2021

AllstateAppraisal
National Valuation and Review Services

Working with Allstate Appraisal, L.P.

VERSION 1.1 –NOVEMBER 2021

STEVEN S. ALBERT, MAI, SRA, PRESIDENT

Contents

Introduction

In order to sign up for a new account, please visit the following URL: https://www.allstateappraisal.net/broker-sign-up/, and fill out the form with the necessary information

Once we receive the information, we will create your account (typically within the same day), and you'll receive an email with a temporary login that will need to be changed upon first login.

After you've completed this and logged in – you can proceed with using the instructions below to input your orders.

Should you have any issues with signing up, or with placing an order – please contact us at: support@allstateappraisal.net

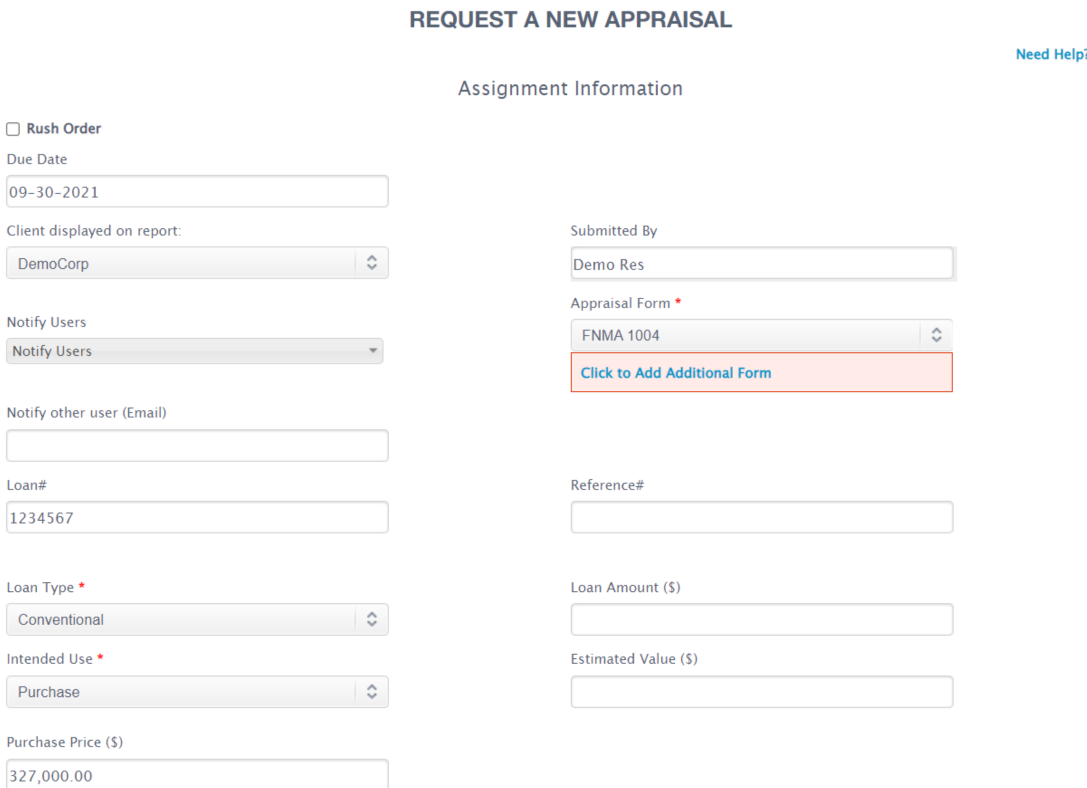
1.0 Placing and Managing Orders

1.1 Logging into Appraisal Scope

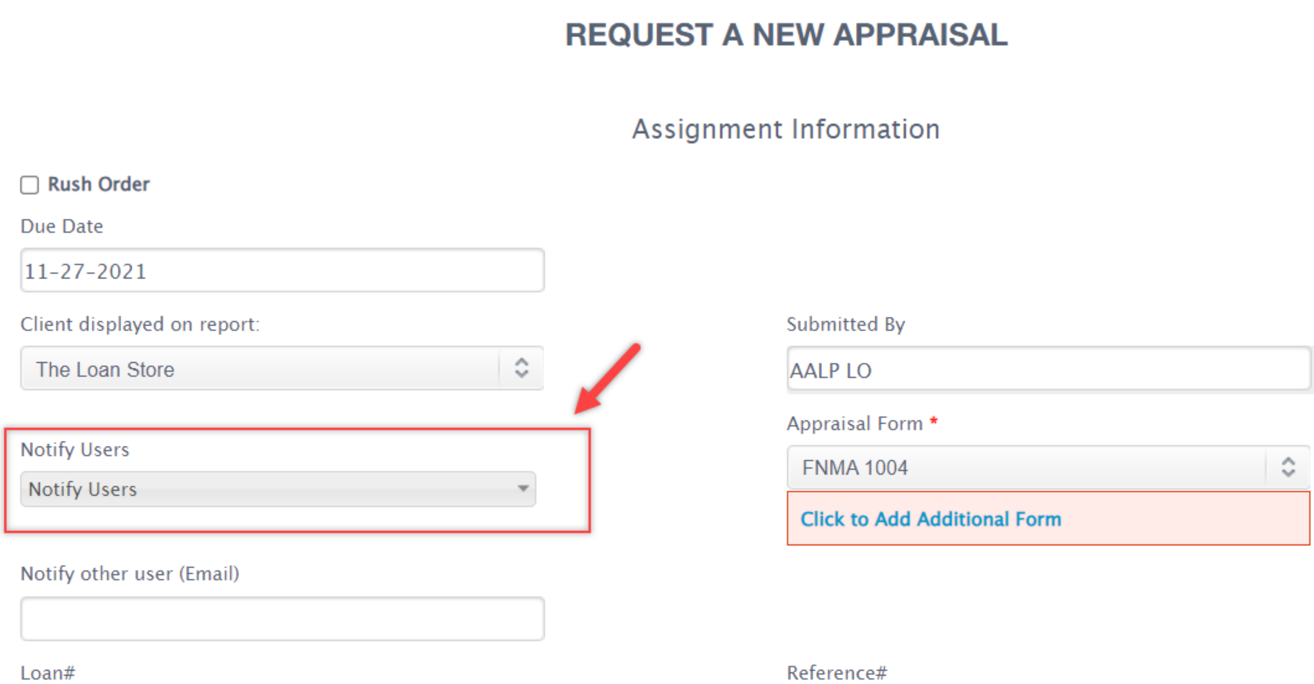
First, you'll need to login to Appraisal Scope, go to https://allstate.appraisalscope.com/
Enter your username and password supplied by Allstate Appraisal and click the **Sign In to your Account** button.

