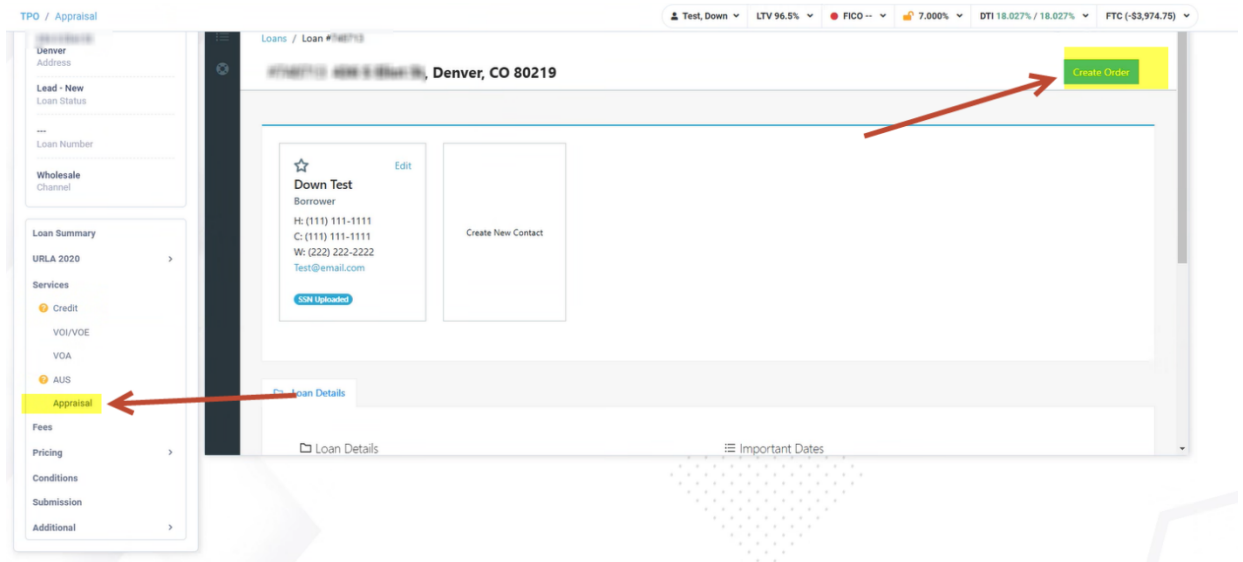


FOLLOW THE ESTABLISHED PROCESS FOR ORDERING APPRAISALS VIA THE DASH PORTAL

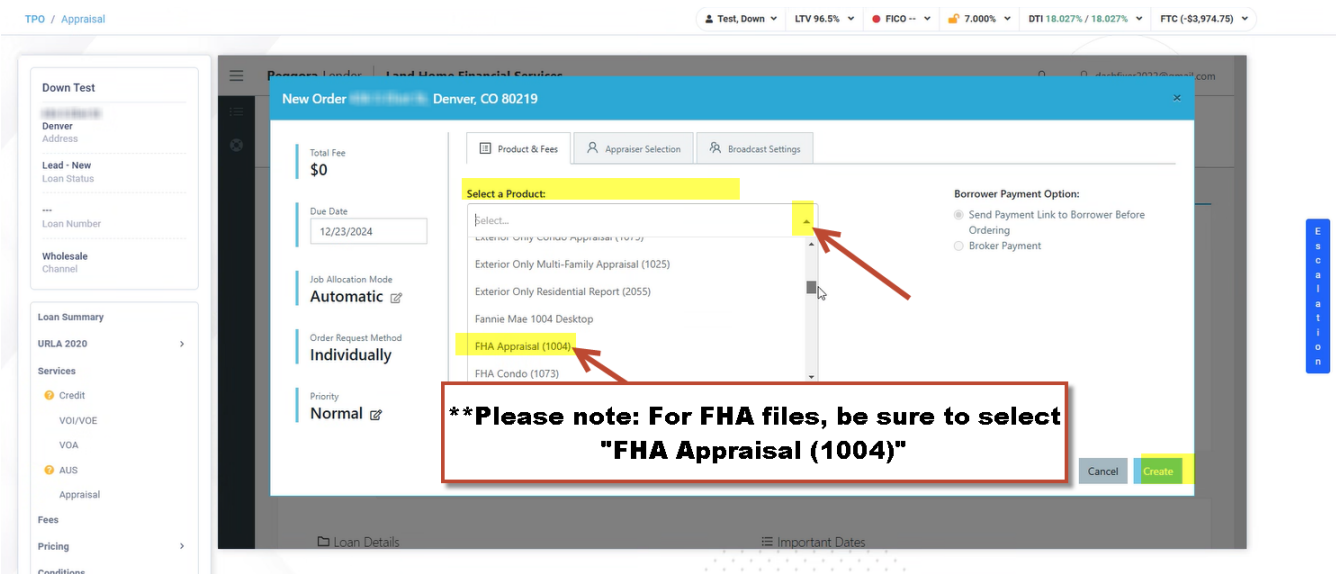
LOCATE LOAN IN THE DASH PORTAL:

