

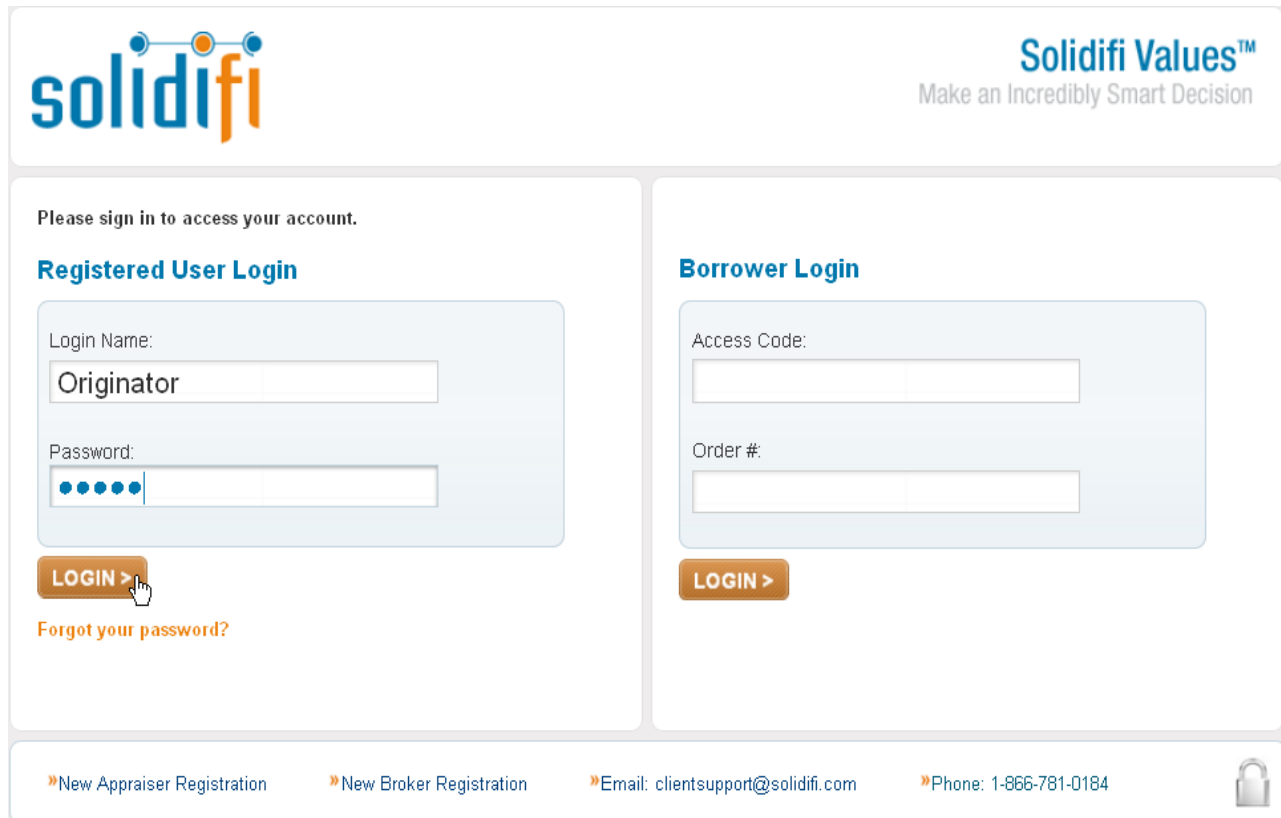
Ordering An
Appraisal
Through Solidifi
Values™

Make an Incredibly Smart Decision
www.solidifi.com



1. Login into Solidifi Values

- Enter your login name and password
<https://login.solidifi.com>
- Click the 'Login' button



The screenshot shows the Solidifi Values login interface. At the top left is the Solidifi logo, and at the top right is the text "Solidifi Values™ Make an Incredibly Smart Decision". Below this is a header "Please sign in to access your account." The main area is divided into two columns. The left column is titled "Registered User Login" and contains a "Login Name:" field with the text "Originator", a "Password:" field with five dots, a "LOGIN >" button, and a link "Forgot your password?". The right column is titled "Borrower Login" and contains an "Access Code:" field, an "Order #:" field, and a "LOGIN >" button. At the bottom of the page, there are four links: "» New Appraiser Registration", "» New Broker Registration", "» Email: clientsupport@solidifi.com", and "» Phone: 1-866-781-0184". A lock icon is visible in the bottom right corner.

