

Using Manual Appraisal Reviewer

A guide for Administrators

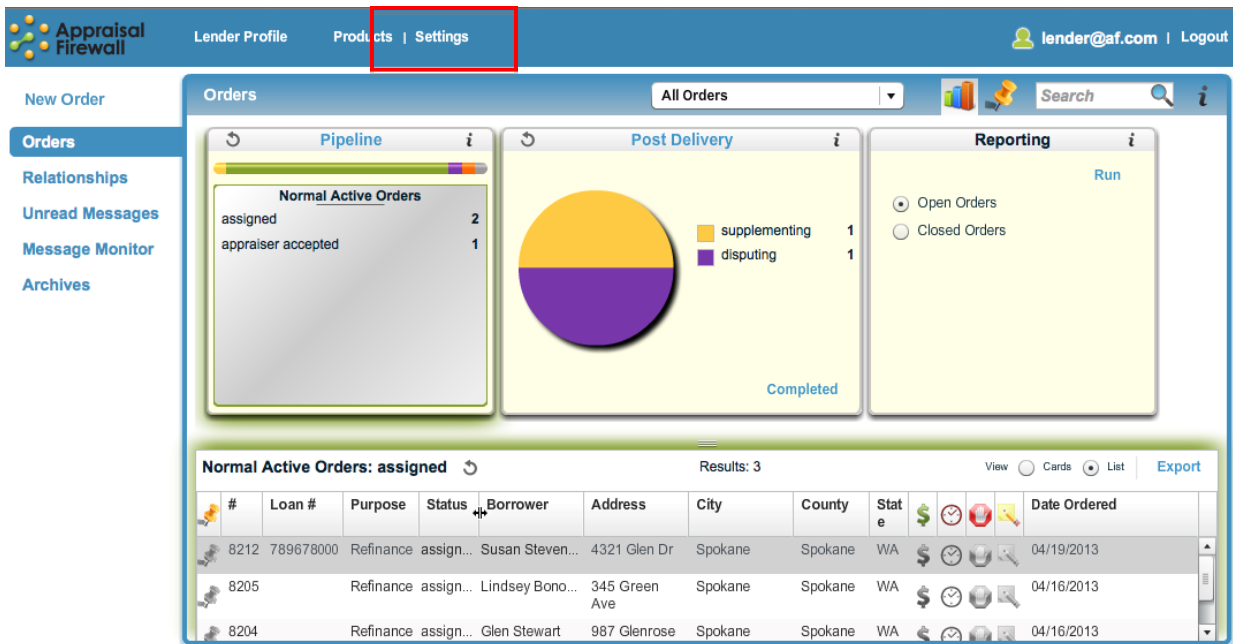
Appraisal Firewall enables your lending company to set up a manual reviewer who can manually review all appraisals uploaded to your company's account. When an appraisal report is uploaded, it will be sent to the Reviewer user type who will need to approve the report before it is sent to the user who placed the order.

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Enabling Manual Appraisal Reviewer

As an Administrator, you can set up a Reviewer for your company. You can also contact your account manager to enable the Reviewer for you. To setup a Reviewer to manually review and approve appraisals under your company, click **Settings** on your main Administrator dashboard (if you have more than one division, you can locate Settings within the Relationships window).

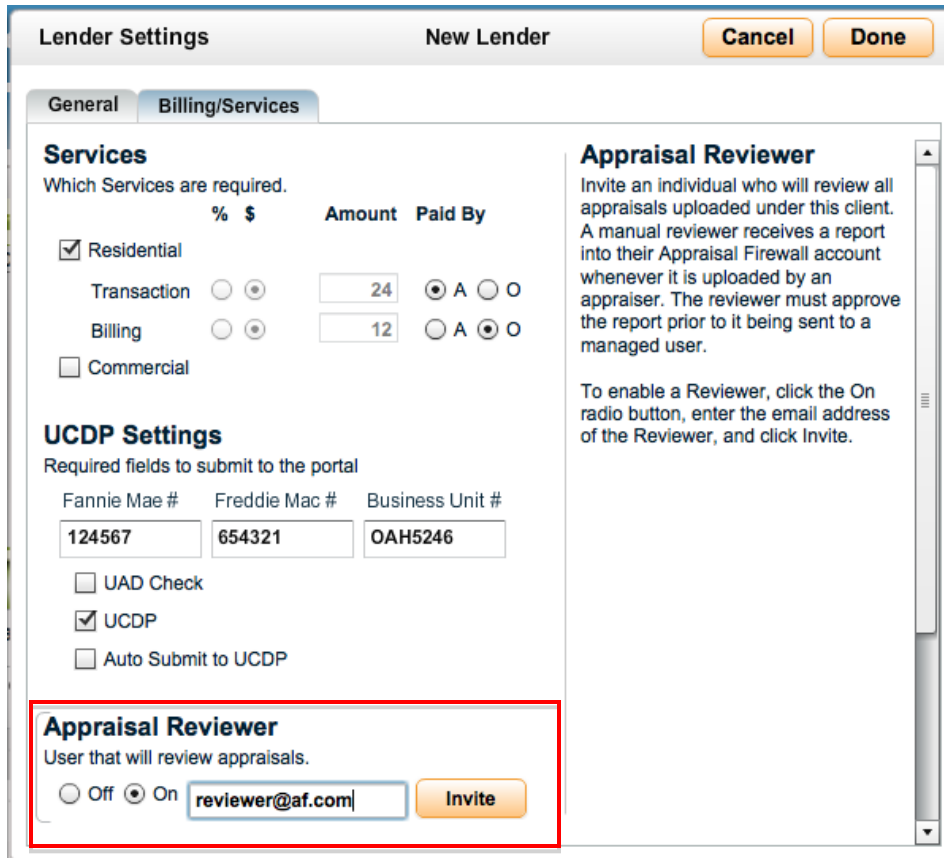


The screenshot shows the Appraisal Firewall dashboard. The top navigation bar includes 'Lender Profile', 'Products', and 'Settings', with 'Settings' highlighted by a red box. The main content area is titled 'Orders' and features three summary cards: 'Pipeline', 'Post Delivery', and 'Reporting'. Below these cards is a table of 'Normal Active Orders: assigned' with 3 results.