1. Select **Appraisal** from the menu bar on the left.
 - Selecting **Appraisal** will take you to the Reggora platform.
2. Click on **Create Order**



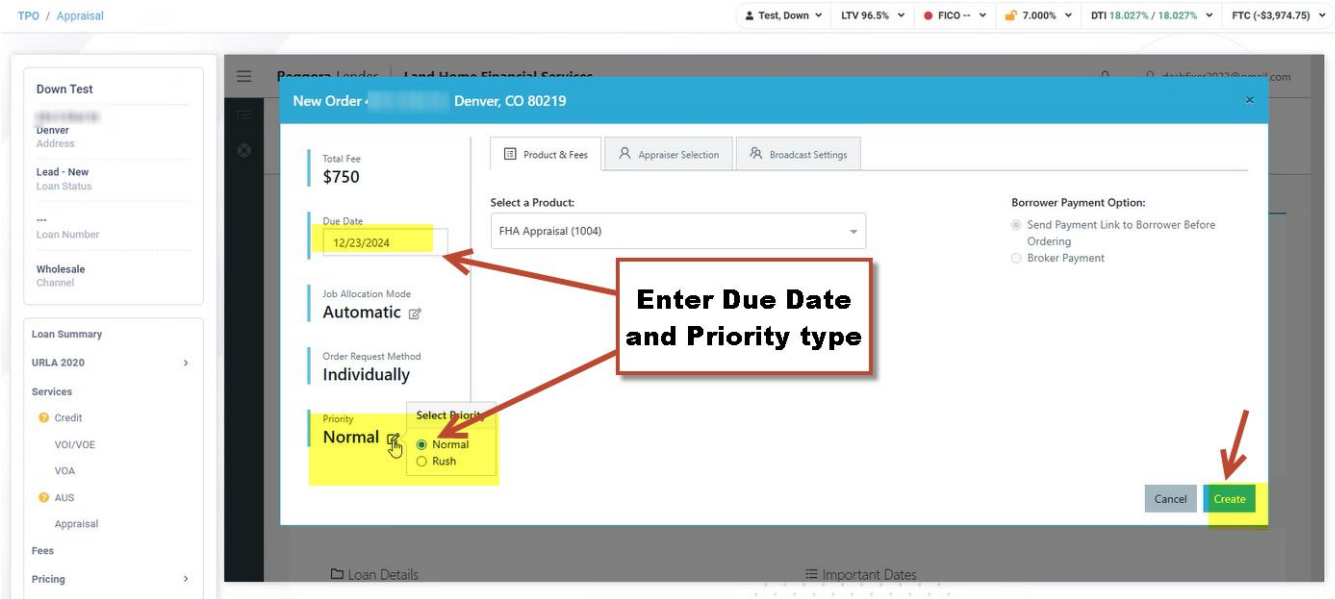
3. Select a Product

- Click the triangle to open the dropdown menu and choose a product.
- Please note: For FHA files, be sure to select “FHA Appraisal (1004)”