Ordering An Appraisal Through Solidifi Values™



2. Order New Appraisal

- Select the lender name for which you'd like to order an appraisal from the drop down menu; if applicable select the branch
- Select the appraisal service type from the drop down menu
- If applicable, select the additional services required
- If applicable, your Fannie Mae and/or Freddie Mac seller/servicer number will pre-populate
- Click the 'Continue' button
- Note: You must complete all fields identified with an asterisk (*)

Create New Order | View Orders | Billing | System Settings | My Information

Subject Property

Please enter the subject property address below.

* Street Number	Unit/Suite/Apt	* Street Name
123		Any Street
* City / Town	* State	* Zip Code
Mortgage Ville	Alaska	12345

Legal Description	Estimated Lot Size	Square Footage

* Property Type
Single Family Residential

Service Type Required

* Appraisal For / Lender: Private Lender

* Service Type: UAD - FNMA 1004 / FHLMC 70

Appraiser Requirements:
 FHA Approved Certified Appraiser

Additional Service(s):
 FNMA 1007 - Single Family Comparable Rent Schedule - Addendum
 FNMA 216 - Operating Income Statement - Addendum
 REO Addendum

UCDP Submission

Your company profile requires this order to be submitted to the following GSE(s):

Auto-submission to GSE


Fannie Mae Seller-Servicer Number / Non Seller - Servicer ID:
98765

Freddie Mac Seller-Servicer Number / TPO Number
12345

Fannie Mae and Freddie Mac Seller-Servicer Numbers will pre-populate if applicable.


Continue

3. File Information

- Enter an email address in the Originator's email field and/or Underwriter's email field which will trigger a pre-determined set of notifications based on your lender's requirements
- Enter the reference/loan number (mandatory for UCDP Submission) 
- Enter comments applicable to the order in the appropriate field
- Note: You must complete all fields identified with an asterisk (*)

File Information

Please enter the file information, contact information, and any additional notes for the appraiser.

* Borrower First Name John	* Borrower Last Name Borrower	* Reference / Loan #  123456679
FHA Case Number <input type="text"/>	Loan Type Conventional	* Appraisal Purpose Refinance
Region Type Residential	Originator's Email originator@lender.com	Underwriter's Email underwriter@lender.com
Send Additional Copy of Report to <input type="text"/>	Special Instructions for this Appraisal <input type="text"/>	

4. Access Instructions

- Enter details to provide the appraiser with information related to entering the subject property
- Note: You must complete all fields identified with an asterisk (*)

Access Instructions

Enter the information below for the appraiser to access the subject property.

* Person To Contact John Borrower	* Relationship Owner	
* Day Phone 555-1111	* Evening Phone 555-1212	Email borrower@home.com
Access Instructions Lock Box 1234		

5. File Attachments

- Upload sale agreements or other documents on this screen

File Attachments

Uploaded documentation could include items such as: Purchase Agreements, New Construction Plans/Specifications, MTG 110-Inspection Report, Conventional Construction Loan, Surveys, Title Insurance Documents, etc.

File Name

Comments

Attachments	
File Name	Comments
No items found.	

6. Submitting Order Payment

- Select method of payment and click the 'Submit Order' button

Order Payment

Please confirm your order details.

Item	
UAD - FNMA 1004 / FHLMC 70 - Uniform Residential Appraisal Report	\$ 395.00
Total Charges (USD)	\$395.00

For all orders that were placed where an appraiser was not located in real-time via Solidifi Values™, the total charges will be presented to you on the "Actions" tab within the order. This charge will only be available to you after an appraiser has been assigned and they have accepted your order.

Select Payment Method

Credit Card

Invoice Me

Submit Order

The final appraisal fee may be increased (or decreased) due to the unique features of the property and/or location of the property. Your lender and/or broker will be notified of any fee changes in advance and they will approve or decline these changes before the payment is captured.

Refunds and Cancellation Policy

7. View Orders

- You can view an order by selecting the 'View Orders' tab, then the 'List of Orders' or 'Search' tabs
- You can also view an order based on the status progress displayed in the 'My Summary', 'My Alerts' or 'My Orders' sections located under Quick Links.

