

How To Use Appraisal Firewall

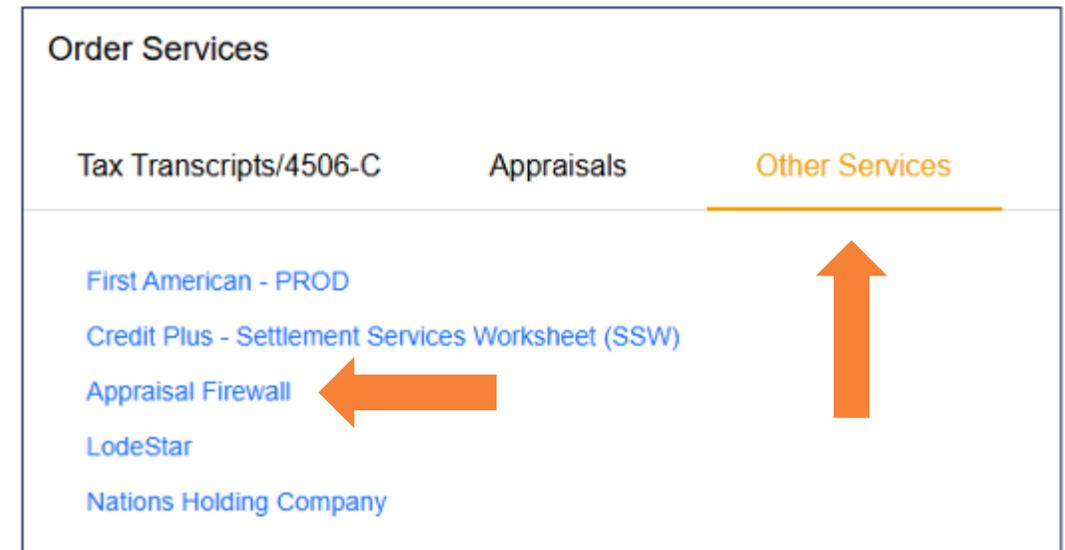


How to Use Appraisal Firewall

Login Into Broker Portal

Before placing an appraisal order through Appraisal Firewall you will need to have a username and password. If you do not already have credentials please click on this [link](#) to create your Community Savings username and password. *If you currently use Appraisal Firewall to order through other lenders, you will still need to click on the [link](#) so Community Savings can be added as an option in your Lender Division.

1. Log into your broker portal and go into the loan you need to order an appraisal for.
2. Select “Order Services” on the left side
3. Click on the “Other Services” option and select Appraisal Firewall



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Login Into Broker Portal (Cont.)

4. Sign in with your Appraisal Firewall credentials already created using the steps above.
5. Select Order type of Residential

Sign In

@ User

🔒 Password

Remember Me

[forgot password?](#)

[create new account!](#)

SIGN IN

Version: 1.25.02.13169, Date Deployed: 25.02.13.16.9

Choose Order Type

Please choose an order type.

Residential Valuation Scorecard

Sign In

@ dmullen@mycommunitysavings.i

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Assigning User(s)

6. If you have the lender division option in the upper left corner, click on Community Savings to ensure the order is placed under the correct lender.
7. Your user will automatically be assigned to the file. If you need to add additional users they will need to have created an account. (You may not have the option to add additional users, please reach out to your Junior Underwriter if additional users need access to this order.)
8. Ensure the Intent to Proceed signed date is entered, the Intent to Proceed (initial disclosures) **MUST BE SIGNED** prior to ordering the appraisal.

The screenshot displays the 'LOAN' interface. In the top left, a dropdown menu labeled 'Lender Division' is highlighted with a red box, and an orange arrow points to it. Below this is a list of 'Available Users*' with names like ASISH JOSEPH, Carol Le Borgne, and Danielle Mullen. On the right side, there are input fields for 'Borrower's First Name*', 'Last Name*', 'Borrower's Email*', and 'CoBorrower's Email'. Below these are radio buttons for loan types (Cash, FHA, FHA Flip, VA, USDA, Jumbo) and a 'Loan Purpose*' dropdown set to 'Purchase'. At the bottom right, the 'Intent to Proceed Data*' field is highlighted with a red box, with other fields for 'Sales Price', 'Estimated Closing Date', and 'Investor' visible next to it.



