

How to Manage Your Appraiser Panel and Expand Coverage with the My Appraisers and Panel Builder Screens

Use the **My Appraisers** link to add and edit your panel of appraisers. You can also locate, review and add appraisers to your panel that are in Appraisal Firewall but not currently a part of your panel, as well as setup out-of-area coverage for situations where appraisers you do business with are scarce.

My Appraisers

My Appraiser Panel is your list of active appraisers that can receive orders. Search for appraisers in your panel, plus edit coverage areas, qualifications and other appraiser data from the links at the bottom of each appraiser entry.

The screenshot shows the 'Appraisers' management interface. At the top, there are tabs for 'My Appraisers' and 'Panel Builder', and a 'Done' button. Below the tabs are two radio buttons: 'My Appraiser Panel' (selected) and 'My Out of Area AMC'. The main area displays a list of appraisers. Each entry includes an email address, name, phone number, address, and a 'Statistics' section showing the number of panels and orders assigned. Callout boxes provide instructions: one points to the 'My Appraiser Panel' radio button, another to the 'My Rotation' link, a third to the search bar at the bottom, and a fourth to the 'Statistics' section.

Appraiser	Status	Panels	Orders
appraiser2@af.com Charles Smith Charles Smith Appraisal Service 123 Spokane WA 99223	Active	4	47
Trueappraisals@af.com Tina Thompson Interceptor Spokane WA 99223	Active	1	10

My Out of Area AMC lets you automatically assign orders to an AMC when they cannot be routed to an appraiser on your panel due to location or qualifications. Enter the AMC's email address that you have been given by Customer Service. When a user places an order that cannot be routed to an appraiser on your panel, the order will be automatically routed to this Out of Area AMC. If no Out of Area AMC is entered, you can manually assign orders to an AMC using the Assign Appraiser feature after an order has been placed. You can only designate one AMC as your out-of-area solution.

Appraisers Done

My Appraisers **Panel Builder**

My Appraiser Panel My Out of Area AMC

Out of Area AMC Email Add

		Statistics	
MDA AMC		Panels	2
MDA AMC		Orders	0
Spokane	WA	99203	
Profile			Remove

Lenders who have local appraiser relationships may still want orders outside of their appraiser panel region to be handled by an AMC.

Please enter the email address of your Out of Area AMC or leave it blank if you want to manually place the order with an appraiser for out of area orders. You can have only one Out of Area AMC.

Click to view/add an out of area AMC.

Enter the email of the AMC and click **Add**.

Panel Builder

Use the **Panel Builder** tab to add appraisers to your appraiser panel. The tab is broken down into three sections.

Use the **Invite/Add** feature to add an appraiser to your panel. Enter an email address into the Appraiser Email field and click Invite. If the appraiser has already created an Appraisal Firewall account, they will automatically be added to your active panel under the My Appraisers tab. When an invited appraiser creates a profile on Appraisal Firewall, the entry will disappear from the Invite/Add screen.

Appraisers Done

My Appraisers **Panel Builder**

Invite/Add Available Appraisers (by area) Inviting Me

Appraiser Email

Enter the email addresses of appraisers you would like on your panel. Appraisal Firewall will enable Dodd Frank/FHA (and HVCC) compliant transaction tracking to industry professionals whose work you already know and trust.

appraiser16@af.com Invited

Enter an email and click **Invite**.

Appraisers that you have invited appraisers are displayed here.

Available Appraisers allows you to choose from a list of all appraisers in Appraisal Firewall to add to your panel. This list is made up of appraisers that are on other lenders' panels within Appraisal Firewall. View Statistics (how many other panels they are on; how many orders they have been assigned) and locate appraisers in a specified area by county/zip code. View their profiles and add them to your panel by clicking **Add**.

Appraisers Done

My Appraisers **Panel Builder**

Invite/Add Available Appraisers (by area) Inviting Me

Service Area

State: County: Zip (blank for all):

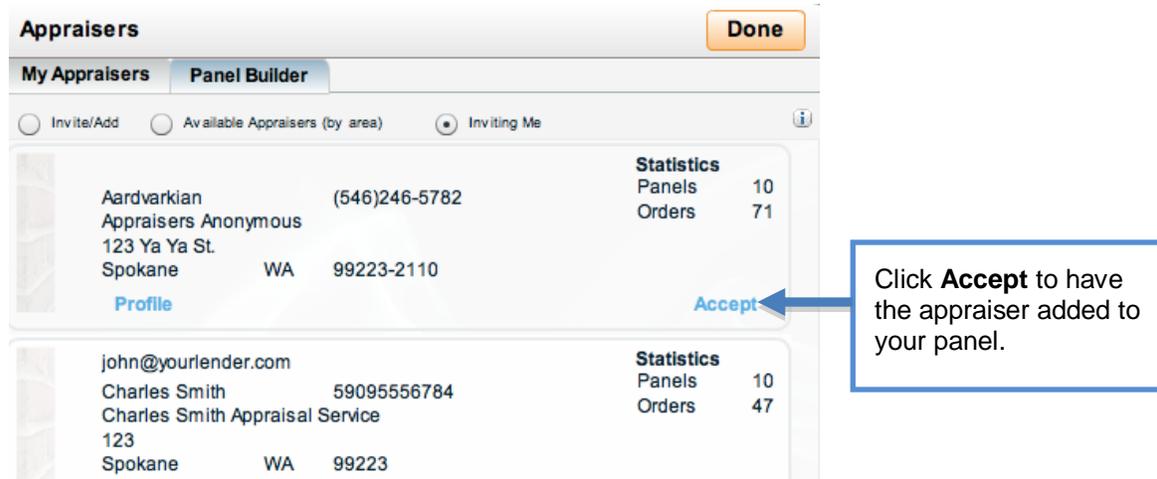
Enter the area you are looking for an appraiser in and click **Go**.

Cash Appraiser Cash Appraisals Test 1122 N Main Spokane WA 99223	(509)481-8497	Statistics Panels 40 Orders 462
Profile		<input type="button" value="Add"/>
Cassie Miller	18004521174	Statistics Panels 21 Orders 250

View appraiser stats.

Click **Add** to have this appraiser added to your appraiser panel.

Inviting Me is a way for you to view and accept invitations from appraisers that have requested to join your panel.



The screenshot shows the 'Appraisers' interface with a 'Done' button in the top right. Below the title are two tabs: 'My Appraisers' and 'Panel Builder'. Underneath are three radio buttons: 'Invite/Add', 'Available Appraisers (by area)', and 'Inviting Me', with 'Inviting Me' selected. The main content area displays a list of appraisers with their contact information and statistics. A blue callout box with an arrow points to the 'Accept' button next to the first appraiser.

Appraisers		Statistics
<input type="radio"/> Invite/Add	<input type="radio"/> Available Appraisers (by area)	<input checked="" type="radio"/> Inviting Me
Aardvarkian Appraisers Anonymous 123 Ya Ya St. Spokane WA 99223-2110 Profile	(546)246-5782	Panels 10 Orders 71
john@yourlender.com Charles Smith Charles Smith Appraisal Service 123 Spokane WA 99223	59095556784	Panels 10 Orders 47

Additional Info: Lender/Investor Appraisal Requirements

The **My Appraisers** and **Panel Builder** screens also offer a variety of solutions if you have secondary loan requirements for your appraisals. For example, some secondary market investors require specific AMC's be used for appraisals on loans that will be sold to them. These are custom solutions that are primarily for mortgage banks or loan originators - any company that you may sell loans to on the secondary market.

Contact Customer Service for more information on accessing these AMC-routing features.