Action	Order #	Client Status	Created	Client Due Date	Loan Ref #	Branch	Address	Borrower	Service
	OR3324528	Awaiting Report Delivery	2012-06-20 12:51:47.PDT	2012-06-29 14:00:00.PDT	33	Federal Bank	68th Avenue, Arvada, CO,	Don	UAD - FNMA 1004 / FHLMC 70 - Uniform Residential Appraisal Report

8. Order Summary

- You can view the information you've submitted on the 'Order Summary' screen
- This includes the subject property, access instructions and special instructions
- You can edit these details by clicking the 'Edit' button
- You can view order milestones on this screen

Order Summary | Actions | Purchase Summary

File Information

Reference #: []
Appraiser's File #: []
Appraisal for (Client): **Private Lender**
Cost Allocation Firm:
Appraisal Purpose: **Purchase**
Borrower Name: **Borrower Last Name**
Borrower Phone: []
Underwriter's Name: []
Client Due Date: **2011-03-22**
Additional Email: []
Broker's Phone: []
Fannie Mae Number: []
Doc ID: []

Ordered By (Firm): **Test Brokers Inc.**
Ordered By (Name): **J Broker**
Address for (Client): **123 Main Street
Chicago, IL
12345**
Loan Type: []
FHA Case Number: []
Borrower Email: []
Borrower Mobile: []
Underwriter's Phone: []
Underwriter's Email: []
Originator's Email: []
Broker's Email: []
Freddie Mac Number: []
Broker's Name: []

Subject Property

Address: **Jan 15 test street**
City/Town: **values**
County: **NONE**
Square Footage: []
Legal Description: []

Property Type: **Single Family Residential**
Lot Size: []
State: **AK**
Zip Code: **99772**

Send Copy of Report to Borrower

Via Email
Primary Email: []
Alternate Email: []
Email Delivery Date: []

Via Mail
Full Name: []
Address: []
Lender Mail Date: []

Access Instructions

Person to Contact: **Contact Person**
Relationship: **Owner**
Day Phone: **000 000 0000**
Evening Phone: **000 000 0000**
Email: []

*** None ***

Edit

[Edit Order File Information](#)

Edit Order File Information

Loan Num: []
Appraisal for (Client): **Private Lender**
Underwriter's Name: []
Underwriter's Email: []
Originator / Broker's Email: []
FHA Case Number: []

Appraisal Purpose: **Purchase**
Subscription: **No**
Borrower First Name: **Borrower**
Borrower Phone: []
Borrower Email: []
Broker First Name: []
Broker's Phone: []
Title: []
Fannie Mae Seller #: **Please Select**

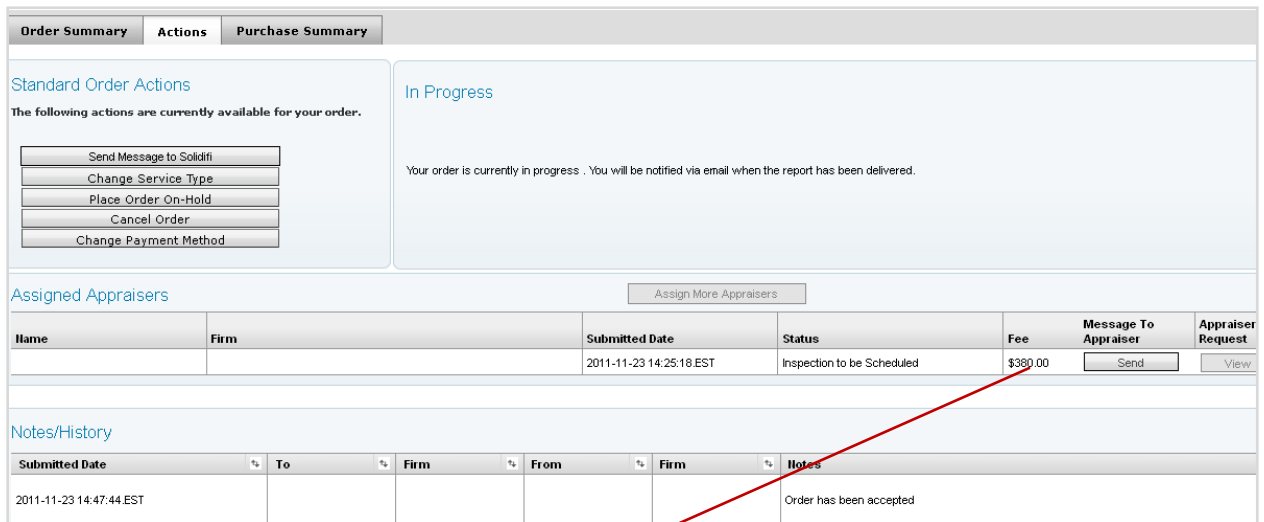
Ordered By (Firm): **Test Brokers Inc.**
Ordered By (Name): **J Broker**
Underwriter's Phone: []
Send Copy To: []
Mortgage Amount: **0.0**
Loan Type: **Please Select**

