APPRAISER LOGIN INSTRUCTIONS

1. Visit Accusured Management, LLC.'s website at www.accusured.com.
2. In the upper portion of the webpage, you will need to login by selecting **USER LOGIN**
3. Type in your username and password, which will be your email address and your password.
4. You will be re-directed to Accusured's Dashboard site, which is where you will automatically see, all of your open orders. You can also search for all appraisals by File ID, Borrower Name, Address, etc.
5. When you receive an open order, you will need to Accept, Accept with Conditions or simply Decline the appraisal request.
6. If you accept the appraisal, **please print out the appraisal assignment order**. It will have all of our lender guidelines, for what is required on every appraisal. These guidelines are very important and need to be reviewed by the appraiser, prior to sending in a completed appraisal report. If the items on the guidelines are not followed, this will result in delayed turnaround times and will affect your status and could have an effect on your ability to receive future orders from us.
7. If you Accept the order, you are required to call the point of contact, within 24 hours, to try to schedule the appraisal appointment. Failure to attempt appraisal scheduling, within 24 hours, will affect your status and could have an effect on your ability to receive future orders from us.
8. Once the appraisal appointment has been scheduled, you will need to update the website, with the inspection date. Failure to update the website, will affect your status and could have an effect on your ability to receive future orders from us.
9. When the appraisal report is completed, you will need to upload the appraisal, in PDF and XML formats, without your invoice. Do not attach the invoice to your completed appraisal. Our software will automatically configure invoices for you. Once the appraisal PDF and XML forms have been uploaded, it will move the order assignment into our QC department. You will see it on your Dashboard, in the QC Review Section. If you do not have an appraisal in XML format, please select Final Inspection for the appraisal form type. This will allow you to upload the completed appraisal without the XML form.
10. Once the appraisal has been reviewed by our QC Department, it will be completed and moved to your Completed Appraisal Section.

If you have any further questions or encounter any problems, please give us a call. Thank you again and we look forward to working with you!