1.2.1 Residential Orders

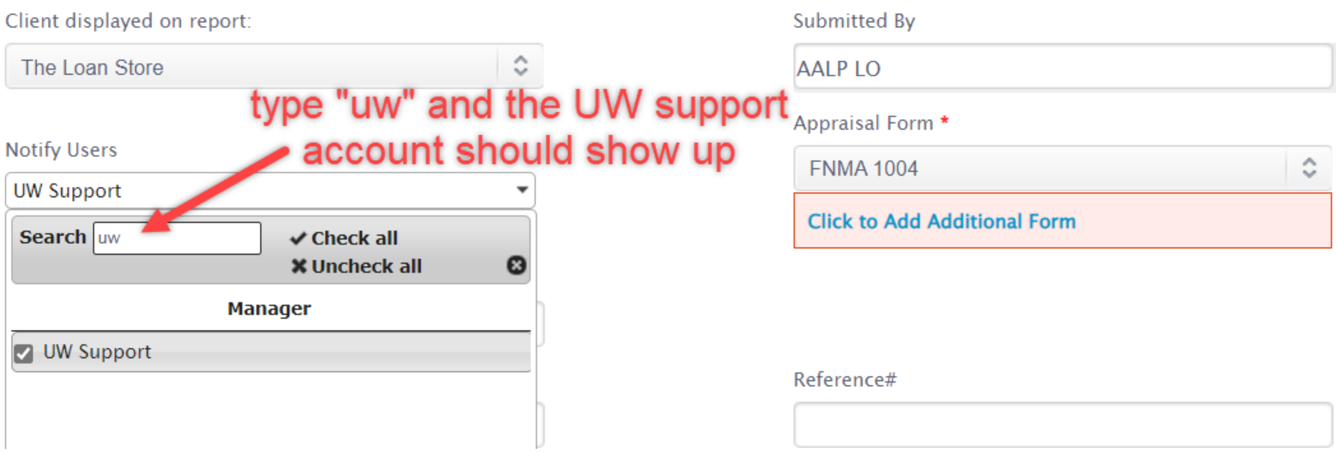
Step 1: Assignment Information: Fill out the necessary information such as the due date, choose the correct Appraisal Form, Loan Officer if there is one. Assign a Loan# to the order, what type of Loan, the Intended Use, any Property Characteristics, etc.



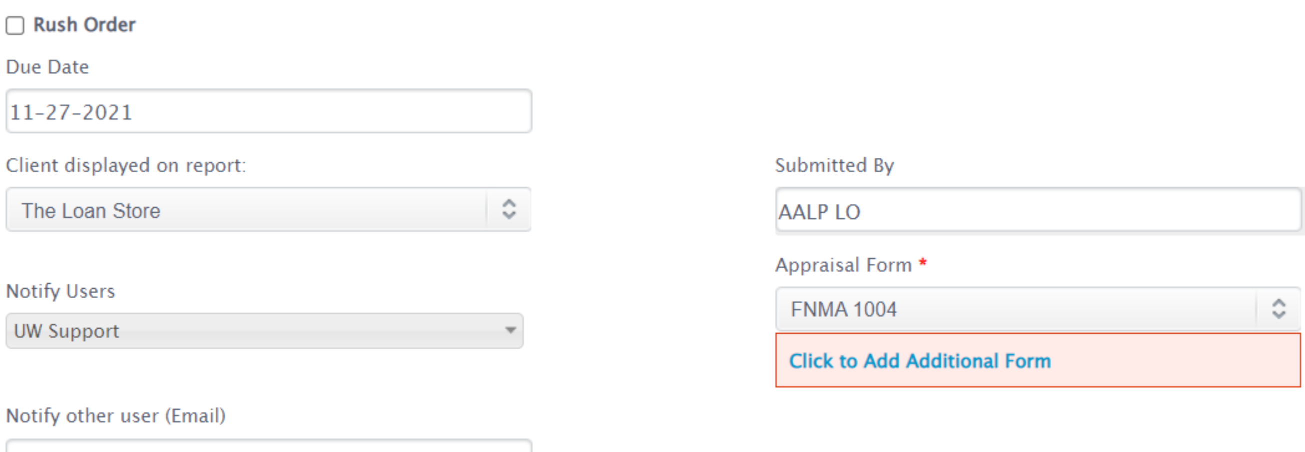
Step 1.1: Adding in Notify Users: Please be sure the **UW Support** account is selected in the **Notify Users box**.