* Client Due Date: **2011-03-22**
Our %: **0.0**
* Borrower Last Name: **Last Name**
Borrower Mobile: []
Broker Last Name: []
Broker's Contact Email: []
Interviewed: []
Freddie Mac Seller #: **Please Select**

Save File Information | **Cancel**

9. Actions Tab And Sending Messages

- The 'Actions' tab allows you to review an order's progress
- You can view all actions or messages within the 'Notes/History' section
- To send a message to Solidifi, click the 'Send Message To Solidifi' button
- This information is captured in the 'Message History' section



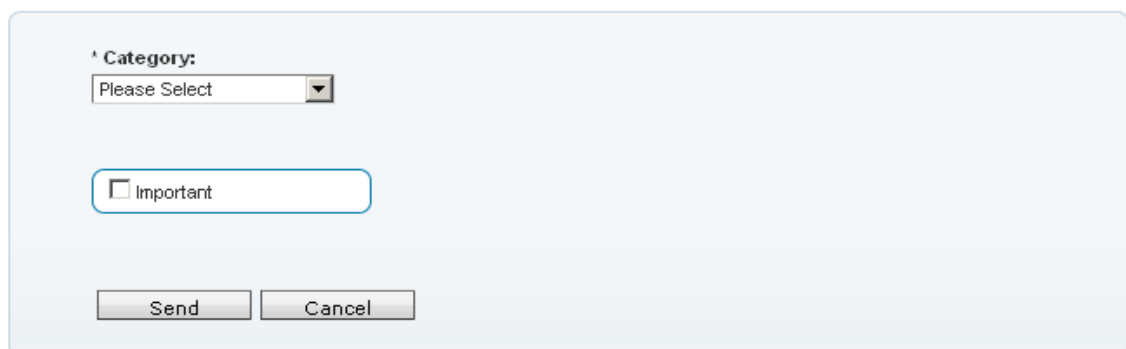
The screenshot shows the 'Actions' tab in the Solidifi interface. It features a 'Standard Order Actions' section with buttons for 'Send Message to Solidifi', 'Change Service Type', 'Place Order On-Hold', 'Cancel Order', and 'Change Payment Method'. An 'In Progress' section indicates the order status. Below is a table of 'Assigned Appraisers' and a 'Notes/History' section with a message log.

Name	Firm	Submitted Date	Status	Fee	Message To Appraiser	Appraiser Request
		2011-11-23 14:25:18 EST	Inspection to be Scheduled	\$380.00	<input type="button" value="Send"/>	<input type="button" value="View"/>

Submitted Date	To	Firm	From	Firm	Notes
2011-11-23 14:47:44 EST					Order has been accepted

Send Message

Use the form below to send a message. This message will be emailed to the recipient and a copy will be added to the notes/history log.



The form includes a 'Category' dropdown menu with 'Please Select' as the current selection, an 'Important' checkbox, and 'Send' and 'Cancel' buttons.

10. Copy Order

- If you cancel an order, you can copy or recreate it with a new order number by clicking 'Copy Order'
- Completing this step ensures the information you've entered is pre-populated on the 'Create New Order' tab

Order Summary | **Actions** | **Purchase Summary**

Standard Order Actions
The following actions are currently available for your order.

Send Message to Solidifi
Copy Order

Order Cancelled
This order has been cancelled.

Description	File Name	Uploaded Date	Size	Select	Download
Combined Report		2011-11-25 11:22	--	<input type="checkbox"/>	Download

Download File(s)

Assigned Appraisers | Assign More Appraisers

Name	Firm	Submitted Date	Status	Fee	Message To Appraiser	Appraiser Request
		2011-11-09 11:23:44 EST	Cancelled	\$355.00	Send	View

Notes/History

Submitted Date	To	Firm	From	Firm	Notes
2011-11-09 11:33:45 EST	Support Team	Solidifi Inc			Order has been cancelled Note: We regret to inform you that this order has been cancelled

Create New Order | **View Orders** | **Billing** | **System Settings** | **My Information**

Subject Property
Please enter the subject property address below.

