

# 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

TPO / Appraisal		🛔 Test, Down 👻	LTV 96.5% ¥	• FICO 👻	🖌 7.000% 🗸	DTI 18.027% / 18.027% 👻	FTC (-\$3,974.75) 👻
Denver Address	<ul> <li>Loans / Loan # and a provide the second secon</li></ul>					Crea	ate Order
Lead - New Loan Status							
Loan Number							
Wholesale Channel	Edit Down Test Borrower						
Loan Summary URLA 2020	H: (11) 111-1111 Create New Contact C: (11) 111-1111 Create New Contact W: (22) 222-2222						
Services	Test@email.com						
Credit VOI/VOE							
VOA O AUS							
Appraisal	Con Details						
Fees	, Dan Details	:= In	portant Date				Ţ
Pricing	> Loan Details						
Submission							
Additional	·						

#### 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)"

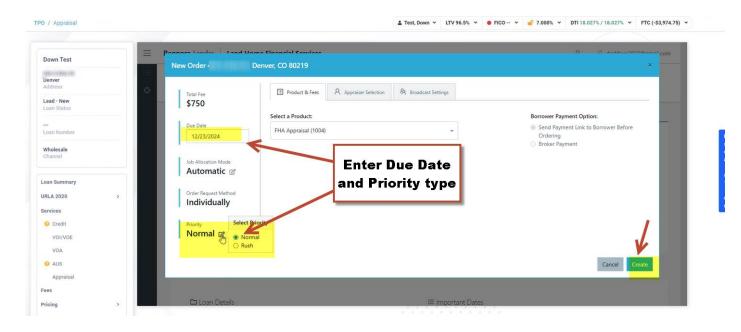
TPO / Appraisal		🚨 Test, Down 👻 🛛 L	TV 96.5% 👻 🕒 FICO 👻 🚽 7.000% 👻 DTI 18.027% / 18.027% 👻 F	TC (-\$3,974.75) ¥
Down Test	Parmers Londer Land Home El		0 0 dataseuronom	Server nell com
Denver Address Lead - New Loan Status	Total Fee	Product & Fees Appraiser Selection R Broadcast Settings Select a Product:	Borrower Payment Option:	
Loan Number Wholesale	Due Date 12/23/2024	Belect exterior only consol hyperesen (1015) Exterior Only Multi-Family Appraisal (1025)	Send Payment Link to Borrower Before Ordering     Broker Payment	Esc
Channel Loan Summary	Job Allocation Mode	Exterior Only Residential Report (2055) Fannie Mae 1004 Desktop		a I a t
VRLA 2020 Services	Order Request Method Individually Priority	FHA Appraisal (1004) FHA Condo (1073)		o n
VOI/VOE VOA O AUS	Normal 😰 🔸	Please note: For FHA file "FHA Appraisal"		te
Appraisal Fees				
Pricing >	🗅 Loan Details		ortant Dates	

LHFS ORDERING APPRAISAL THROUGH DASH 12/16/2024



#### 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.

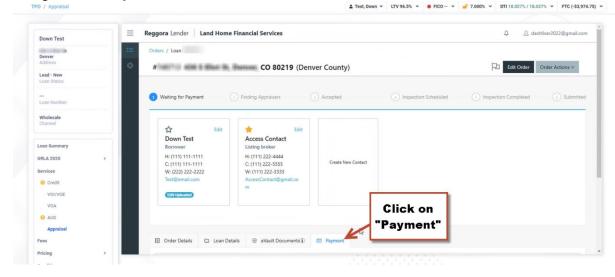
n Test	New Order Der	Ner, CO 80219 > Primary Contact		0 0 dathEuro2002Comail.com
er ISS				
- New	Please designate a primary cor	ntact to the order by selecting the star on any valid contact o	or providing new contac	t details.
	Existing Contacts	Fill in the contact	Provide New 0	Contact
Number			First Name	Access
sale	☆ Down Test	information and	Last Minnie	Contact
	Borrower	specify the role of	Role	Listing Broker
immary	H: (111) 111-1111 C: (111) 111-1111	the person	Email	AccessContact@gmail.com
020 >	W: (222) 222-2222 Test@email.com	responsible for	Work Phone	
s	SSN Uploaded	providing access		(111) 222-3333
edit		to the subject	Home Phone	(111) 222-4444
DI/VOE			Cell Phone	(111) 222-5555
s		property.		
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				Skip Create
> <b>-</b>	Louir Dotaib			7
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6. Navigate to the **Payment** tab:



- 7. Create Payment Information:
  - There are two choices:
    - ✓ Send Payment Link to Borrower
    - ✓ Pay with Credit Card

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ayment Type		
Send Payment Link		^
Send Payment Link		
Pay with Credit Card	)	

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

All pa	yments mu		le before proceed	-	he appraisal
Cardholder First N John	ame	Cardhold Smith	er Last Name		nolder Email @example.com
Card Number 1231 1234 1234 1234		Expiration MM / YY	n Date	CVC cvc	
Billing Street 123 Main St.	Billing Boston		Billing State MA	Ê	Billing Zip 12345

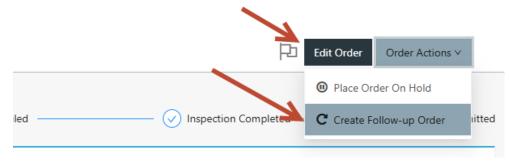


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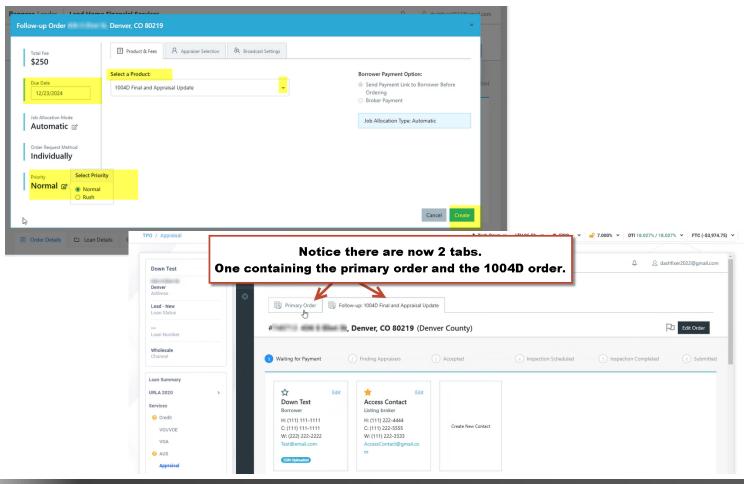


### **NEED TO ORDER 1004D?**

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**.





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### NEED TO MAKE AN EDIT TO THE ORDER?

Navigate to the existing order and update necessary fields.

Down Test	Reggora Lender   Land Home Fir	nancial Services	Here's where	டி பி dashfixer2022@gmail.com
Denver Address	Crders / Loan #	enver, CO 80219 (Denver Coun	you can edit	
ead - New oan Status 		Finding Appraisers 3 Accepted	needed.	) Inspection Completed 6 Submitted
oan Number Vholesale Jhannel	☆ Edit	🛨 Edit		
an Summary	Down Test Borrower H: (111) 111-1111 C: (111) 111-1111	C. (111) 222-3333	New Contact	
vices Credit	W: (222) 222-2222 Test@email.com	W: (111) 222-3333 AccessContact@gmail.co m		
RLA 2020 > rrvices 0 credit VOI/VOE VOA 0 AUS Appraisal	W: (222) 222-2222	AccessContact@gmail.co		

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

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



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