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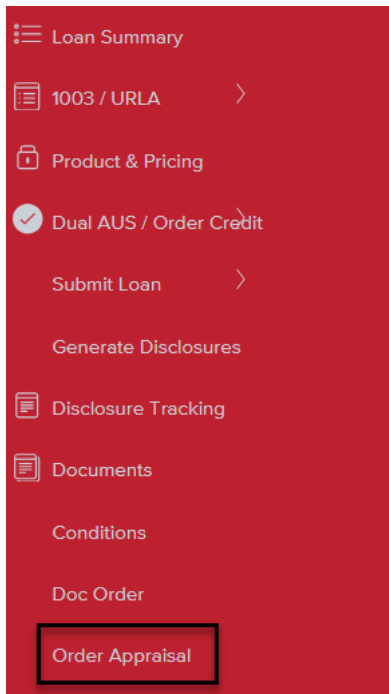
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Creating the Appraisal Order

Note: Ancillary appraisal reports for NON-SUBJECT properties will NOT be ordered from our Appraisal Ordering system. For reports for departing properties or other non-subject properties, the reports may be ordered from any AMC.

STEP 1

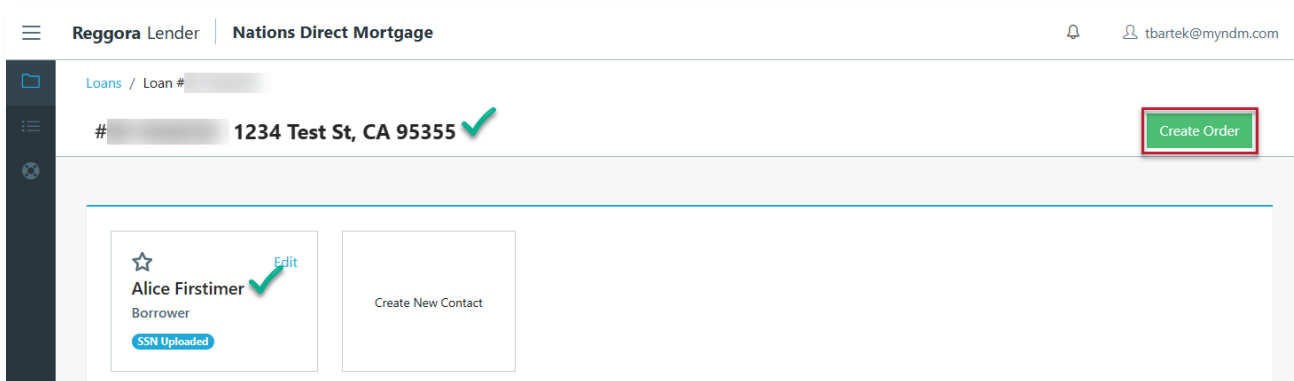
Within the loan, go to **Order Appraisal** from the sidebar menu.



STEP 2

This will bring up the Reggora Interface.

Confirm the **Property Address** and **Borrowers Information**, then click **Create Order**.



Loan Details

Loan Details

Loan Purpose:

Priority:

Borrower Payment Option:

Loan Type:

Estimated Value:

Subject Property Number Units:

Occupancy (P/S/I):

Processor:

Loan Officer:

Purchase

Normal

Send Payment Link to Borrower Before Ordering

Conventional

\$120000.00

1

PrimaryResidence

Important Dates

P&S Commitment Date:

Date Created:

11/21/2023

STEP 3

Select a Product from the dropdown by clicking on the arrow button. This will expand the menu to select the type of appraisal you need.

New Order

Total Fee

\$0

Due Date

03/19/2024

Job Allocation Mode

Automatic

Order Request Method

Individually

Priority

Normal

Product & Fees

Appraiser Selection

Broadcast Settings

Select a Product:

Select...

Uniform Residential Appraisal (1004)

Uniform Residential Appraisal (1004, 1007 and 216)

Uniform Residential Appraisal (1004 and 1007)

Uniform Residential Appraisal (1004 and 216)

1004 Hybrid

\$0

Borrower Payment Option:

☒ Send Payment Link to Borrower Before Ordering

☐ Broker Payment

☐ Internal Payment

Cancel

Create

If the property is valued at over \$1 million, you will select the **Uniform Residential Appraisal (1004 for \$1M Value)**

Product & Fees

Appraiser Selection

Broadcast Settings

Select a Product:

Select...

Uniform Residential Appraisal (1004)

Uniform Residential Appraisal (1004 for \$1M+ Value)

Uniform Residential Appraisal (1004 and 1007)

Uniform Residential Appraisal (1004 and 216)

Uniform Residential Appraisal (1004, 1007 and 216)

\$0

If you need to request a rush, select “**Rush**” under Priority. The **Rush Fee will automatically appear** under the Additional Fees section. Then click on **Create**.

New Order 1234 Test St, CA 95355

Total Fee: **\$700**

Due Date: **11/25/2023**

Job Allocation Mode: **Automatic**

Order Request Method: **Individually**

Priority: **Rush** (Selected)

Select a Product: Uniform Residential Appraisal (1004) \$ 600

Borrower Payment Option: ☒ Broker Payment

Additional Fees: \$ 100.00 Rush Fee

Cancel Create

If the property is on an acreage, you will want to indicate that within the Additional Fees section to ensure the appropriate appraisal fee is disclosed. Refer to the [NDM National Fee Schedule](#) for the appropriate amount to be charged based on the number of acres.