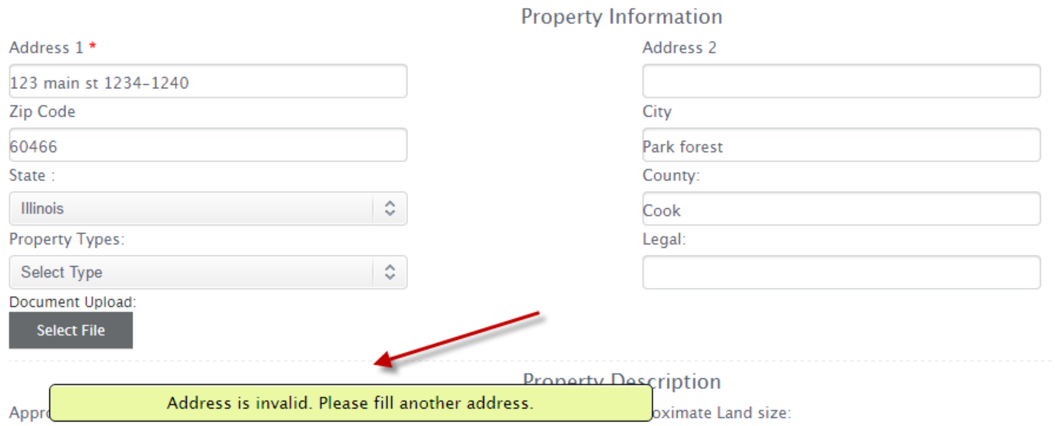
To add **UW Support** to Notify Users, **click** on the **Notify Users drop down box**. This should prompt a list of users along with a Search box at the top. Go ahead and type in **uw** in the search box, and the UW account should show up. Go ahead and **checkmark** the box next to UW Support.



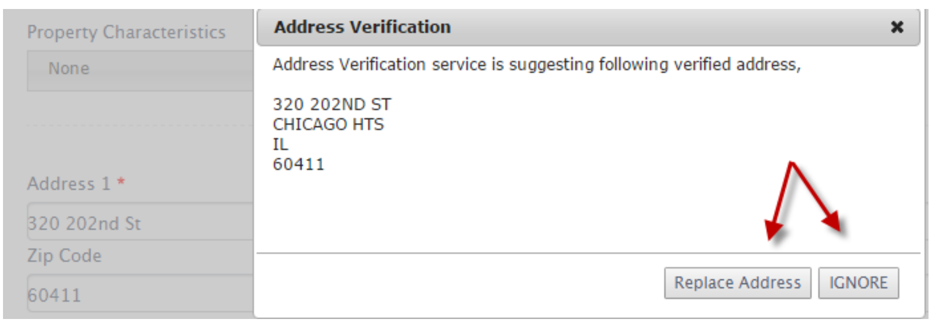
Once completed, it should display "**UW Support**" in the Notify Users box.



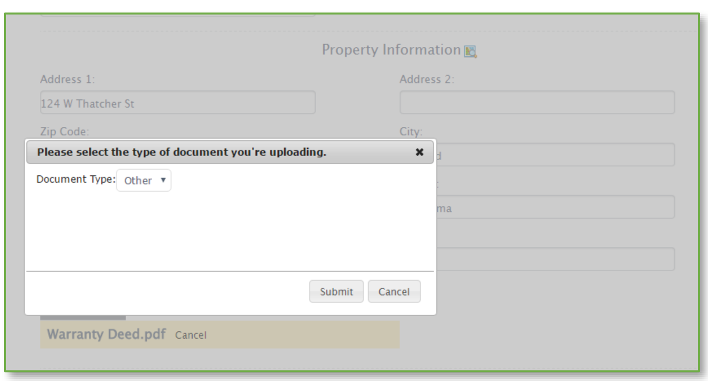
Step 2: Property Information: Fill out the address of the property. Please note, that it will try to auto fill out and auto guess the property address. This feature is using Google Maps.
You need to select the appropriate property match from the list of results that displays as you begin typing the address. ***If the address includes multiple buildings or units, please ignore the auto-fill and instead type everything in as shown manually. You may receive an error like the one below – if you do, please ignore it as it's simply not finding the address in Google Maps/USPS:***



The USPS verification will ask if you want to "Replace" or "Ignore" the address if it appears to be entered incorrectly.

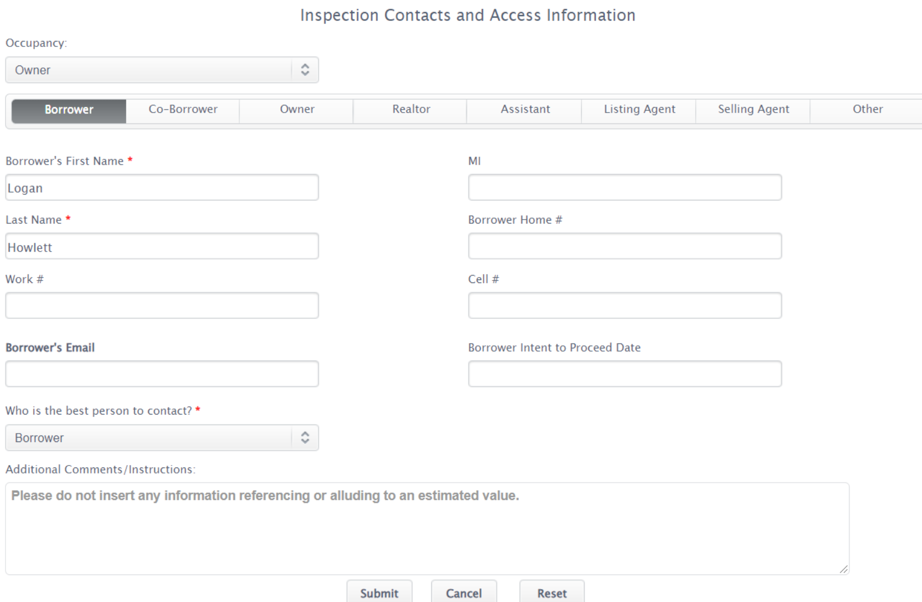


After selecting the address, you may optionally use the **Document Upload** feature to attach any supporting documents that may be relevant to the order, picking the appropriate choice from the **Document Type** drop-down to select what type of document you are attaching.



