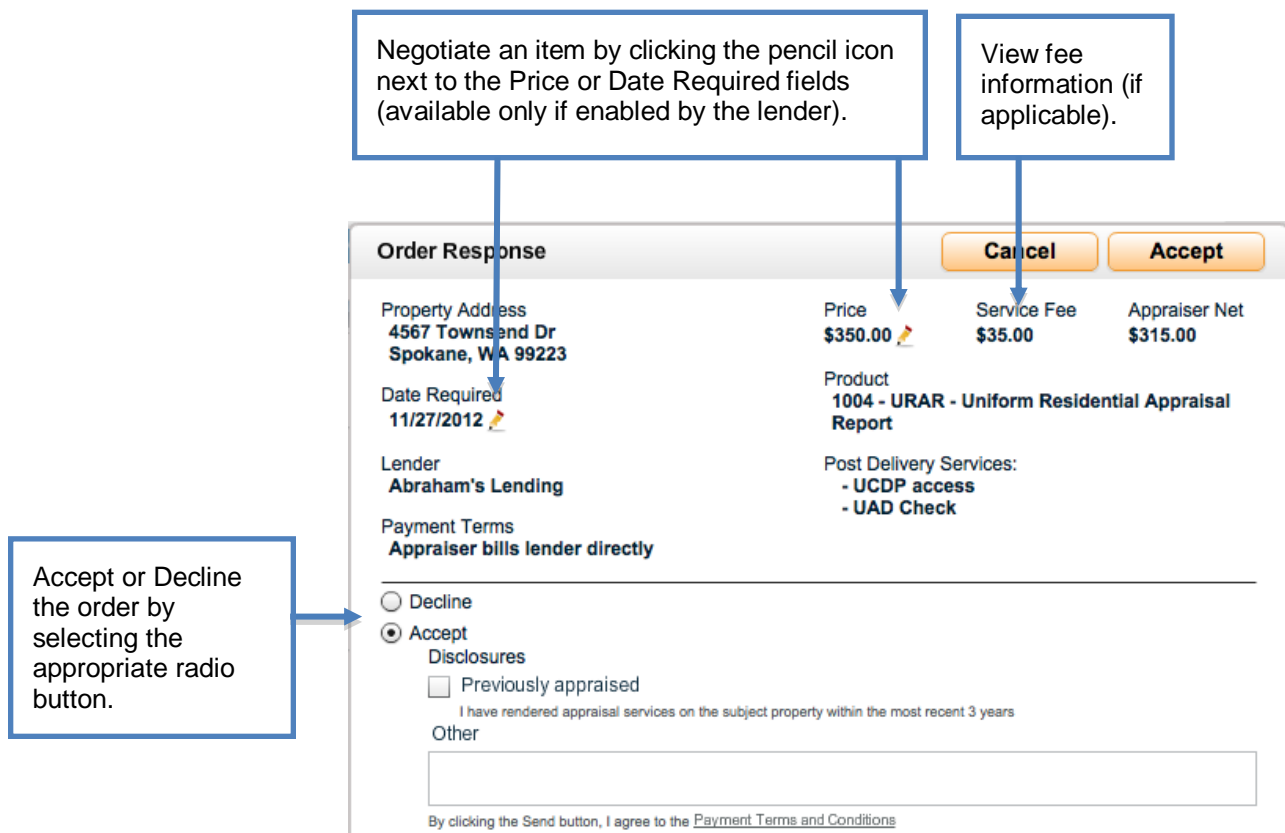
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Appraiser Acceptance Window

As an appraiser, you can accept, decline, or conditionally accept an order from the **Order Response** screen by opening the order, clicking the **Order** menu, and selecting **Accept/Decline**.



On the Order Response window that appears, you can view order information and respond to the lender's request to have you complete the order.



Order Response Cancel Accept

Property Address 4567 Townsend Dr Spokane, WA 99223	Price \$350.00	Service Fee \$35.00	Appraiser Net \$315.00
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Date Required
11/27/2012

Lender
Abraham's Lending

Payment Terms
Appraiser bills lender directly

Product
1004 - URAR - Uniform Residential Appraisal Report

Post Delivery Services:
- UCDP access
- UAD Check

Decline
 Accept

Disclosures
 Previously appraised
I have rendered appraisal services on the subject property within the most recent 3 years

Other

By clicking the Send button, I agree to the [Payment Terms and Conditions](#)

Callouts:

- Negotiate an item by clicking the pencil icon next to the Price or Date Required fields (available only if enabled by the lender).
- View fee information (if applicable).
- Accept or Decline the order by selecting the appropriate radio button.

To accept the order, make sure the **Accept** radio button is selected, then click the **Accept** button at the upper right of the window.

To decline the order, select the **Decline** radio button, enter your reason, and click the **Decline** button at the upper right of the window (available only when the Decline radio button is selected).

You may also have the opportunity to negotiate a new price/turn time if the lender has specified either and has enabled the Conditional Acceptance feature. In the example above, the lender uses fixed pricing for their account and entered a due date when placing the order, so you would be able to negotiate both.

Conditional Acceptance

If the Conditional Acceptance feature is enabled, you and your client can work together to solve scheduling/price conflicts before the order is accepted, to ensure that you can provide a reasonable time frame for the price you need. Please work with your lender if you would like to see the feature enabled and applied to orders with fixed pricing or a date required.

You can enter a new Price or Date Required and click Accept to send the conditional acceptance notification to the lender for approval.

Order Response				Cancel	Accept
Property Address 4567 Townsend Dr Spokane, WA 99223	Price <input type="text" value="400"/>	Service Fee \$40.00	Appraiser Net \$360.00		
Date Required <input type="text" value="11/29/2012"/>	Product 1004 - URAR - Uniform Residential Appraisal Report	Post Delivery Services: - UCDP access - UAD Check			
Lender Abraham's Lending	Payment Terms Appraiser bills lender directly				

When you click Accept, you will receive a prompt stating that the order will be reassigned if the lender rejects the proposed changes. You can confirm the proposed changes and the request will be sent to the lender.

If the lender accepts the new terms, Appraisal Firewall will send an approval email to the email address entered on your profile so you know it is appropriate to proceed with working on the order. If the new terms are rejected, you will be sent an email informing you that the conditions were declined and the order reassigned to another appraiser.

Important Reminders:

- Declined orders are automatically removed from your order list.
- The Conditional Acceptance feature must be enabled by your lender before you can negotiate price and turn time prior to order acceptance.
- When Conditional Acceptance is enabled by your lender, you can conditionally accept orders that have fixed pricing, a date required entered, or both.
- If Conditional Acceptance terms are declined by a lender, the order is automatically reassigned to another appraiser and is taken out of your order list.
- You cannot work on orders in a Conditional Acceptance status within the system. Conditions must be approved prior to work being performed on the order.