Additional Fees:

Acreage - 5-9.99 acres \$

STEP 4

- The **fee amount will be entered automatically** based on the Universal Fee Schedule.
- If you need another product, such as a final inspection; it can be added by clicking "**Add Another Product**".
- There are 3 Borrower Payment Options Available:**
 - Send Payment Link to Borrower Before Ordering** – this payment option will send a link to the borrower for them to enter their payment information in. Once complete, the order process will continue. **Please note that the borrower must have signed their Intent to Proceed prior to paying for the appraisal.**
 - Broker Payment** – this option is available if the Broker is paying for the appraisal. If this option is chosen, the payment must come from the broker, not the borrower.
 - Internal Payment*** – this option is available if the Broker is paying for the appraisal with the borrower's credit card. **Please note that the borrower must have signed their Intent to Proceed prior to paying for the appraisal.**

***The order will not be processed until payment has been made.**

IMPORTANT: If choosing Broker Payment, you cannot use the Borrower's Credit Card Information. If using the Borrower's Credit Card, choose [Internal Payment](#)

The screenshot shows the 'Edit Order' form with the following details:

- Total Fee:** \$1140
- Due Date:** 03/03/2024
- Job Allocation Mode:** Automatic
- Order Request Method:** Individually
- Priority:** Normal
- Product & Fees:**
 - Select a Product:
 - Uniform Residential Appraisal (1004) - \$765 (labeled 'a')
 - 1004D Final and Appraisal Update - \$375
 - Buttons: 'Add Another Product' (labeled 'b') and 'Add Additional Fees'.
- Borrower Payment Option:**
 - ☐ Send Payment Link to Borrower Before Ordering
 - ☒ Broker Payment (labeled 'c')
 - ☐ Internal Payment

Note: Broker accepts full responsibility for the payment.
- Buttons:** 'Cancel' and 'Save'.

Next Steps:

- Complete Payment using one of the [Payment Options](#) listed
- Add [Contact Person](#) for entry to the property
- If there are any special requirements for entry to the property such as a gate code, etc., use the [Comments](#) section to enter that information
- If the loan is a **Purchase Transaction**, the purchase contract must be uploaded within the eVault. See instructions within the [eVault Documents](#) section of this job aid

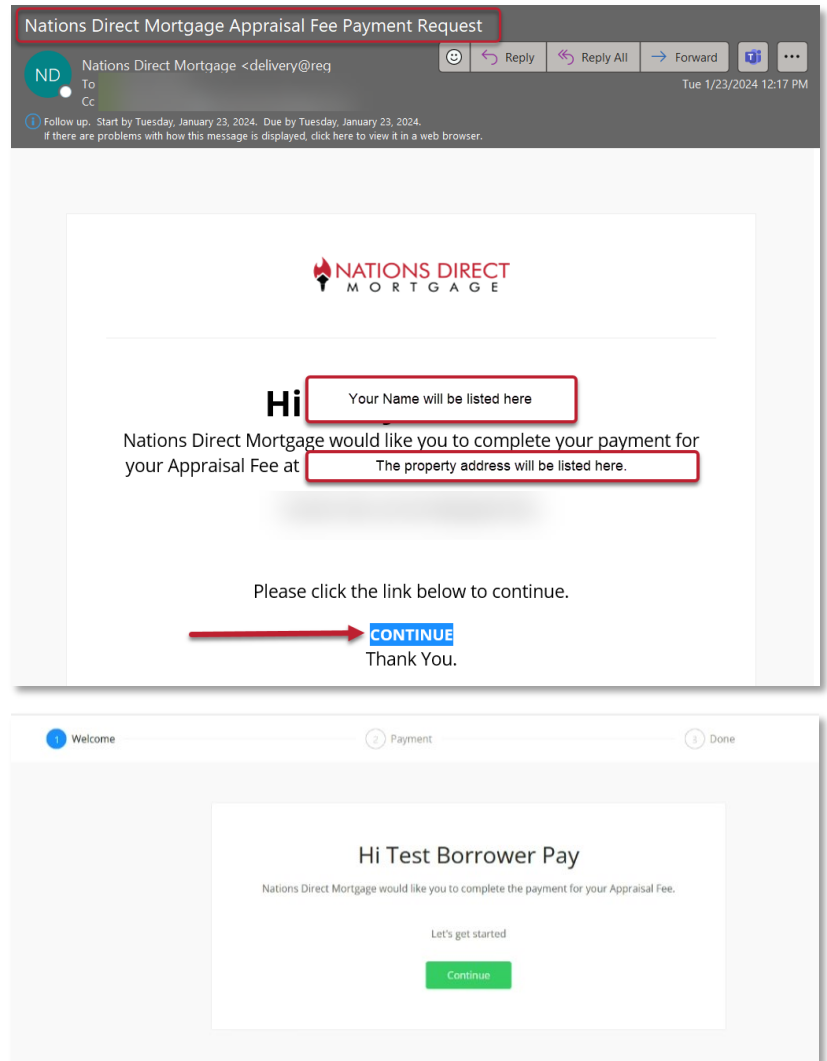
Payment Options

Send Payment Link to Borrower

The following steps are listed within the [Appraisal Order Job Aid for Borrowers](#).

STEP 1

- The borrower will receive an email from delivery@reggora.com
- The subject line of this email will be **“Nations Direct Mortgage Appraisal Fee Payment Request”**
- The borrower’s name and property address will be listed in the body of the email
- Click **Continue**
- The borrower will receive a pop up welcoming them, they will click **Continue** again



The image shows two screenshots. The top screenshot is an email from Nations Direct Mortgage with the subject 'Nations Direct Mortgage Appraisal Fee Payment Request'. The email body says 'Hi [Name], Nations Direct Mortgage would like you to complete your payment for your Appraisal Fee at [Address]'. It includes a 'CONTINUE' button and a 'Thank You.' message. The bottom screenshot is a payment confirmation page titled 'Hi Test Borrower Pay' with a 'Continue' button.

STEP 2

- They will land on a page that looks like this. At the top, it will list the amount due for the appraisal
- Once the information is entered, they will click on Submit Payment
- If successful, they will receive a Success notification

Your Appraisal Fee is **Amount Due for Appraisal**

All payments must be made before proceeding with the appraisal.