Step 3: Inspection Contacts and Access Information: In this section select the Occupancy status and fill in critical contact details for each party.

For each party (Borrower, Co-Borrower, Other, Realtor/Other) you'll need to click the heading and the fields below will update to reflect details for that party. Fill out any that you have.

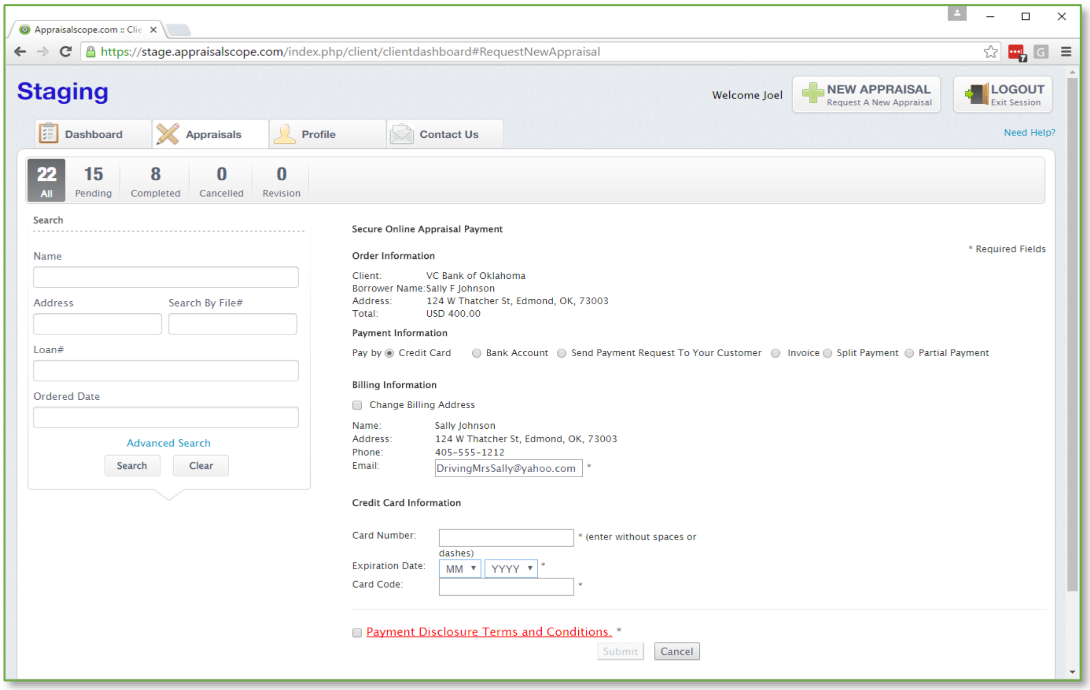


From the **Who is the best person to contact** drop-down, select the party to the order that is most appropriate to contact regarding scheduling the inspection or questions about the property.

Add any **Additional Comments/Instructions**, then click **Submit**.

***Depending on which payment options have been enabled for your company by Allstate Appraisal, you may be presented your choices on how to pay for this order.**

Select your preferred **Pay by** method using the appropriate radio button, fill in your **billing Information** as appropriate, and agree to the **Payment Disclosure Terms and Conditions** if required.



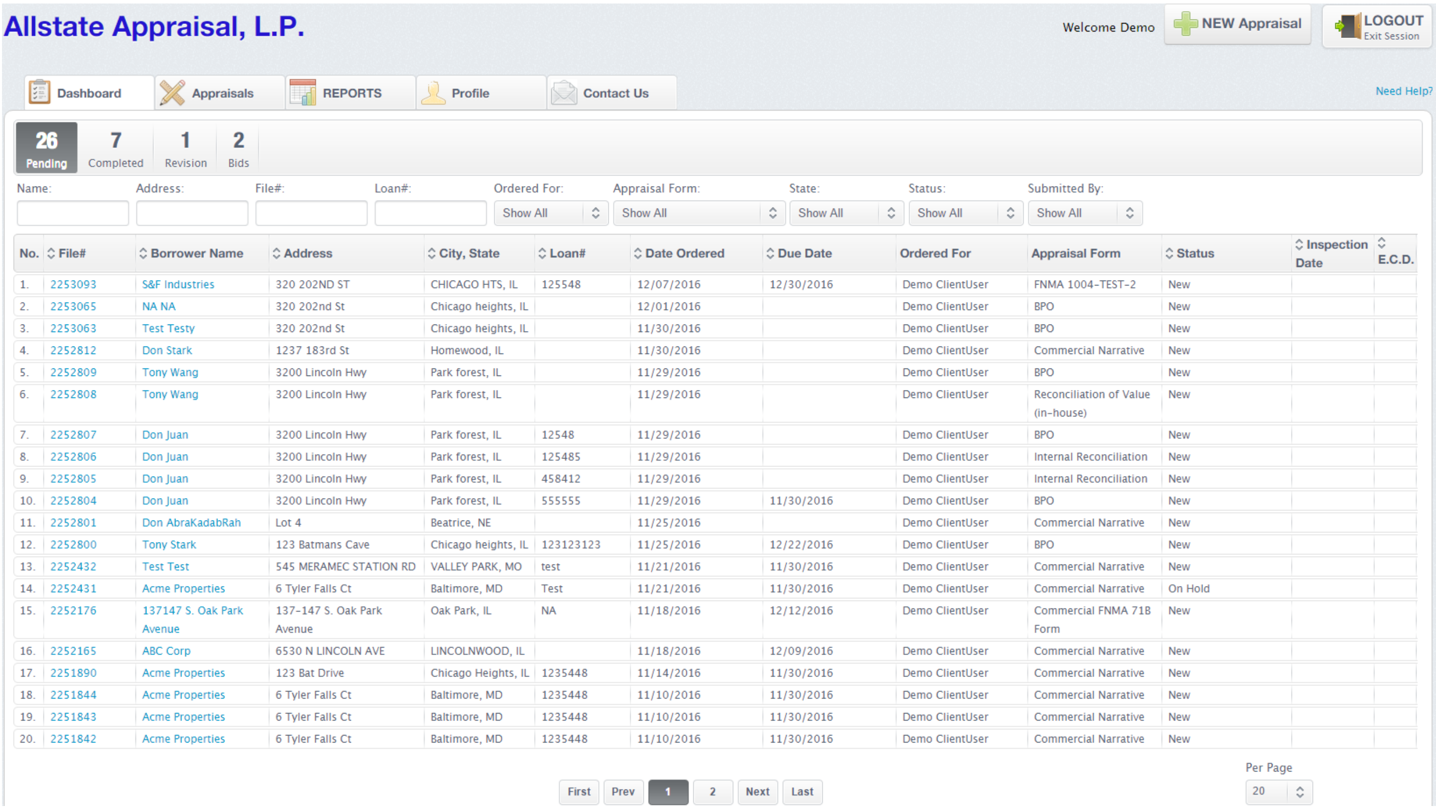
Click **Submit** or **Confirm,** according to your payment method.