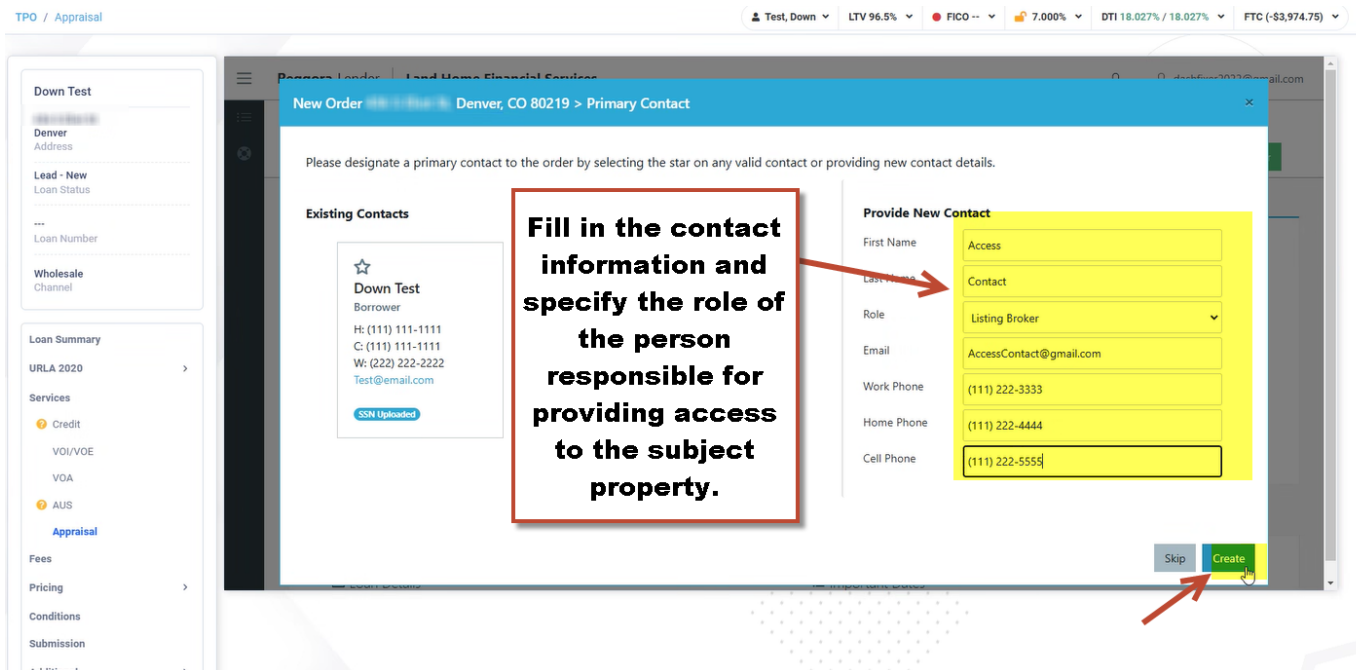
4. Set Due Date and Priority:

- On the left-hand side, select your **Due Date** and **Priority** type (Normal or Rush).
- Once your selections are made, click **Create**.

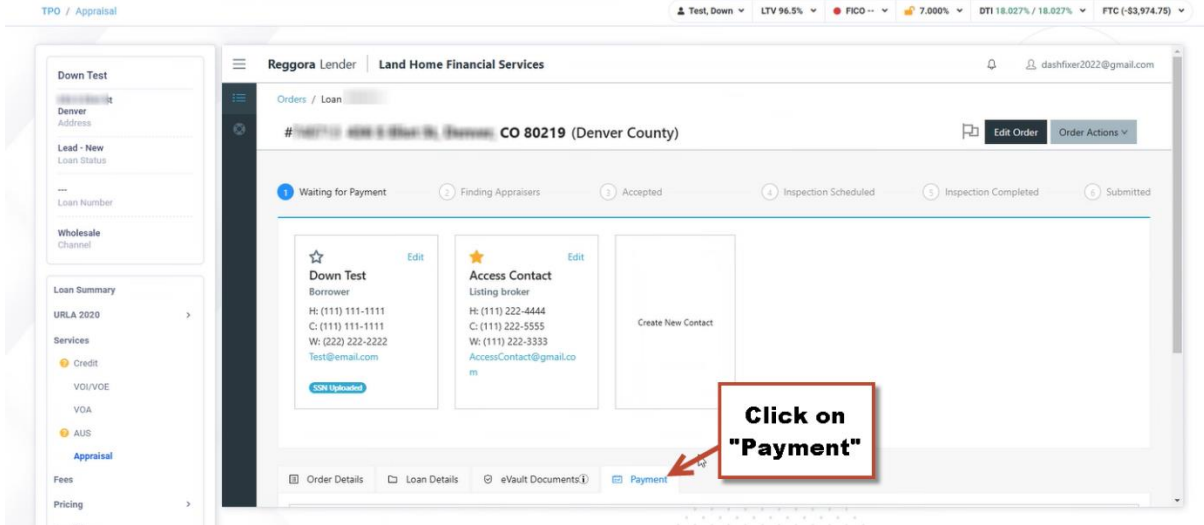


5. Complete Contact Information

- Fill in the contact details and specify the role of the person responsible for providing access to the subject property.