* Street Number: 123
Unit/Suite/Apt:
* Street Name: Any Street

* City / Town: Mortgage Ville
* State: Alaska
* Zip Code: 12345

Legal Description:
Estimated Lot Size:
Square Footage:

* Property Type: Single Family Residential

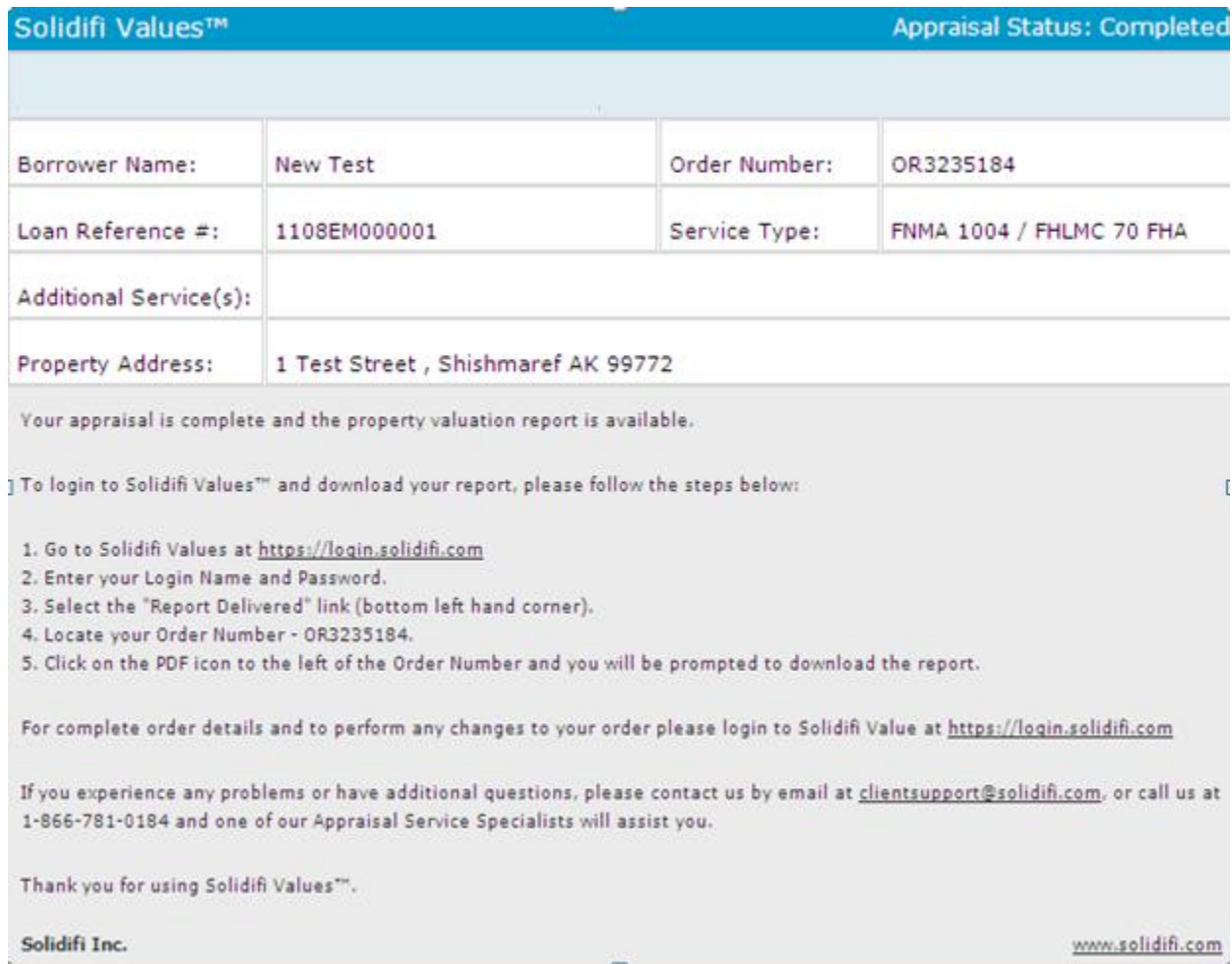
Service Type Required

* Appraisal For / Lender: Private Lender
* **Service Type**: UAD - FNMA 1004 / FHLMC 70 -