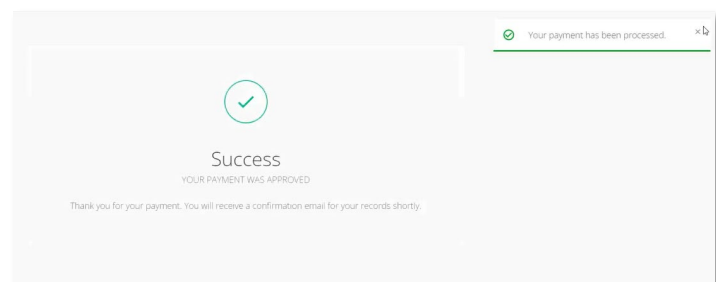
Logos: VISA, MasterCard, Discover, American Express

Cardholder First Name: [Redacted] Cardholder Last Name: [Redacted] Cardholder Email: [Redacted]

Card Number: 1234 1234 1234 1234 Expiration Date: MM / YY CVC: [Redacted]

Billing Street: 123 Main St. Billing City: Boston Billing State: MA Billing Zip: 12345

Submit Payment



STEP 3

- They will receive a receipt from Reggora, Inc. via email
- Confirmation of the amount paid and a summary of the order will be provided

From: **Reggora, Inc.** <receipts+acct_1CR4R0GXDzRTm7Tt@stripe.com>
Date: Thu, Jan 25, 2024 at 8:53 AM
Subject: Your Reggora, Inc. receipt [#1134-5399]
To:

Receipt from Reggora, Inc.
Receipt #1134-5399

AMOUNT PAID	DATE PAID	PAYMENT METHOD
[Redacted]	Jan 25, 2024, 1:52:48 PM	MasterCard

SUMMARY

Description: Appraisal Fee
Property Address: [Redacted]
Lender: [Redacted]
Loan Number: [Redacted]
Borrower: [Redacted]
Lender Employee: [Redacted]
Cardholder: [Redacted]

Amount charged [Redacted]

If you have any questions, contact us at support@reggora.com or call at **+1 888-857-9598**.

Broker Payment

IMPORTANT: If choosing Broker Payment, it cannot be with the Borrower's Credit Card Information. If using the Borrower's Credit Card, choose [Internal Payment](#)

STEP 1

Scroll down to Order Details and click on **Payment**, then click on **Create Payment**

This order is pending approval. Use the buttons below to respond.

Approve Pending Order Decline Pending Order

Order Details Loan Details eVault Documents **Payment**

Total Due: **\$765.00** Total Paid: \$0.00 Total Refunded: \$0.00 Total Sent: \$0.00 [Download Payment Summary](#)

Payments Received [Create Payment](#)

Payer	Amount	Refunds	Errors	Sent	Captured	Paid	Receipt

Vendor Payouts

Vendor	Payment Type	Status	Gross Amount	Processing Fee	Net Amount	Created	Date To Be Sent

STEP 2

- Confirm the Amount
- Under Payment type, select on **Pay with Credit Card**
- Under Corporate Card, select **+Use New Card**
- **Click Submit**

Creating Payment

Amount ✓

Payment Type

Corporate Card

[+ Use New Card](#)

[Cancel](#) [Submit](#)

STEP 3

A new tab will appear where you can enter the credit card payment information, then select **Submit Payment**

Your Appraisal Fee is

All payments must be made before proceeding with the appraisal



Cardholder First Name	Cardholder Last Name	Cardholder Email	
John	Smith	email@example.com	
Card Number	Expiration Date	CVC	
1234 1234 1234 1234	MM / YY	CVC	
Billing Street	Billing City	Billing State	Billing Zip
123 Main St.	Boston	MA	12345

STEP 4

You will receive confirmation of payment submitted



Success

YOUR PAYMENT WAS APPROVED

Thank you for your payment. You will receive a confirmation email for your records shortly.



Internal Payment (Pay with Borrower Credit Card)

This option is used when the Broker is going to pay with the Borrower's Credit Card.

STEP 1

Scroll down to Order Details and click on **Payment**, then click on **Create Payment**

This order is pending approval. Use the buttons below to respond.

Approve Pending Order Decline Pending Order

Order Details Loan Details eVault Documents **Payment**

Total Due: **\$765.00** Total Paid: \$0.00 Total Refunded: \$0.00 Total Sent: \$0.00 [Download Payment Summary](#)

Payments Received

Payer	Amount	Refunds	Errors	Sent	Captured	Paid	Receipt

Vendor Payouts

Vendor	Payment Type	Status	Gross Amount	Processing Fee	Net Amount	Created	Date To Be Sent

[Create Payment](#)

STEP 2

- Confirm the Amount
- Under Payment type, select on **Pay with Credit Card**
- Under Corporate Card, select **+Use New Card**
- **Click Submit**

Creating Payment

Amount: 565 ✓

Payment Type: Pay with Credit Card

Corporate Card: Select the card for payment

+ Use New Card

[Cancel](#) [Submit](#)

STEP 3

A new tab will appear where you can enter the credit card payment information, then select **Submit Payment**

Your Appraisal Fee is

All payments must be made before proceeding with the appraisal



Cardholder First Name	Cardholder Last Name	Cardholder Email	
John	Smith	email@example.com	
Card Number	Expiration Date	CVC	
1234 1234 1234 1234	MM / YY	CVC	
Billing Street	Billing City	Billing State	Billing Zip
123 Main St.	Boston	MA	12345

STEP 4

You will receive confirmation of payment submitted

 Your payment has been processed. ✕



Success

YOUR PAYMENT WAS APPROVED

Thank you for your payment. You will receive a confirmation email for your records shortly.

Adding Contact Person

This is the person who will provide entry to the property.

- If it is the borrower, **click on the STAR** above the Borrower's name.
- If it will be someone other than the borrower, enter their information under **"Provide New Contact"** and click **"Create"**

Please designate a primary contact to the order by selecting the star on any valid contact or providing new contact details.

Existing Contacts

☆

Alice Firstimer
Borrower
SSN Uploaded

This is the person who will provide entry to the property.

If it is the borrower, click on the **STAR** where the Borrower is listed.