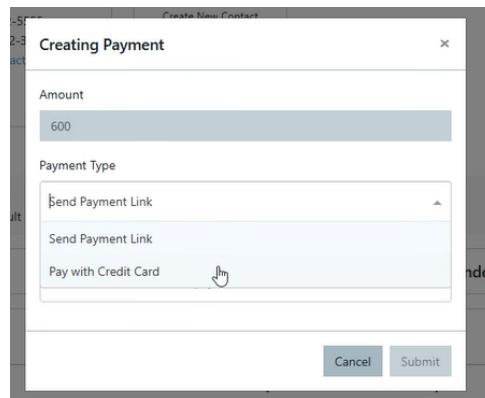


6. Navigate to the **Payment** tab:

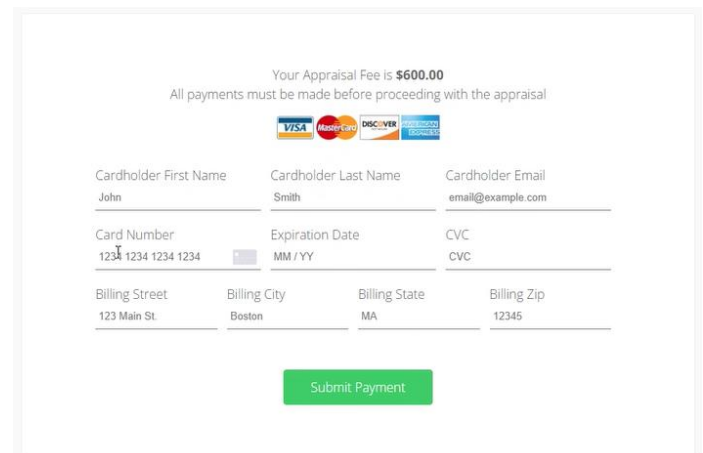


7. Create **Payment Information**:

- There are two choices:
 - ✓ **Send Payment Link** to Borrower
 - ✓ **Pay with Credit Card**

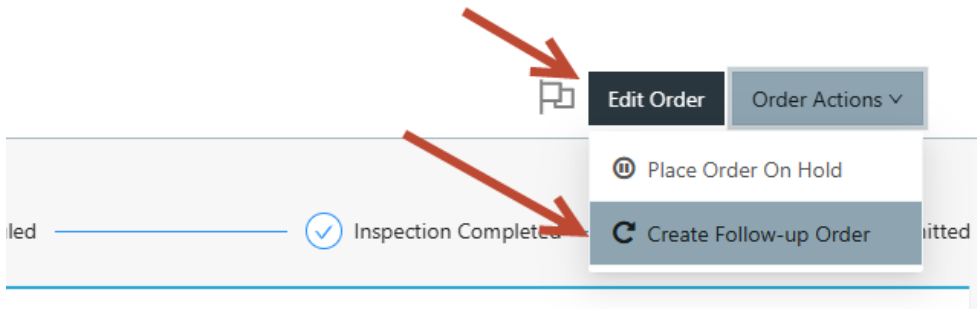


8. If selecting **Pay with Credit Card**, complete **Payment Information** and finalize the credit card payment process.



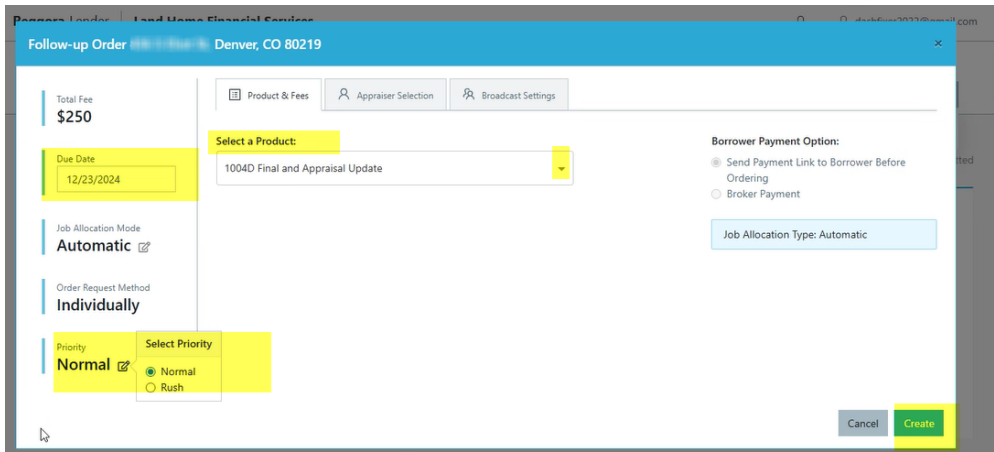
NEED TO ORDER 1004D?