Once your order has been placed, the **Order Details** screen will display. Your order has now been sent to Allstate Appraisal for assignment to an appraiser or solicitation of a bid for acceptance.

2.0 Dashboard Overview

Click on the **Dashboard** tab, this will display a list of all your Open status orders.
This tab will show you all orders that are in a **Pending** (any order that is Open), **Completed**, **Revisions** or **Bid** status.
You can filter the orders by using the search options such as: **Name**, **Address**, **File#** or **Loan#**.

You can further filter by using the drop down items **Ordered For**, **Appraisal Form**, **State**, **Status** and **Submitted By** options. You can also sort the orders by clicking on the headers for the fields **Borrower Name**, **Address**, **City/State**, **Loan #**, **Date Ordered**, **Due Date**, **Status**, **Inspection Date** and **E.C.D (Estimated Completion Date)** as well.



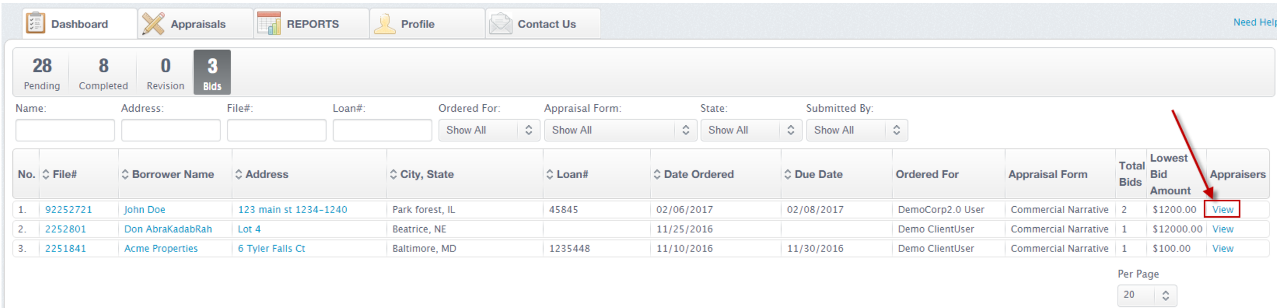
No.	File#	Borrower Name	Address	City, State	Loan#	Date Ordered	Due Date	Ordered For	Appraisal Form	Status	Inspection Date	E.C.D.
1.	2253093	S&F Industries	320 202ND ST	CHICAGO HTS, IL	125548	12/07/2016	12/30/2016	Demo ClientUser	FNMA 1004-TEST-2	New		
2.	2253065	NA NA	320 202nd St	Chicago heights, IL		12/01/2016		Demo ClientUser	BPO	New		
3.	2253063	Test Testy	320 202nd St	Chicago heights, IL		11/30/2016		Demo ClientUser	BPO	New		
4.	2252812	Don Stark	1237 183rd St	Homewood, IL		11/30/2016		Demo ClientUser	Commercial Narrative	New		
5.	2252809	Tony Wang	3200 Lincoln Hwy	Park forest, IL		11/29/2016		Demo ClientUser	BPO	New		
6.	2252808	Tony Wang	3200 Lincoln Hwy	Park forest, IL		11/29/2016		Demo ClientUser	Reconciliation of Value (in-house)	New		
7.	2252807	Don Juan	3200 Lincoln Hwy	Park forest, IL	12548	11/29/2016		Demo ClientUser	BPO	New		
8.	2252806	Don Juan	3200 Lincoln Hwy	Park forest, IL	125485	11/29/2016		Demo ClientUser	Internal Reconciliation	New		
9.	2252805	Don Juan	3200 Lincoln Hwy	Park forest, IL	458412	11/29/2016		Demo ClientUser	Internal Reconciliation	New		
10.	2252804	Don Juan	3200 Lincoln Hwy	Park forest, IL	555555	11/29/2016	11/30/2016	Demo ClientUser	BPO	New		
11.	2252801	Don AbraKadabRah	Lot 4	Beatrice, NE		11/25/2016		Demo ClientUser	Commercial Narrative	New		
12.	2252800	Tony Stark	123 Batmans Cave	Chicago heights, IL	123123123	11/25/2016	12/22/2016	Demo ClientUser	BPO	New		
13.	2252432	Test Test	545 MERAMEC STATION RD	VALLEY PARK, MO	test	11/21/2016	11/30/2016	Demo ClientUser	Commercial Narrative	New		
14.	2252431	Acme Properties	6 Tyler Falls Ct	Baltimore, MD	Test	11/21/2016	11/30/2016	Demo ClientUser	Commercial Narrative	On Hold		
15.	2252176	137147 S. Oak Park Avenue	137-147 S. Oak Park Avenue	Oak Park, IL	NA	11/18/2016	12/12/2016	Demo ClientUser	Commercial FNMA 71B Form	New		
16.	2252165	ABC Corp	6530 N LINCOLN AVE	LINCOLNWOOD, IL		11/18/2016	12/09/2016	Demo ClientUser	Commercial Narrative	New		
17.	2251890	Acme Properties	123 Bat Drive	Chicago Heights, IL	1235448	11/14/2016	11/30/2016	Demo ClientUser	Commercial Narrative	New		
18.	2251844	Acme Properties	6 Tyler Falls Ct	Baltimore, MD	1235448	11/10/2016	11/30/2016	Demo ClientUser	Commercial Narrative	New		
19.	2251843	Acme Properties	6 Tyler Falls Ct	Baltimore, MD	1235448	11/10/2016	11/30/2016	Demo ClientUser	Commercial Narrative	New		
20.	2251842	Acme Properties	6 Tyler Falls Ct	Baltimore, MD	1235448	11/10/2016	11/30/2016	Demo ClientUser	Commercial Narrative	New		