If it will be someone other than the borrower, enter their information under "Provide New Contact" and click "Create"

Provide New Contact

First Name: Mr

Last Name: Realtor

Role: ▼

Email: Borrower, Coborrower, Buyer Broker, Listing Broker, Other

Work Phone:

Home Phone:

Cell Phone:

Skip Create

Adding Comments

Scroll past Order Details to enter comments related to the order, this can be anything like lock box codes, gate codes, beware of dogs, etc. **Payment must be completed before comments can be entered*

Order Details

Status: AN NI JR

Due Date:

Order Type:

Product Names:

Borrower Payment Option:

Order Fee:

Forms:

Branch Name:

Assigned:

Internal Notes

Internal Notes is a place to store information on a file internally as a team. This is not shared with appraisers.

Create a new note

Manage Message Templates

Appraisal Ordered
Jan 30th 2024 07:41 am

Payment Collected
Jan 30th 2024 07:42 am

You - 01/30/2024 11:39 am

Thank you for the update.

Send

Manage Message Templates

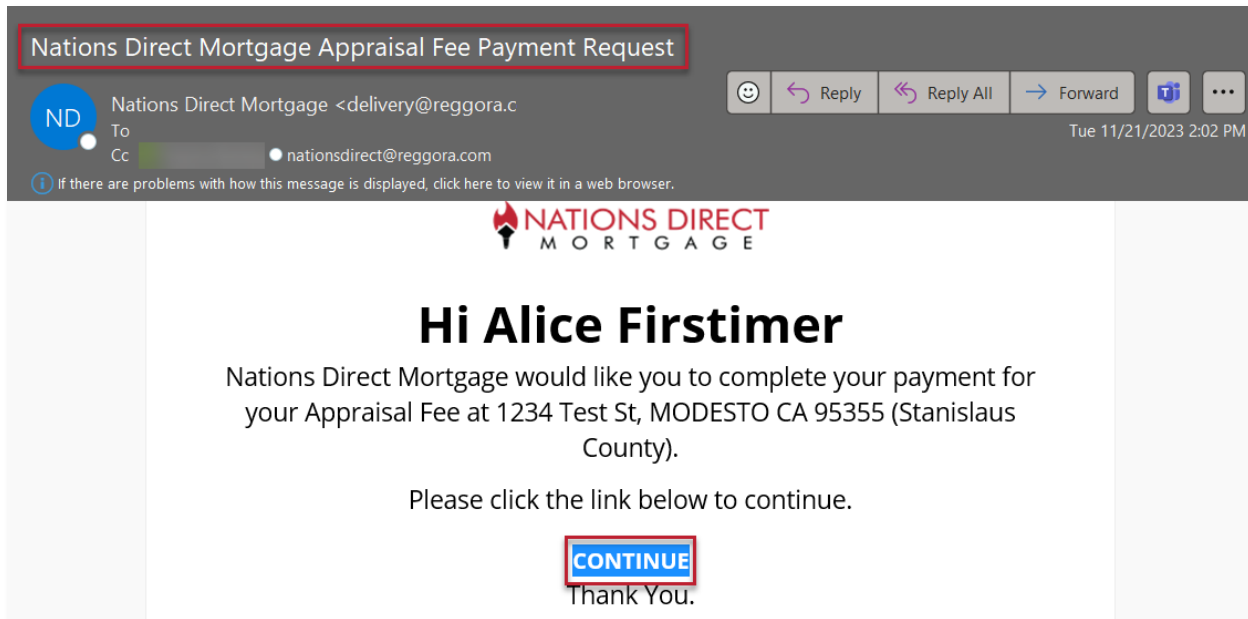
Adding Supporting Documents

PLEASE NOTE: For purchase transactions, you must upload a copy of the purchase agreement in the eVault for delivery to the appraiser. See instructions within the [eVault Documents](#) of this guide.

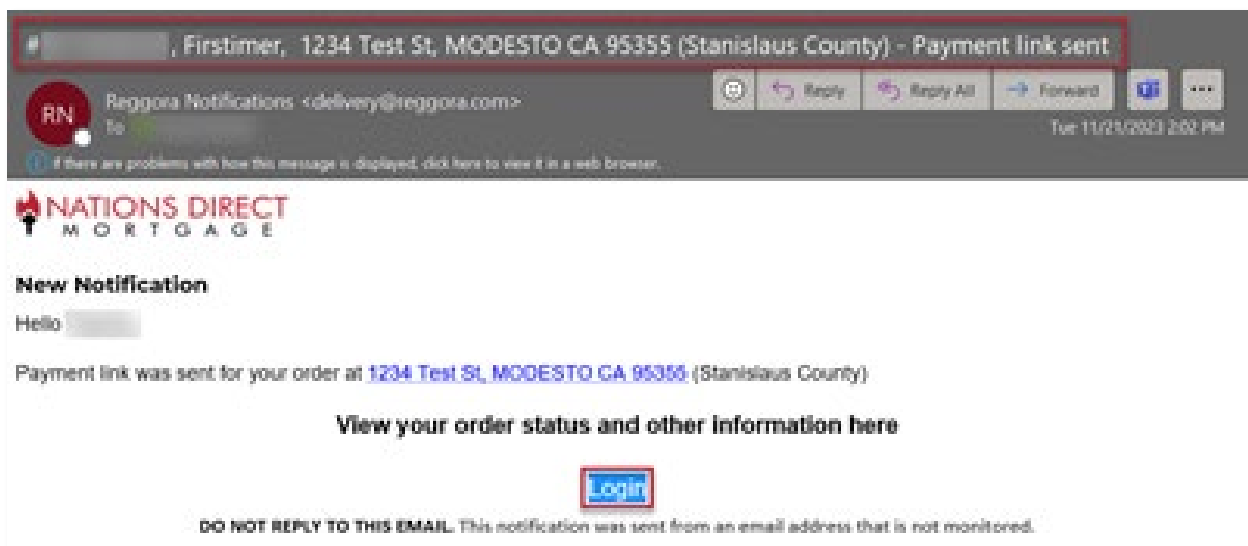
Email Communication

The following actions will take place after you create the order:

The borrower will receive a request for payment, you will be cc'd on this request.



