

Appraisal Ordering Process

Integration Summary

MeridianLink (Lending QB) broker users will order directly in the BFF Broker Portal via integration with the ValueLink appraisal platform. You will be able to place and track orders in one place. When the order is completed, all the documents will be sent back to the Broker Portal and placed in the eDocs Folder.

- Appraisal Report
- UAD XML Report (if any)
- Appraisal Invoice
- AIR Compliance Certificate
- Fannie Mae SSR Report (if any)
- Freddie Mac SSR Report (if any)

ValueLink Credentials in MeridianLink

To place an order, you will need to enter your ValueLink credentials in the BFF Portal. BFF will request credentials for you and they will be sent to you from ValueLink.

Order Request Information

AMC Vendor *	Login *	Password *	CONNECT TO VENDOR
FlexPoint, Inc - Appraisals	MyBFF@BFFWS.com		

Placing Your Order

1. Login to the BFF Broker Portal

Login		Forgot login?
Password		Forgot password?

LOGIN

2. Open the loan that needs an appraisal order

 CTW2506257 	0 Condition	0 Task	Firsttimer, Alice	\$180,000	Registered 6/10/2025
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3. Click on Order Services in the left-hand navigation

Order Services

4. Be sure to select the Appraisals tab and click Add Order

Tax Transcripts/4506-C	Appraisals	Other Services
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ADD ORDER 

5. Select FlexPoint, Inc – Appraisals from the AMC Vendor dropdown and enter your provided ValueLink login and password. Click Connect to Vendor.

AMC Vendor *	Login *	Password *	CONNECT TO VENDOR
FlexPoint, Inc - Appraisals	MyBFF@BFFWS.com	*****	
FlexPoint, Inc - Appraisals Mercury Network Software AMC			

6. Review Loan Information and Borrower / Property sections. Make sure you select the correct property for the appraisal and verify the borrower's email address

Loan Information

Loan Number CTW2506257	Case Number	Loan Type Conventional	Intended Use Purchase
Occupancy Type Investment	Property Type Detached	Loan Officer Full Name Travis Drake	

Borrower / Property Info

Borrower Name Alice Firstimer	Borrower Email testing123@gmail.com
Property Address Select Property Subject Property: 1862 Duncan Way, CORONA, CA 92881	
Street *	ZIP Code
1862 Duncan Way	92881
City	State *
CORONA	CA

7. Review or enter the Property Access/Contact Information section. You can enter up to 8 additional email addresses to include others on appraisal communications.

Property Access/Contact Information

Contact Name *	Contact Email	Additional Emails (up to 8 and separated by ,)
Phone Number *	Work Number *	Other Number *

8. Select the required Appraisal product from the “Report Type” dropdown. Leave Appraisal Needed Date and Rush Order BLANK unless you absolutely need it back by a specific date or want to pay additional fees; otherwise, standard turn-times will be applied to the order.

Order Information

Report Type *	
Report Type 2	
Report Type 3	
Report Type 4	
Report Type 5	

Appraisal Needed Date:

Rush Order? ☐ Yes

9. Billing method will be to send payment link to the Primary Borrower. Choose “Collect From Borrower” from the dropdown menu. If you need the payment link sent to someone else, you can put a comment and email address in the Notes section. Additionally, upload any required Documents by clicking on the +attach document to order link. Review for accuracy and click Place Order.



Billing Information

Billing Method *

Collect From Borrower ▾

Extra Information

Documents

+ attach document to order

Notes

PLACE ORDER

Once the order is placed, you can use your ValueLink credentials to login to:

<https://flexpointinc.spurams.com/> to more easily see the status of the order and add comments for the AMC. **Note:** You will not be able to place any orders directly with ValueLink.