The orders are broken up into what we call "*buckets*" where these orders will fall into based on their status.

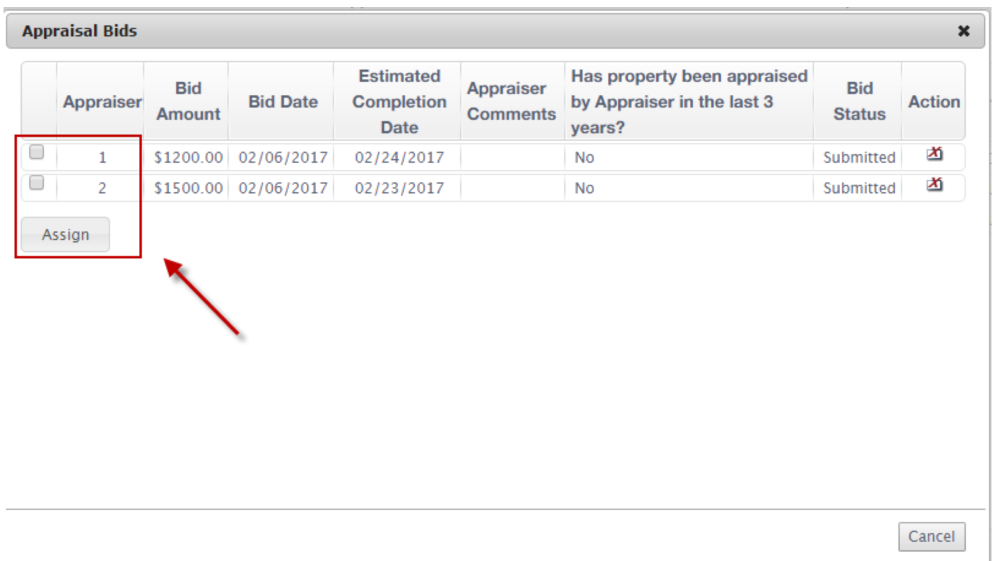
- **Pending** - Orders that have been submitted and are currently being worked on our side.
- **Completed** - Completed orders.
- **Revision** - Orders that currently have a revision status on them, once we Complete the order it will be removed from this bucket and placed into your Completed bucket.
- **Bids** – Orders that are still out for bid (applies only if your order requires a bid.)

2.1 Bids *(optional)*

We can enable and disable the awarding of bids for our clients, this is accomplished by going to the **Bids** bucket where your orders are that are currently out for bid to our vendors.



Clicking on the **File #** will allow you to go into the order details however, clicking on the **View** option to the far right under the ***Appraiser*** heading, will allow you to view the current bids and even award a bid to the vendor. On this screen you'll be able to see all of the appropriate information such as bid amount and their estimated completion date.



If you want to award it to an appraiser, simply click the checkbox to the left of the bid amount and click on the **Assign** button. Confirm that you want to assign it and after receiving confirmation on screen that it has been assigned, you'll see the screen change similar as below:

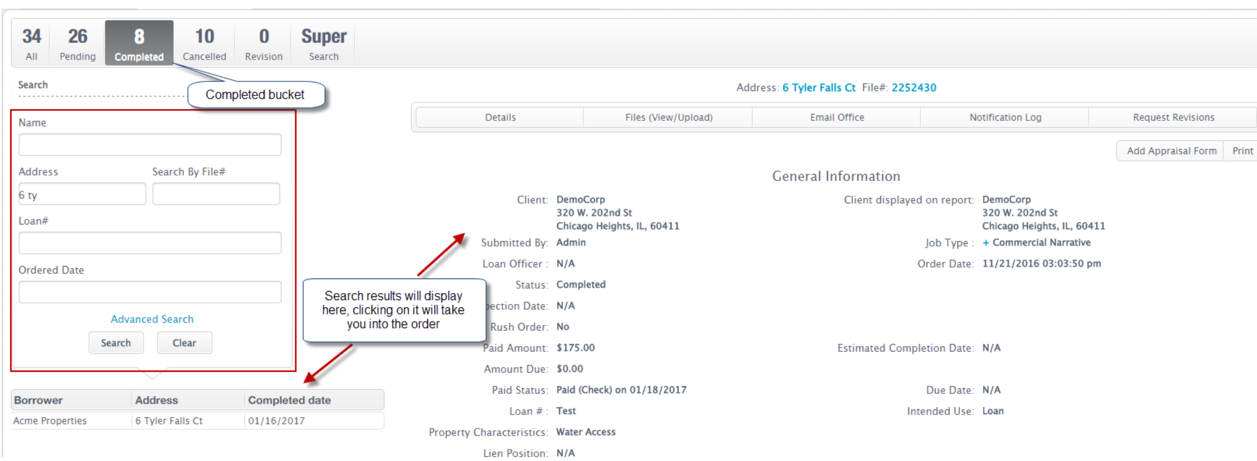
2.2 Appraisals tab

To find orders that have been ***Completed*** or ***Cancelled***, you'll need to click on the **Appraisals** tab. Under this tab, you'll find options for All, Pending, Completed, Cancelled, Revision and Super Search.