The Broker will receive confirmation of the order with link to access order status and other information.



Borrower's Experience

To assist the borrower with the borrower's experience, we have created an [Appraisal Order Job Aid for Borrowers](#). Within this job aid, we provide instructions on paying for the appraisal and appraisal delivery.

Appraisal Delivery

The appraisal will automatically be delivered to the borrower 24 hours after it has been received.

Once the appraisal has been delivered, a Delivery Status button will appear on the Contact Card. Once you click on it, you will see the status of the Appraisal Delivery to the Borrower.

The screenshot shows the 'Orders / Loan #Spencer Tester' screen. At the top, a progress bar indicates the status: Pending Approval (checked), Waiting for Payment (checked), Finding Appraisers (checked), and Accepted (checked). Below the progress bar, there are five contact cards:

- Test LO** (Loan Officer): Profile button.
- Nations Direct Mortgage AMC Test Account #1** (Appraiser): W: [redacted], Profile button.
- Borrower** (marked with a star): Edit button, [redacted] field, and a **Delivery Status** button highlighted with a red box.
- Coborrower** (marked with a star): Edit button, [redacted] field.
- Create New Contact** button.

If the borrower denies electronic consent, it will appear here, and the appraisal will need to be physically mailed to the borrower. NDM will follow current procedures in providing the appraisal to the borrower physically.

If the borrower does not download the appraisal within 72 hours of being sent, a warning will be provided to ensure we process delivery of the appraisal in a timely manner.

The screenshot shows the 'Delivery of Submission 1' dialog box. It has a blue header bar and a 'Download PDF' button in the top right corner. The main content area lists the following information:

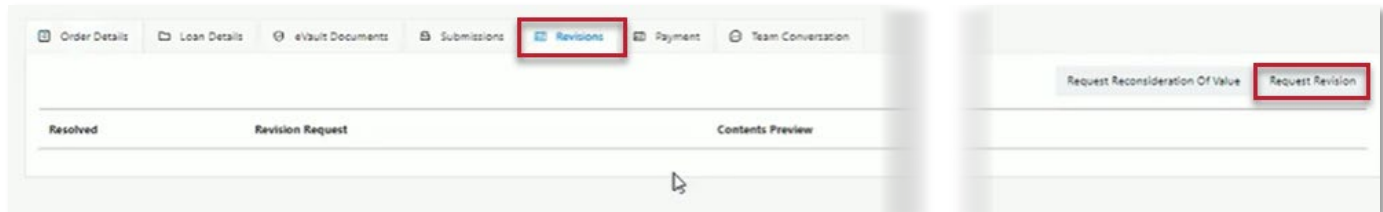
- E-submission Sent :** November 20, 2023 4:43 PM
- Denied Electronic Consent :** Not Provided
- Electronic Consent Accepted :** Not Provided
- Submission Downloaded :** Not Provided
- Mailed Date :** Not Provided
- Mailed by :** Not Provided

A 'Cancel' button is located at the bottom right of the dialog box.

Revision Request

STEP 1

If you need to request a Revision, once the appraisal is delivered there will be a Revision Option within the Appraisal Order section. Click on **Request Revision**.



STEP 2

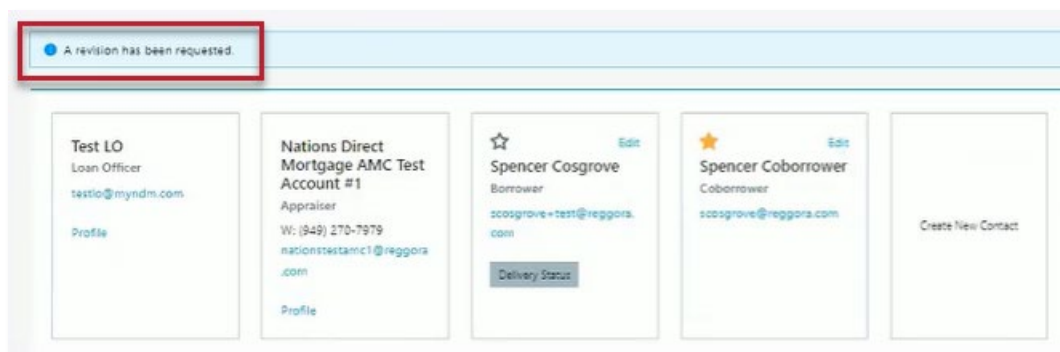
Enter the details needed for the revision.

Any revision request should be partnered with the uploaded document that explains the revision (i.e., purchase agreement addendum).

Refer to the [eVault Documents](#) section on where to upload the documents.

STEP 3

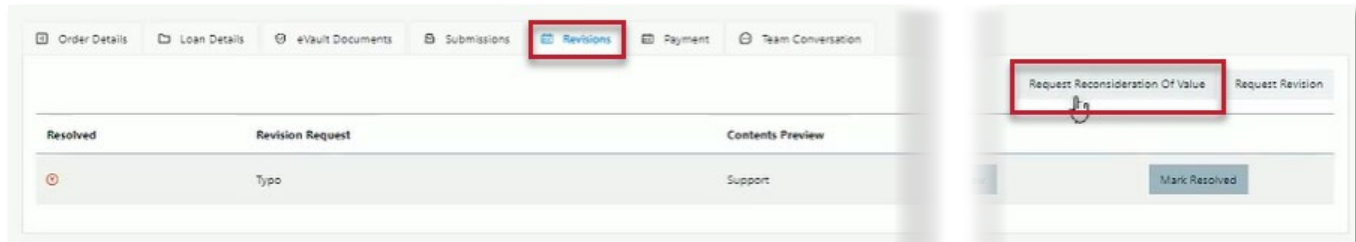
Will show Revision added to Status Bar



Reconsideration of Value

STEP 1

If you need to request a Reconsideration of Value, once the appraisal is delivered there will be a Revision Option within the Appraisal Order section. Click on **Reconsideration of Value**.



