



## WEBSITE INSTRUCTIONS FOR CLIENT USERS

These instructions will guide ACCUSURED MANAGEMENT clients through our website. From retrieving appraisals, invoices, compliance certificates, to ordering final inspections, appraisal reviews and re-certifications of value.

1. First start by accessing our website, [www.accusured.com](http://www.accusured.com).
2. Select **LOG-IN** at the very top right hand corner of the page. This will bring you to the screen where you can login for existing users, with your current email address and password. If you do not have a username and password, you can call our office and get set up with us.
3. This will take you to your user **Dashboard**. From here you can view your open orders, completed orders, orders that have correction requests, etc. You can also search for any order, on the left hand side, by File ID, Loan Number, Borrower, Address, etc. From your Dashboard, you can check the status of open orders, upload documents to open orders, email our office directly with important information, delay or even cancel the order. You can also sort orders by any of the fields, listed, by clicking on that field header name, such as, Company, Loan Number, Date Received, or Due Date, etc.

The screenshot shows the Accusured Management website dashboard. At the top left is the company logo. Below it is a navigation menu with 'HOME', 'USERS', and 'REPORTS'. The main content area is titled 'Appraisal Dashboard' and 'New Appraisal Order'. On the left, there is a 'Company Contact' section with address and phone information, and a 'Find Appraisal' section with search fields for File ID, Loan #, Borrower, Address, Company, Processor, and Priority, along with a 'Search' button. A red arrow points to the search form. On the right, there is a user profile for 'Stallings, Stephanie' and a link to 'ALL PENDING ORDERS'. Below that is a table header with columns: Send, Msg, File ID, Company, Form Type, Loan #, Docs, Rec, Insp, Due, Address, Borrower, Loan Officer, Loan Processor, Appraiser, Status.

- If you need to view an order that you aren't personally assigned to you can change users, by selecting the user dropdown box and select **Any User, Any Branch or All Company**. This will give you access to every appraisal we have done for FBC. You can then search for the order by File ID, Loan #, Borrower or Address, etc.

HOME USERS REPORTS

Appraisal Dashboard New Appraisal Order

Welcome Stephanie Stallings

**Company Contact**

Accusured Management, LLC  
195 Wekiva Springs Rd, Ste 103  
Longwood, FL 32779

Phone: 321-972-8273  
Email: [orders@accusured.com](mailto:orders@accusured.com)

**Find Appraisal**

File ID:

Loan #:

Borrower:

Address:

Company:

Processor:

Priority:

Stallings, Stephanie

Send Msg File ID Company Form Type Loan

- For underwriter revisions or additional information needed on appraisals, you can find the specific order and double click on the File ID number to open it up. Here you can scroll to the bottom of the order and type in the additional requests, underwriting conditions or any notes you may need to send us.