#	Loan #	Purpose	Status	Borrower	Address	City	County	State	Date Ordered
8212	789678000	Refinance	assign...	Susan Steven...	4321 Glen Dr	Spokane	Spokane	WA	04/19/2013
8205		Refinance	assign...	Lindsey Bono...	345 Green Ave	Spokane	Spokane	WA	04/16/2013
8204		Refinance	assign...	Glen Stewart	987 Glenrose	Spokane	Spokane	WA	04/16/2013

Within the **Settings** window, choose the **Billing/Services** tab. Under the **Appraisal Reviewer** section, select the On radio button.

Enter an email address of an individual that is not currently using the Appraisal Firewall system, then click Invite.



Lender Settings New Lender

General **Billing/Services**

Services
Which Services are required.

	%	\$	Amount	Paid By
<input checked="" type="checkbox"/> Residential				
Transaction	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="24"/>	<input checked="" type="radio"/> A <input type="radio"/> O
Billing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="12"/>	<input type="radio"/> A <input checked="" type="radio"/> O
<input type="checkbox"/> Commercial				

UCDP Settings
Required fields to submit to the portal

Fannie Mae # Freddie Mac # Business Unit #

UAD Check
 UCDP
 Auto Submit to UCDP

Appraisal Reviewer
User that will review appraisals.

Off On

Once you click Invite, the individual will receive an email notification, requesting they signup as a Reviewer. The user can click the link in the email, or go directly to www.AppraisalFirewall.com/Reviewer.asp to create an account. Once the Reviewer creates their account and is active on the system, you will be able to view their profile. You may also remove the user to invite a different Reviewer.



Appraisal Reviewer
User that will review appraisals.

Off On

Using Manual Review

When an Administrator invites a Reviewer, the Reviewer receives an email notification. The Reviewer can click the link in the email to sign up as a Reviewer. Once the Reviewer has registered, all appraisals uploaded to the system under the division that invited them will automatically be routed to them. When an appraiser uploads a report, the order status changes to 'reviewing' and the Reviewer receives an email notification that an appraisal is ready for review. The Reviewer must approve the completed report before it is sent to the user who ordered it. *Please note: Administrators and Reviewers are the only users who can access a report in a 'reviewing' status prior to it being approved.*

The Reviewer's Order List displays orders in a 'done' or 'reviewing' status. Reviewers can access an order by clicking on the order card. The appraisal can be viewed by double clicking the paperclip icon, or selecting the **View** menu and choosing **Appraisal**. If the report is not approved, the Reviewer can open the Communications Log, click the **Active** indicator in the Status column, and select **Not Accepted**.

Details - Cassie Lillith at 44553 Grandview St Spokane ... Price \$350.00 **Done**

Order Communicate View

Property Communications Status: reviewing | Reference Number: 4796

View: All | Messages | Appraisals/Attachments | Billing | Timeline | System

Date/Time	From	To	Type	Status	Comment	\$
2/10/2011 12:22:36 PM	Appraiser	Reviewer	Delivery	Active	Appraiser Report Delivery	
2/10/2011 12:21:30	Originator		Requested	Not Accepted	est added	

If there is an issue with the report that should be addressed prior to it being delivered to the user who placed the order, the Reviewer may mark it as Corrections Required. The appraiser receives an email notification that changes need to be made. *It is the responsibility of the Reviewer to send a message to the appraiser, commenting on changes that should be made to the report.* The Reviewer can select the **Communicate** menu and select **Send Message** to communicate with the appraiser.

Details - Jill Manning at 1223 Main St Spokane WA 99223 Price \$100.00 **Done**

Order Communicate View

Approve
Corrections Required

Status: reviewing | Reference Number: 161966

view: All Messages Appraisals/Attachments Billing Timeline System

Date/Time	From	To	Type	Status	Comment	\$
2/3/2012 9:57:29 AM	Originator	Appraiser	UAD Check Result	Active	UAD Check Result	
2/3/2012 9:55:56 AM	System	Originator	UAD Check	Completed	UAD Check Started	
2/3/2012 9:55:56 AM	Appraiser	Reviewer	Delivery MISMO XML	Active	Appraisal MISMO XML Delivery	
2/3/2012 9:55:56 AM	Appraiser	Reviewer	Delivery	Active	Appraiser Report Delivery	

When the report is ready to be delivered to the user, the Reviewer can select the **Order** menu and choose **Approve**. Once an order is approved, the user who placed the order will receive an email notification that the report is ready to be viewed. The order will also change to a 'done' status.

Helpful Hints

- A report cannot be approved if all appraisal deliveries are marked as 'Not Accepted.'
- Any report marked as Active will be delivered to the user who placed the order when the Reviewer clicks Approve. If there are multiple appraisal reports uploaded to an order, and the Reviewer does not want to give the user access to every report, the Reviewer can change the status to Not Accepted. Reports that are marked as Not Accepted are not delivered to the user.
- Only one Reviewer may be setup per Administrator account.
- A single Reviewer may work under multiple divisions of a company.
- Administrators cannot add an existing Appraisal Firewall user as a Reviewer. However, a user may change themselves to a Reviewer by logging in at www.AppraisalFirewall.com/Reviewer.asp and authorizing the conversion of their account to a Reviewer when prompted.