STEP 2

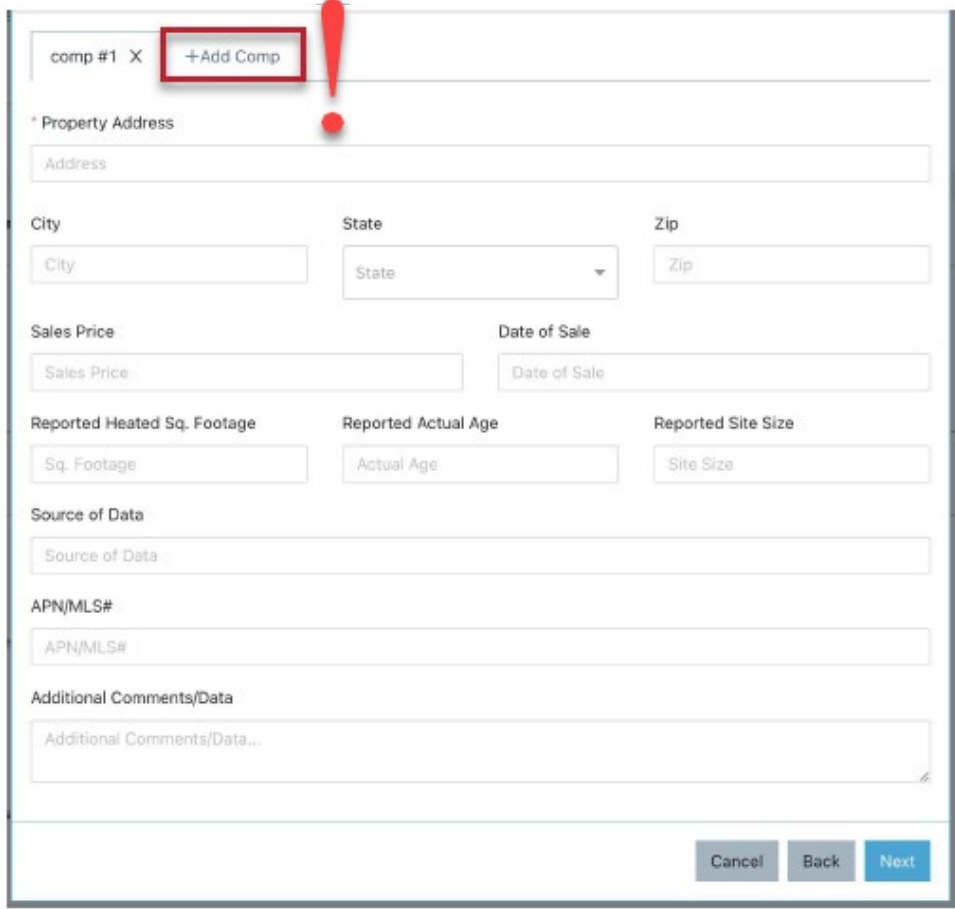
Enter Reason for Reconsideration of Value (ROV)

- Type in Explanation for Reconsideration of Value
- Is ROV Borrower Initiated? If yes, provide [Borrower Initiated ROV Request Form](#)
- Select whether you want to include comparables or not, then click Next

STEP 3

If you chose to include comparables, you will be able to input the relevant comparable information. There is no limit to the number of comps you can provide, but it is recommended that you provide at least 3.

Click on + Add Comp for each additional comparable you would like to provide.
Once all comparables are entered, click Next



comp #1 X **+Add Comp**

* Property Address

Address

City State Zip

Sales Price Date of Sale

Reported Heated Sq. Footage Reported Actual Age Reported Site Size

Source of Data

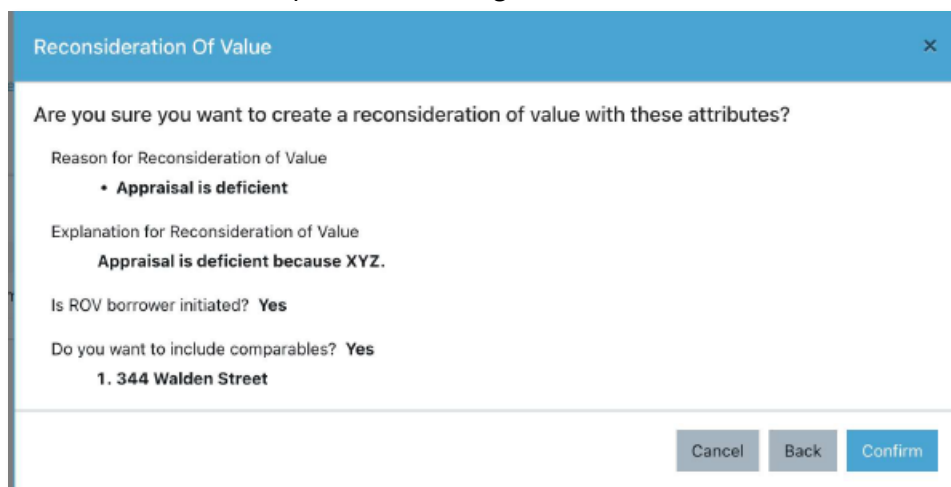
APN/MLS#

Additional Comments/Data

Cancel Back Next

STEP 4

Review the information provided. If it is good, click Confirm.



Reconsideration Of Value

Are you sure you want to create a reconsideration of value with these attributes?

Reason for Reconsideration of Value

- **Appraisal is deficient**

Explanation for Reconsideration of Value

Appraisal is deficient because XYZ.

Is ROV borrower initiated? **Yes**

Do you want to include comparables? **Yes**

1. 344 Walden Street

Cancel Back Confirm

Borrower Initiated Reconsideration of Value

If the borrower would like to request a Reconsideration of Value, they can complete this [Borrower Initiated Reconsideration of Value form](#) and submit to appraisaldesk@myndm.com.