Appraiser Requirements:
 FHA Approved Certified Appraiser
 FNMA 1007 - Single Family Comparable Rent Schedule - Addendum
 FNMA 216 - Operating Income Statement - Addendum
 REO Addendum

11. Download Appraisal Via Email Link

- Once the appraiser uploads the file, you will receive a confirmation email with a direct link to the completed appraisal report
- Click the link to view the report
- For security purposes, the link is only available for 5 days after delivery
- After the link expires, you'll need to login into the system to view the appraisal order



Solidifi Values™		Appraisal Status: Completed	
Borrower Name:	New Test	Order Number:	OR3235184
Loan Reference #:	1108EM000001	Service Type:	FNMA 1004 / FHLMC 70 FHA
Additional Service(s):			
Property Address:	1 Test Street , Shishmaref AK 99772		

Your appraisal is complete and the property valuation report is available.

To login to Solidifi Values™ and download your report, please follow the steps below:

1. Go to Solidifi Values at <https://login.solidifi.com>
2. Enter your Login Name and Password.
3. Select the "Report Delivered" link (bottom left hand corner).
4. Locate your Order Number - OR3235184.
5. Click on the PDF icon to the left of the Order Number and you will be prompted to download the report.

For complete order details and to perform any changes to your order please login to Solidifi Value at <https://login.solidifi.com>

If you experience any problems or have additional questions, please contact us by email at clientsupport@solidifi.com, or call us at 1-866-781-0184 and one of our Appraisal Service Specialists will assist you.

Thank you for using Solidifi Values™.

Solidifi Inc. www.solidifi.com

12. Searching For Orders

- To search for an order, select the 'Search' tab in the 'View Orders' section
- Enter the report's order number
- You can also perform an advanced search by clicking the 'Advanced Search Options' link

Quick Links

- My Summary
 - In progress (203)
 - Completed (1653)
 - Cancelled (369)
- My Alerts
 - Awaiting Approval (6)
 - Awaiting Reassignment (1)
 - Orders Passed Client Due Date (1)
 - Awaiting FHA Case # (6)

List Of Orders Search Messages

Search By Order Number / Loan Ref Number / Borrower Name

Search [Advanced Search Options](#)

Order #	Client Status	Created	Due Date	Client Due Date	Loan Ref #	Branch	Ordered By	Address	Borrower	Service
No Orders Available										

Advanced Search Screen

List Of Orders Search Messages

[Hide Search Options](#)

Order Status: Awaiting Acceptance

Date From: 2011-08-02

Date To: 2011-11-25

State: Please Select

City:

Address:

Order #:

Reference #:

Borrower Name:

Zip Code:

Service Type: Please Select

Appraisal Firm:

Search

Order #	Client Status	Created	Due Date	Client Due Date	Loan Ref #	Branch	Ordered By	Address	Borrower	Service
No Orders Available										