The All

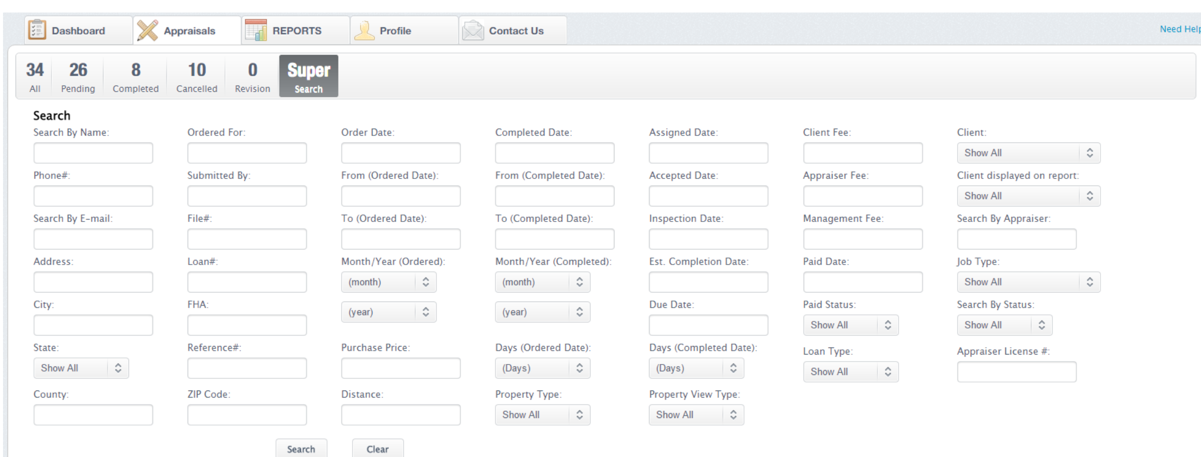
- **All** - A combination of the Pending and Completed buckets.
- **Pending** - Orders that have been submitted are being worked on our side.
- **Completed** – Orders that have been Completed.
- **Cancelled** -Order that have been Cancelled either by us or your staff.
- **Revision** - Displays orders that currently have a revision status on them, once we Complete the order it will be removed from this bucket and placed into your Completed bucket.
- **Super Search** – Granular search feature that can be used to search all order that are in the system.

Inside each of these buckets, you can search by the borrower or entity name, address, file #, etc. When you search, it will display a list of results, you can enter the order directly simply by clicking on the order as seen below.