Adding Contact Info

- The property address will pull into the order from the loan application. Add the access contact name, phone, email and how they are associated with the transaction. This will be who the appraiser should call to schedule.

The screenshot displays a web form titled 'PROPERTY' with a minus sign icon. The form is divided into several sections:

- Property Address*:** A text input field containing '5 LILY DRIVE'.
- City*:** A text input field containing 'SOUTH SETAUKET'.
- State*:** A text input field containing 'NY'.
- Zip*:** A text input field containing '11720'.
- County*:** A text input field containing 'SUFFOLK'.
- CONTACT TO ACCESS PROPERTY:** A section header highlighted with a red rectangular box.
- Contact Name* (blank = borrower):** A text input field.
- Contact is*:** A dropdown menu with 'Realtor' selected.
- Phone*:** A text input field.
- Cell:** A text input field.
- Email*:** A text input field with a red '...' icon on the right.
- PROPERTY IS:** A dropdown menu with 'Select property classifications' selected.
- Parcel Number:** A text input field.
- Property Description/Instructions:** A large text area.



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Appraisal Form Type

10. Select your Appraisal Form type from the drop down menu, if additional addendums are needed, select which forms are being added.
11. If the transaction is a purchase, attach the purchase contract.
12. Then select the payment method from the drop-down

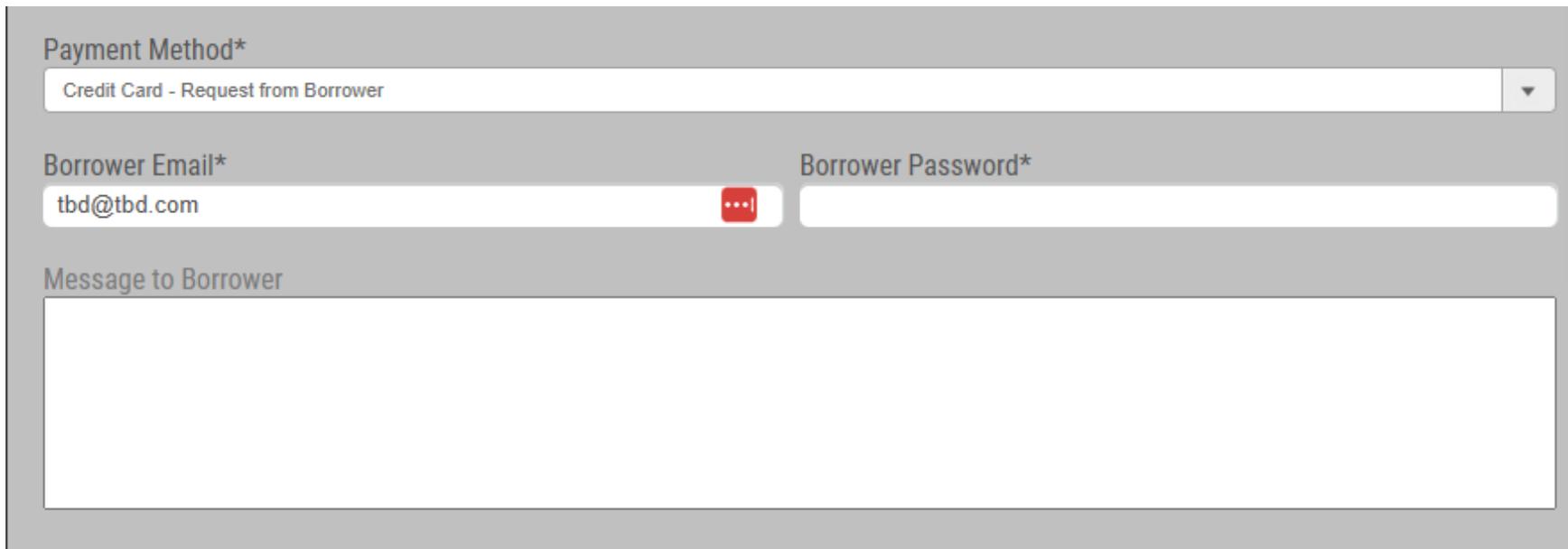
The screenshot shows a web form titled "ORDER" with a dark header. The form is divided into several sections:

- Appraisal Type*:** A dropdown menu with "Choose" selected. This field is highlighted with a red box.
- Addendums:** A list of three items with radio buttons:
 - 1007 - Single Family Comparable Rent Schedule
 - 1073A - Analysis of Annual Income and Expenses - Operating Budget
 - 216 - Operating Income Statement
- Payment Method*:** A dropdown menu with "Choose" selected. This field is highlighted with a red box.
- Date Required:** A text input field.
- Special Requirements:** A checkbox labeled "Certified Appraiser Required".
- Attachment Section:** A red box highlights a "+ ADD ATTACHMENT" button, the word "Or", and a "Drag File(s) Here" area. Below the button, it says "(P&S is required for purchase loan)".