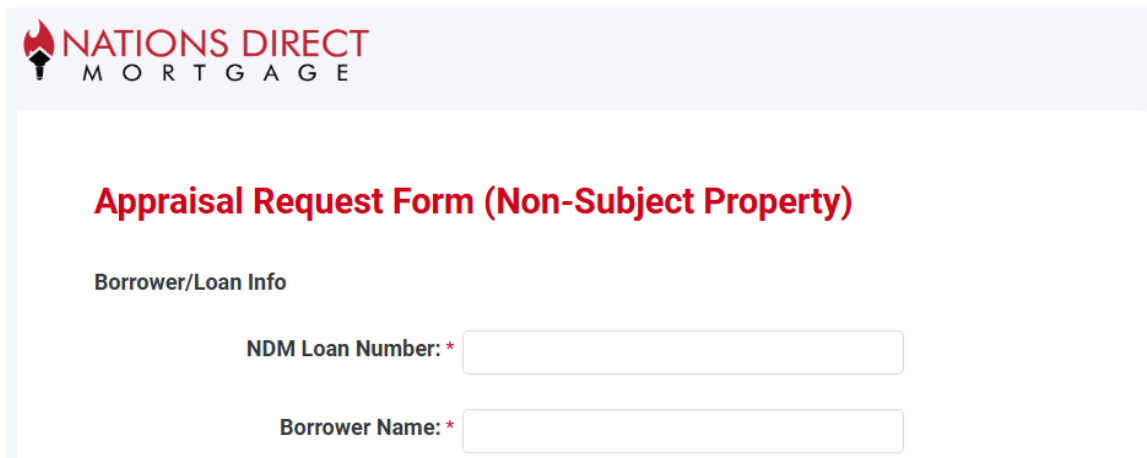
- The request will be sent for approval, and if approved will be ordered through the Reggora system. Once the revised report is received, it will be provided to the Borrower, AE, Broker, and any additional contacts on the loan file.
- If the request is declined, the borrower will receive an email explaining the reason for the denial.

Non-Subject Property Appraisal Order

If you would like to order an appraisal for a property that is not the subject property of the transaction, you can do that by completing the [Non-Subject Appraisal Order Form Online](#).

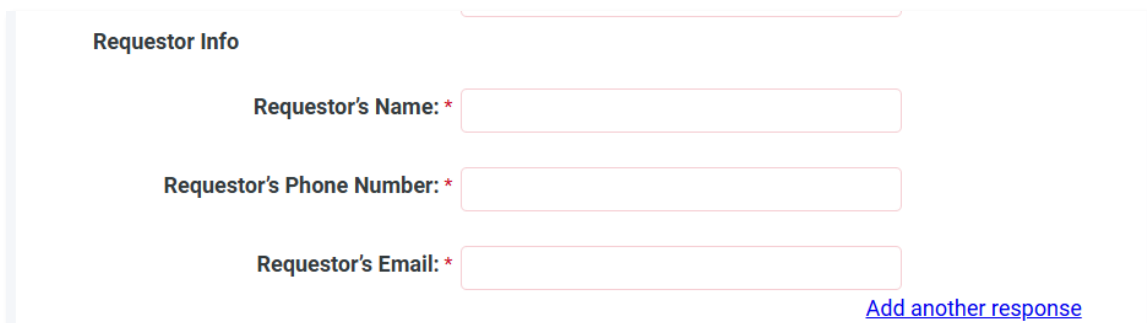
This form includes the following sections that must be completed:

- **Borrower/Loan Information section** – NDM loan number and borrower name



The screenshot shows the top portion of a web form. At the top left is the Nations Direct Mortgage logo. Below it, the title "Appraisal Request Form (Non-Subject Property)" is displayed in red. Underneath the title, the section "Borrower/Loan Info" is labeled. This section contains two input fields: "NDM Loan Number: *" and "Borrower Name: *", both with red outlines and asterisks indicating they are required fields.

- **Requestor Info** – Your name, phone number, and email address



The screenshot shows the bottom portion of the web form. The section "Requestor Info" is labeled. It contains three input fields: "Requestor's Name: *", "Requestor's Phone Number: *", and "Requestor's Email: *", all with red outlines and asterisks indicating they are required fields. At the bottom right of the form, there is a blue link that says "Add another response".

- **Report Request Info** – Property address and report type needed

Report Request Info

Property Street Address: *

City: *

State: *

Zip: *

Report type needed: * 

- **Contact Info** - Person who should be contacted to gain access to the property

Contact Info

Contact Name for Inspection (if required):

Contact Phone Number:

Contact Email:

- **Payment Info** – If the borrower is paying, select Borrower; if the broker is paying, select Broker. A payment link will be sent to the appropriate party

Payment Info

Payment Link* to be sent to: * 

*Payment link will be sent from the Reggora platform
(as is applicable to standard appraisal orders placed with NDM)

- **Supporting Documents** – if there are any documents that need to be provided for the appraisal report, upload them to the request

Securely Upload Supporting Documents

No file chosen

[Upload additional file](#)

- **Notes** – Free form section to provide any information that would be helpful with the appraisal order

Notes

Appraisal Request Form Comments
(500 characters max):

Please share any concerns or questions you may have and include other helpful information that will assist us.

Submit

Once the form is submitted, the request will be sent to appraisalrequests@myndm.com.

Upon completion of the report, it will be uploaded to Encompass and sent to the Broker and AE.

Navigating the Reggora Interface

To access Reggora, you will always log into Loan Manager, go to the loan within the Pipeline, and click on Appraisal Order.