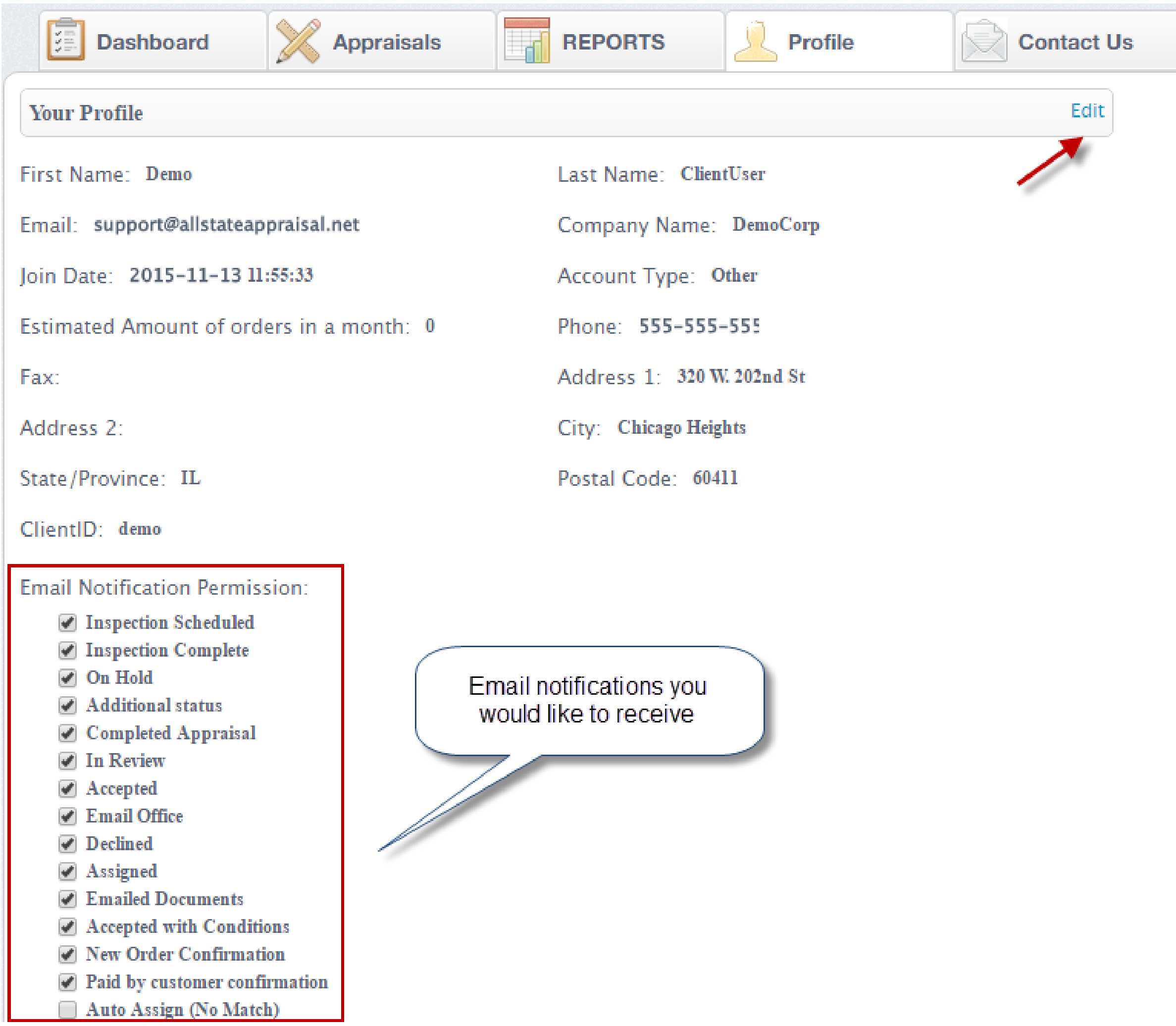
2.2.1 Super Search

The Super Search allows for a plethora of options to narrow down your search should you need to find a very specific order.



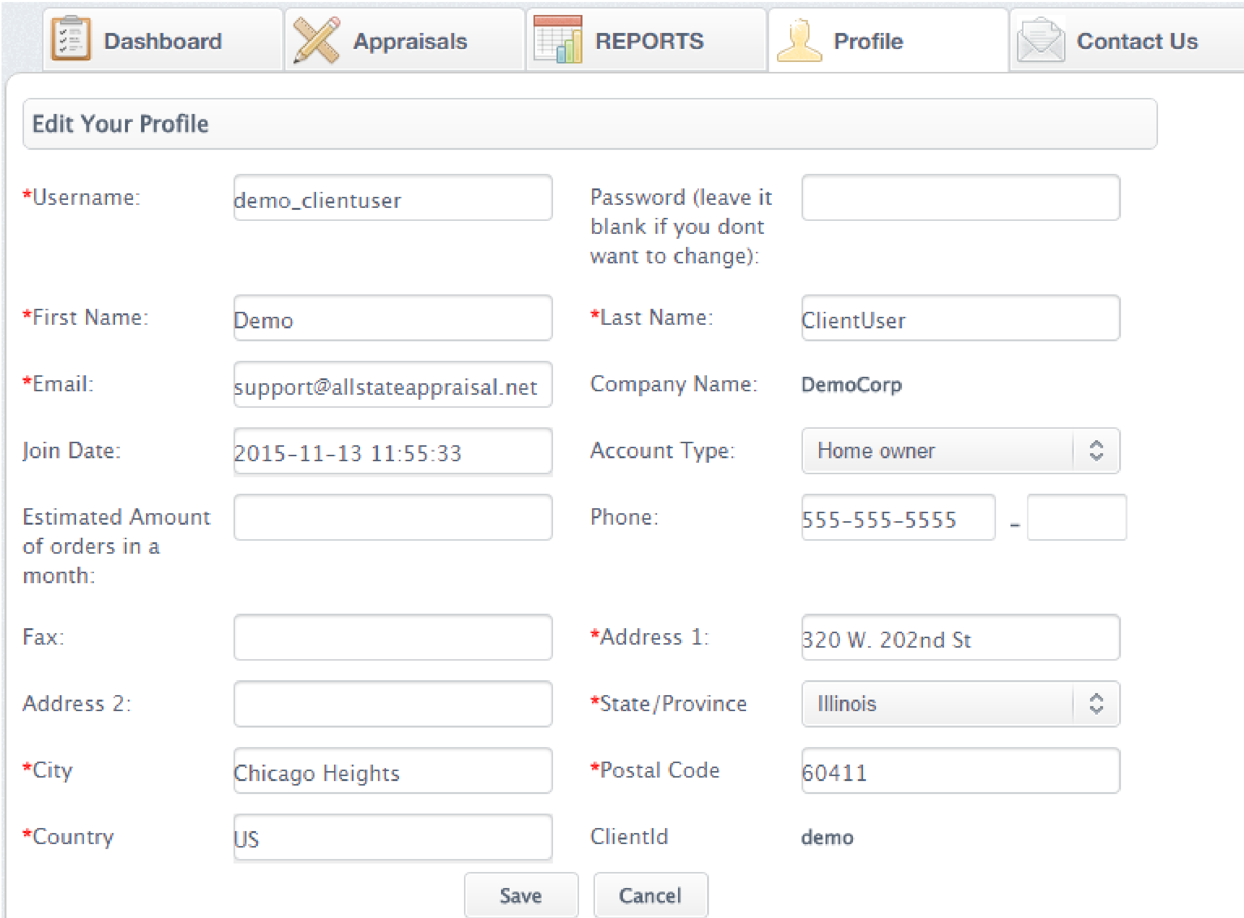
2.3 Profile Tab Overview

This tab displays your current information. You can toggle on and off certain email notifications on orders under the Email Notifications Permission. You can also make changes to your profile information by clicking on the "**Edit**" button on the upper right.



2.4.1 Profile Tab (Edit-Mode)

Clicking on the edit button will display editable fields so you can change any of your personal information such as: Name, email, address, etc. Once edited click on the **Save** button at the bottom of the page to commit any changes made.



2.5 Contact Us Tab

If you have technical issues with getting to the site or any other technical or accounting questions, you'll be able to find the most up to date contact information here – in the future we will also add a Suggestions option so that we can receive feedback from you regarding how the site functions and any pain points you may have and any enhancements we might be able to make so that your experience is a positive one.