Sending Payment Link

13. If you are wanting to send a payment link to the borrower, select Credit Card -Request from Borrower. Their email will pull from the top of the order form so make sure this the correct email where the payment link should be sent. Then set a password for them, they will use this password to access the payment link.



The screenshot shows a form with the following fields:

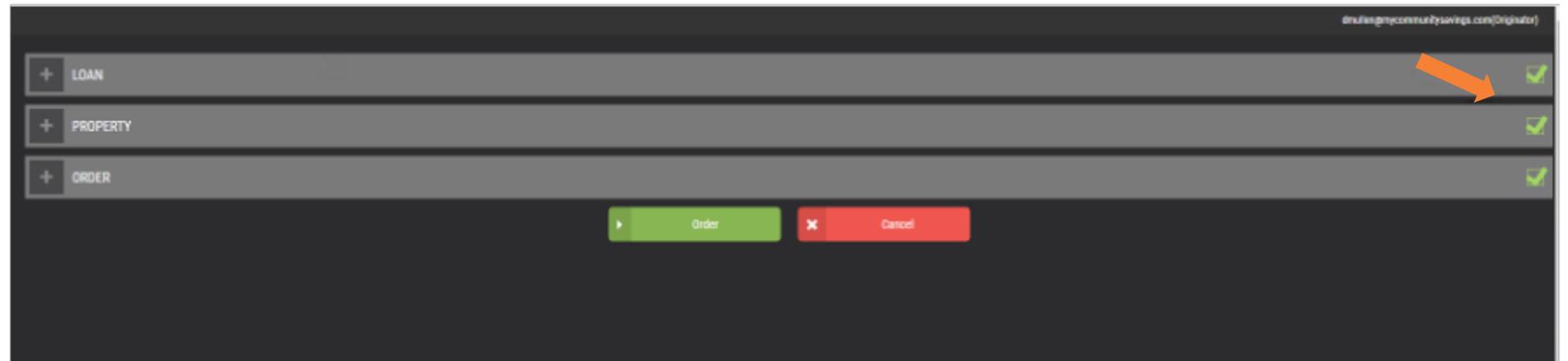
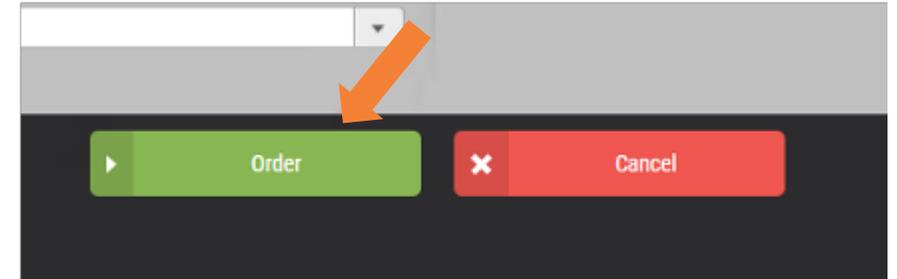
- Payment Method***: A dropdown menu with the selected option "Credit Card - Request from Borrower".
- Borrower Email***: A text input field containing "tbd@tbd.com".
- Borrower Password***: A text input field that is currently empty.
- Message to Borrower**: A large, empty text area for sending a message.



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Order

14. Once all required information has been input the green Order button will be available.
15. If the order button is greyed out you are missing some information above. Ensure that each section shows a green checkmark in the upper right corner. If a section does not have a green checkmark, there is a required field that is blank.



Placement of Order

16. Once the order is placed you will receive email communication along the process, you can view all appraisal information anytime by going back to the Appraisal Firewall link in Other Services and logging in.

If the borrower needs assistance making their payment you can provide them with this guide. – [Borrower Payment Guide](#)



Contact us to learn more!

If you have any questions, please reach out to your Junior Underwriter for assistance.