1. Click on **Edit Order** and select **Create Follow-up Order**

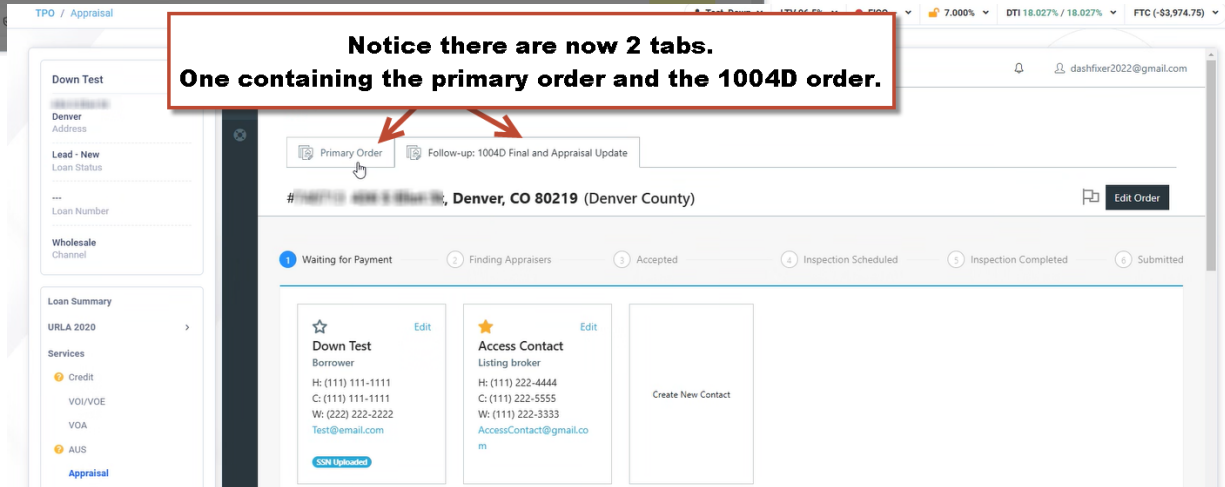


2. Select the 1004D product:

- Click the triangle to open the dropdown menu and choose the 1004D product.
- On the left-hand side, set your **Due Date** and **Priority** type (Normal or Rush).
- Once your selections are made, click **Create**.

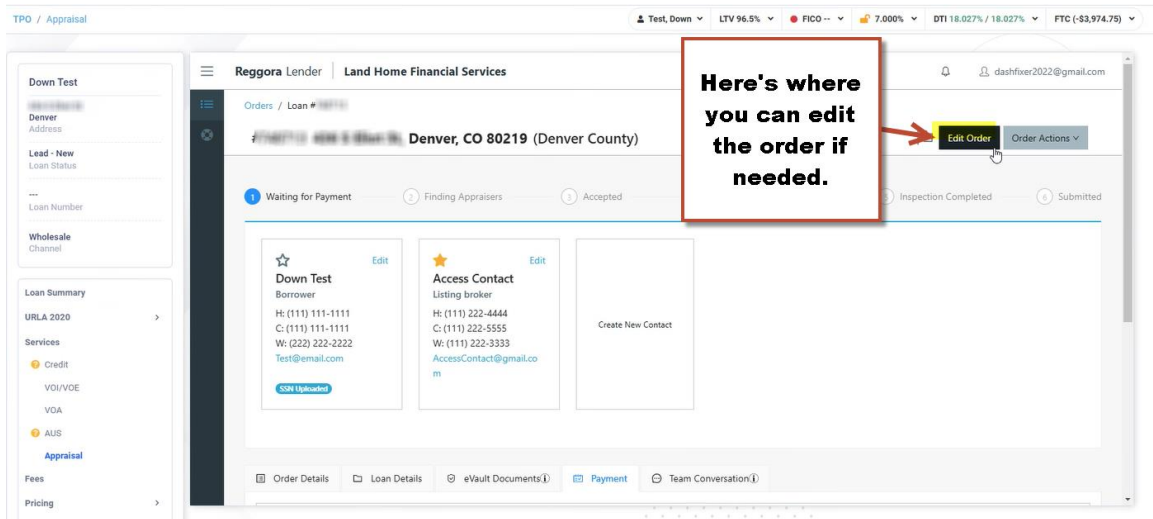


**Notice there are now 2 tabs.
 One containing the primary order and the 1004D order.**



NEED TO MAKE AN EDIT TO THE ORDER?

Navigate to the existing order and update necessary fields.



Repeat the payment process outlined above to ensure the changes are properly processed.

Any questions, please contact your Account Executive,
Wholesale Support at Support@LHFSWholesale.com, or
(800) 398-0865 regarding any questions.