

## **Appraisal Ordering Process**

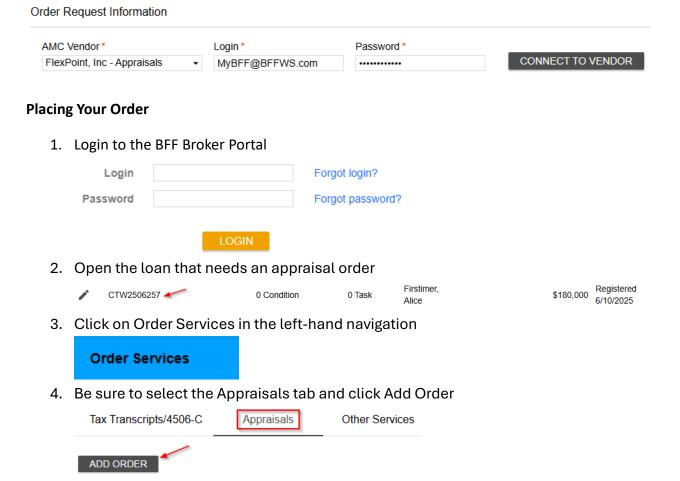
## **Integration Summary**

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.





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 *	
FlexPoint, Inc - Appraisals	MyBFF@BFFWS.com	•••••	CONNECT TO VENDOR
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	Case Number		Loan Type	Intended Use
CTW2506257			Conventional	Purchase
Occupancy Type	Property Type		Loan Officer Full Name	
Investment	Detached		Travis Drake	
Borrower / Property Info				
· · ·	Borrower Email			
Borrower Name	Borrower Email			
· · ·	Borrower Email testing123@gmail.com			
Borrower Name				
Borrower Name Alice Firstimer		~		
Borrower Name Alice Firstimer Property Address	testing123@gmail.com			
Borrower Name Alice Firstimer  Property Address Select Property	testing123@gmail.com	City	State *	

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.

1 Toporty 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.



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.





Once the order is placed, you can use your ValueLink credentials to login to: <a href="https://flexpointinc.spurams.com/">https://flexpointinc.spurams.com/</a> 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.