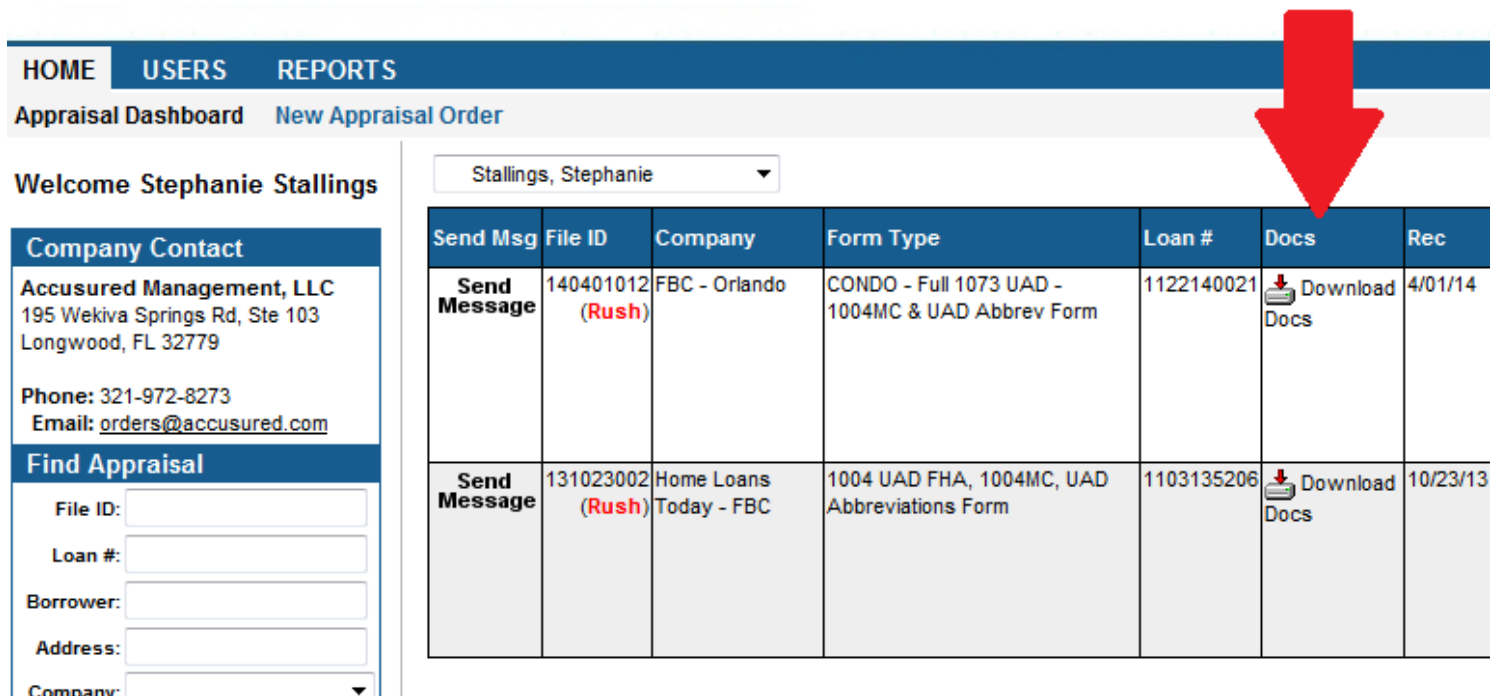
6. If you need to order a Desk or Field Review, Final Inspection, Recertification of Value or Value Reconsideration, those items are listed at the top of the open order. When selecting final inspections, desk or field reviews, or recertifications of value, you will need to place new due dates and payment options, with pertinent information. For Value Rebuttals, please input all information that should be reconsidered by the appraiser, such as other recent sales not chosen or incorrect information on the appraisal.

LOG OUT



**COMPLETED ORDERS**

Address	Borrower	Loan Officer	Loan Processor	Appraiser	Status	Associated Services
10236 Regal Oaks Drive #C Dallas, TX 75230	Morales, Janice Denise denise.e.morales@gmail.com	Swann, Darin	Anderson, Michelle	Bonner, Clay <b>Crosstown Appraisals</b>	Completed	<ul style="list-style-type: none"> <li>● Order Appraisal Review</li> <li>● Order Final Inspection</li> <li>● Reconsideration of Value</li> <li>● Order Recertification of Value</li> </ul>
50 Bonita Rd Debarry, FL 32713	Earley, Tammy	Eelman, Tony	Stallings, Stephanie	Tuttle, Ken <b>Residential Appraisal Associates</b>	Completed	<ul style="list-style-type: none"> <li>● Order Appraisal Review</li> <li>● Order Final Inspection</li> <li>● Reconsideration of Value</li> <li>● Order Recertification of Value</li> </ul>

- Once appraisals are completed, you will receive an email notification, alerting you that it has been completed. You can open your dashboard and find that specific file. From here you can click the **DOWNLOAD DOCS** button, which will take you to the appraisal, invoice and compliance certificate.



The screenshot shows a web dashboard with a navigation bar containing 'HOME', 'USERS', and 'REPORTS'. Below the navigation bar are links for 'Appraisal Dashboard' and 'New Appraisal Order'. A user profile section for 'Stallings, Stephanie' is visible. On the left, there is a 'Company Contact' section for Accusured Management, LLC, including address, phone, and email. Below that is a 'Find Appraisal' section with input fields for File ID, Loan #, Borrower, Address, and Company. The main content area features a table with the following data:

Send Msg	File ID	Company	Form Type	Loan #	Docs	Rec
Send Message	140401012 (Rush)	FBC - Orlando	CONDO - Full 1073 UAD - 1004MC & UAD Abbrev Form	1122140021	 Download Docs	4/01/14
Send Message	131023002 (Rush)	Home Loans Today - FBC	1004 UAD FHA, 1004MC, UAD Abbreviations Form	1103135206	 Download Docs	10/23/13

If you have any questions, please feel free to give us a call and we will be happy to go over these instructions.

Thank you again for choosing Accusured Management and we look forward to exceeding your expectations!