Appraisal Tracker

- **Pending Approval:** The loan file data does not have Intent to Proceed “ITP” or FHA Case Number, if applicable. The order will not advance until the requirements have been met. Once updated within the Loan Operating System (LOS), the Reggora system will be updated accordingly.
 - **Note:** The Broker may pay for the appraisal prior to ITP, but it must be paid by the Broker’s credit card as this information will be tracked to ensure the borrower has not incurred a fee prior to ITP.
- **Waiting for Payment:** The order will move to Waiting for Payment once the payment link has been sent to the borrower. The order will stay in Waiting for Payment until the borrower pays.
- **Finding Appraisers:** The order has been sent to an AMC and is awaiting acceptance.
- **Accepted:** An AMC has accepted the order.
- **Inspection Scheduled:** The AMC has input the inspection date and time. *Quick Tip: On the Orders Page, hover over the Inspection Scheduled status to see the inspection date and time.*
- **Inspection Completed:** The AMC has marked the inspection as complete.
- **Under Review:** The appraisal has been uploaded and being reviewed by NDM.
- **Submitted:** The appraisal report has been uploaded by the AMC.
- **Revision Requested:** A revision has been requested but not yet complete.
- **Revision Submitted:** The requested revision has been submitted – once the revision is approved, the order status will move back to Under Review or Submitted.

Order Details

As you scroll down the screen within the Appraisal Order, you will find the Order Details. This will include specific information related to the order such as the Status, Due Date, if it was ordered as a Rush, what product was ordered, total fees, and the form that is expected.

The screenshot shows the 'Order Details' tab selected in the top navigation bar. The left sidebar contains a red menu with options: Generate Disclosures, Disclosure Tracking, Documents, Conditions, Doc Order, Appraisal Order (highlighted), and Lock Extension Request. The main content area displays the following information:

Status:	Waiting for Payment
Due Date:	11/25/2023
Order Type:	Rush
Product Names:	Uniform Residential Appraisal (1004)
Borrower Payment Option:	Send Payment Link to Borrower Before Ordering
Order Fee:	\$600.00
Additional Fee:	\$100.00 - Rush Fee
Forms:	1004
Assigned:	TB R(TA

Loan Details

The second tab is the Loan Details section which will include the Loan Purpose, Loan Type, Purchase Price, Estimated Value, Number of Units, Occupancy, Contact Name information for Processor, Loan Officer, and the date the Order was Created.

The screenshot shows the 'Loan Details' tab selected in the top navigation bar. The left sidebar is the same as the previous screenshot. The main content area displays the following information:

Loan Purpose:	Purchase	P&S Commitment Date:	
Loan Type:	Conventional	Date Created:	11/21/2023
Purchase Price:	\$120000.00		
Estimated Value:	\$120000.00		
Subject Property Number Units:	1		
Occupancy (P/S/I):	Primary/Residence		
Processor:			
Loan Officer:			

eVault Documents

The third tab is the eVault Documents which is where you will upload the Purchase Contract and any other supporting documentation that is necessary for the appraiser to complete the appraisal.

The screenshot shows the 'eVault Documents' tab selected in the top navigation bar. The left sidebar is the same as the previous screenshots. The main content area displays the following information:

P&S Contract:

Drop files here or click to upload

No files have been uploaded yet. Click the button above to share files with this appraisal firm.

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Team Conversation

The information entered here will be available for all assigned users except the AMC. This is where you can enter information related to the appraisal that you want others to know.

The screenshot shows the 'Team Conversation' tab selected in the top navigation bar. On the left sidebar, the 'Appraisal Order' option is highlighted. The main content area displays a conversation thread with a message from 'You' dated 11/21/2023 4:05 pm, which says 'Sending a Test Note'. A 'Send' button is visible at the bottom right of the message input area. The footer indicates '© 2023 Reggora Inc.' and 'Powered by Reggora'.

Order Timeline

This will give a timeline of the activities that have taken place with a Date and Time Stamp.

The screenshot shows the 'Order Timeline' view. The left sidebar has 'Dual AUS / Order Credit' selected. The timeline displays two events: 'Appraisal Ordered' on Nov 21st 2023 02:01 pm and 'Pending Order Approved' on Nov 21st 2023 02:01 pm. Below these, a message states 'There are no messages for this order yet.' with a prompt to 'Type in the box below and click "Send" to send a message.' The top navigation bar shows 'Filters: Statuses Reminders'.

Orders

To view all the orders in your pipeline, click on the  button in the upper left-hand side of the Reggora Interface contained within Loan Manager.

The screenshot shows the 'Orders' view. The left sidebar has 'Dual AUS / Order Credit' selected. The top navigation bar shows 'Reggora Lender' and 'Nations Direct Mortgage'. The 'Orders' tab is selected, showing a count of 31 orders. Below the tab, the address '# 1234 Test St, MODESTO' is visible. The bottom navigation bar shows 'Order Details', 'Loan Details', and 'eVault' tabs. The footer indicates '© 2023 Reggora Inc.' and 'Powered by Reggora'.

This will show a list of orders in your pipeline including when it was ordered, when it was due and the current status. In addition, there are filters on the left-hand side to help you manage the most time-sensitive information. *Please note: If you flag a loan, it will be flagged for everyone – not just you.*

The screenshot shows the Nations Direct Mortgage app interface. On the left is a sidebar with 'Default Filters' (Unread Messages, No P&S Contracts, Flagged) and 'Custom Filters' (Rush, On Hold, Behind Schedule, Due Soon, ACTION - Requires Att..., ACTION - Requires Ap...). The main area has a search bar and a table of orders. The first order is highlighted with a red 'Rush' tag.

Order ID	Address	Products	Ordered	Due Date	Alerts	Status	CU Scores
	1234 Test St, MODESTO, CA Alice Firsttimer	Uniform Residential ...	11/21/2023	11/25/2023		Waiting for Payment	

Version Control

Date	Version	Section Updated	Approved By
12/11/2023	1.0	Creation of Job Aid	Michael Clary
03/14/2024	2.0	- Added Step 7 and Step 8 to Creating the Appraisal Order - Added Payment Options - Updated information within Borrower's Experience to include link to Appraisal Order Job Aid for Borrowers - Added a note for Reconsideration of Value to ensure the lender knows to add all comps before hitting the "Create" button	Michael Clary
03/25/2024	3.0	Added note related to appraisal orders for departing residence under Creating the Appraisal Order	Michael Clary
08/05/2024	4.0	Added Borrower Initiated Reconsideration of Value and Non-Subject Property Appraisal Order to the Job Aid	Michael Clary