13. Post Complete Review (Revision) Tool

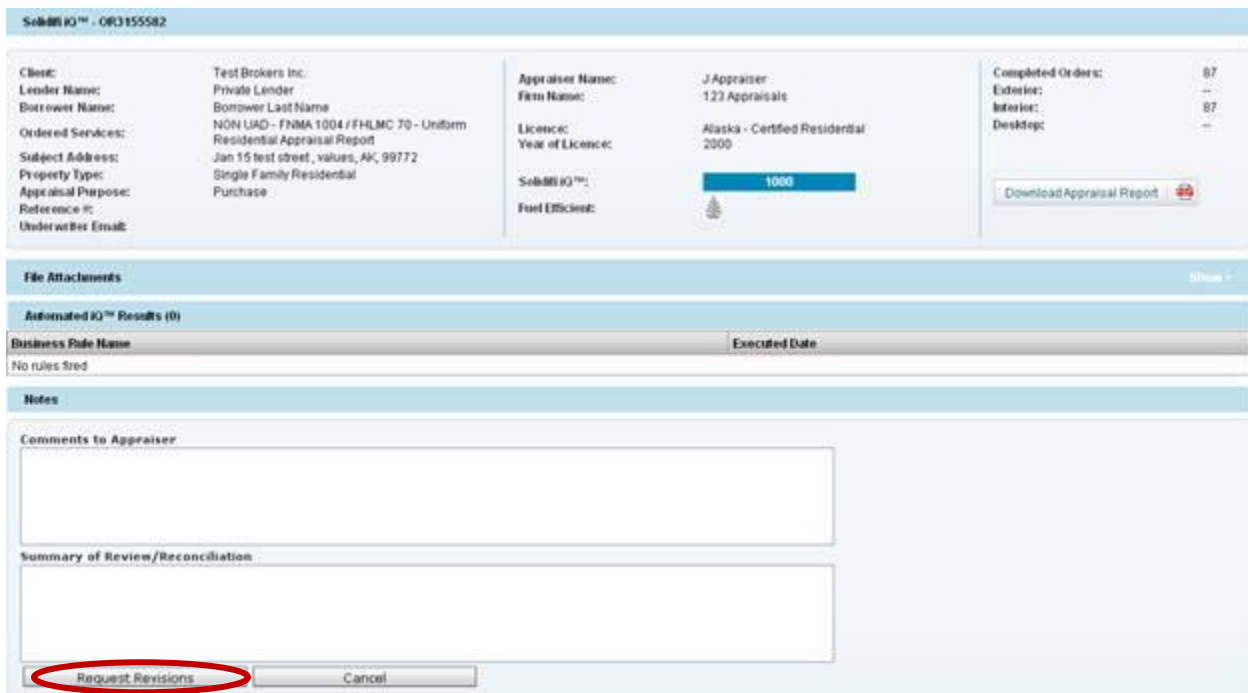
- To access the tool, click the order number of the appraisal for which you wish to query
- Select the 'Actions' tab in the top navigation bar
- Click the 'Post Complete Review' button located at the top of the screen
- The Solidifi iQ™ screen appears providing access to the appraisal report and other high-level information regarding the order
- To access the report, click on the 'Download Appraisal Report' button found on the bottom right corner of the screen

The screenshot shows the 'Actions' tab selected in the top navigation bar. On the left, under 'Standard Order Actions', there are buttons for 'Email completed Report', 'Send Message to Solidifi', and 'Copy Order'. The main content area is titled 'Report Delivered' and contains a message: 'Your report is completed. Please select the Report Download button below to view your report.' Below this message is a button labeled 'Post Complete Review', which is circled in red. Underneath is a table with columns: Description, File Name, Uploaded Date, Size, Select, and a Download icon. The table lists several reports, each with a 'Download' link. At the bottom of the table is a 'Download File(s)' button.



Description	File Name	Uploaded Date	Size	Select	Download
Appraisal Report	OR3240625.pdf	2011-11-29 11:26	1.0 MB	<input type="checkbox"/>	Download
Regulatory Compliance Certificate	AC3240625.pdf	2011-11-29 11:43	19 KB	<input type="checkbox"/>	Download
Combined Report	C03240625.pdf	2011-11-29 11:43	1.0 MB	<input type="checkbox"/>	Download
Data Report	DF3240625.xml	2011-11-29 11:25	2.0 MB	<input type="checkbox"/>	Download
GSE Status Summary Report	FN3240625.pdf	2011-11-29 11:43	7 KB	<input type="checkbox"/>	Download
GSE Status Summary Report	FR3240625.pdf	2011-11-29 11:43	7 KB	<input type="checkbox"/>	Download

14. Requesting Clarification/Revisions

- Use the 'Comments to Appraiser' box to provide your details
- To submit your request, click the 'Request Revisions' button at the bottom of the screen
- To view the updated report, return to 'Completed' status
- To add additional information not intended for an appraiser, use the 'Summary of Review/Reconciliation' box



Solidifi Values™ - 063155582

Client: Test Brokers Inc. Lender Name: Private Lender Borrower Name: Borrower Last Name Ordered Services: NON UAD - FNMA 1004 / FHLMC 70 - Uniform Residential Appraisal Report Subject Address: Jan 15 test street, values, AK, 99772 Property Type: Single Family Residential Appraisal Purpose: Purchase Reference #: Underwriter Email:	Appraiser Name: J Appraiser Firm Name: 123 Appraisals License: Alaska - Certified Residential Year of License: 2000 Solidifi Values™: 1000 Fuel Efficient: 	Completed Orders: 87 Exterior: -- Interior: 87 Desktop: -- Download Appraisal Report 
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File Attachments [Show >](#)

Automated IQ™ Results (0)

Business Rule Name	Executed Date
No rules fired	

Notes

Comments to Appraiser

Summary of Review/Reconciliation

[Request Revisions](#) [Cancel](#)