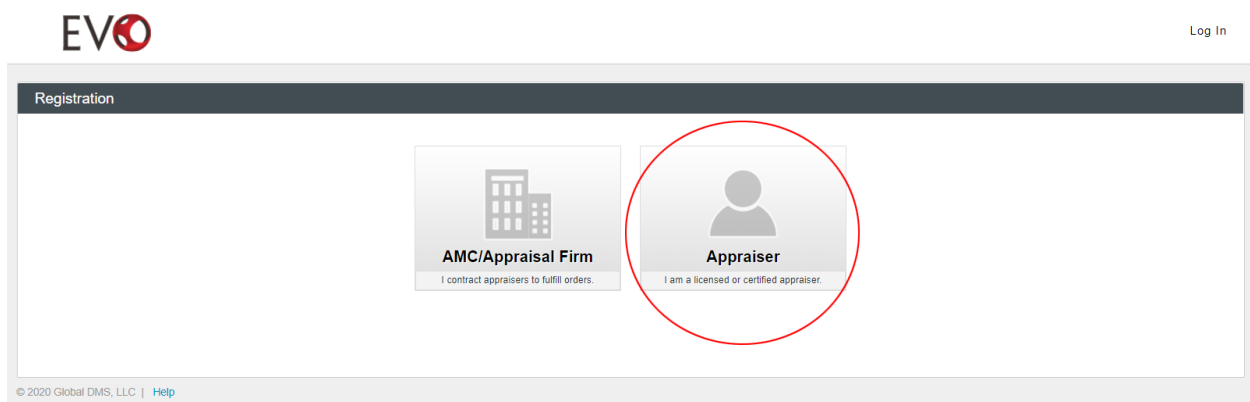



Joining the EVO Network

Received an invitation to join the EVO Network? Simply, click “Sign Up” in the email to begin the registration process. Any corresponding documentation will be included as email attachments for your review.

1. Click the **Sign Up** link in the Join EVO Network email.
2. Select **Appraiser** from the Registration page.



3. Complete the required fields on the registration form and click the **Save** button.
4. You will receive a confirmation email with your **EVO username**. A separate email will be sent with your **temporary password**.
5. **Log in** to EVO to manage your Connection Requests and complete your Vendor Profile (*Add your coverage areas, services, property type and loan info specialties*).



Username*

Password*

☐ Remember Username

[Log In](#)

[Forgot Username](#) | [Forgot Password](#) [Vendor Registration](#)

6. Once you have successfully logged in, you must:

☐ Acknowledge the Global DMS Software License Agreement

Global DMS, LLC Software License Agreement

BY CLICKING 'ACCEPT,' SUBMITTING AN ORDER FOR USE OF SOFTWARE THAT IS REFERENCED IN THIS AGREEMENT, YOU AGREE TO THE TERMS OF THIS AGREEMENT. IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES, IN WHICH CASE "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT AGREE WITH THIS AGREEMENT, DO NOT CLICK ANY ACCEPT BUTTON AND DO NOT USE THE SOFTWARE.

SOFTWARE LICENSE. Global DMS, LLC with offices at 1555 Bustard Road Suite 300 Lansdale, PA 19446 ("Global DMS") hereby grants You, and You accept subject to the terms and conditions of this Agreement, a nonexclusive right to use this Software commonly known as EVO-Commercial™ on a single computer located within the United States for purposes consistent with this Agreement (the "License"). You may be referred to hereinafter as the "User." The Software is intended for use by experienced real estate appraisers and those in the real estate valuation field. Use of the Software for other purposes is not authorized without the prior express written permission of Global DMS, and may require payment of additional fees. Except for the purposes indicated, raw data accessible through the Software may not be used, copied, distributed or commercialized in whole or in part in aggregated, bulk or raw form. Rights not expressly granted are reserved by Global DMS.

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LOG-IN CREDENTIALS: Global DMS shall have the right to disable each Username and Password and deny access to the Software, with sufficient notice, upon User's violation of our security policy. Notice via phone, email, fax or regular mail shall be deemed sufficient notice.

OWNERSHIP AND TITLE: Title to the Software and all technology, including (without limitation) web sites or interface technology, in connection with the Software (excluding Third Party Technology), shall be the exclusive property of Global DMS, including but not limited to all ownership rights to patents, copyrights, trademarks and trade secrets in connection therewith. All customer data including clients, orders, appraisers and staff information is considered confidential and for use exclusively by the Customer. This data is private and cannot be used by Global DMS for any purpose without express written permission by the Customer, except that aggregate data may be used for statistical analysis by Global DMS.

REVERSE ENGINEERING: User shall not reverse engineer the Software and shall not allow the Software to be reverse engineered. In the event that this occurs the agreement shall be automatically terminated and Global DMS shall take legal action against the User in the state of Pennsylvania or elsewhere.

TRADE SECRETS. The Software contains Global DMS trade secrets. You agree not to decompile, reverse engineer, disassemble, or otherwise reduce the Software to human-perceivable form. You agree not to disable any functionality that limits the use of the Software or associated system. Nothing in this Agreement will entitle you to receive the source code of the Software, in whole or in part. Except as otherwise expressly provided in this Agreement, you may not modify, adapt, translate, rent, sublicense, assign, loan, resell for profit, publicly display or perform, grant access or use to any third party or entity, or distribute the Software or related materials or create derivative works based upon the Software.

GOVERNING LAW: The State laws of Pennsylvania govern this Agreement and venue for all claims or actions arising out of this Agreement shall be Pennsylvania or other venue as Global DMS may in its sole discretion decide is appropriate.

Decline

Accept

☐ Establish security questions

Security Questions Setup

To protect the security of your account, please answer the following questions:

Question 1
-Select Question-

Answer*

Question 2
-Select Question-

Answer*

Question 3
-Select Question-

Answer*

Continue

Required*

☐ Enter a new password

Password Setup

New Password*

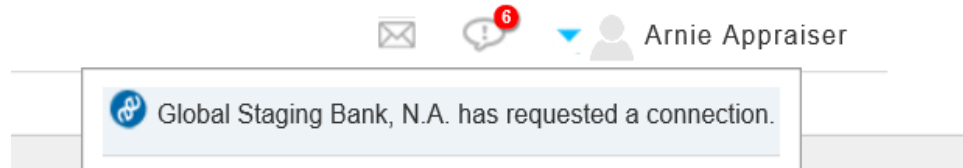
Confirm New Password*

Change Password

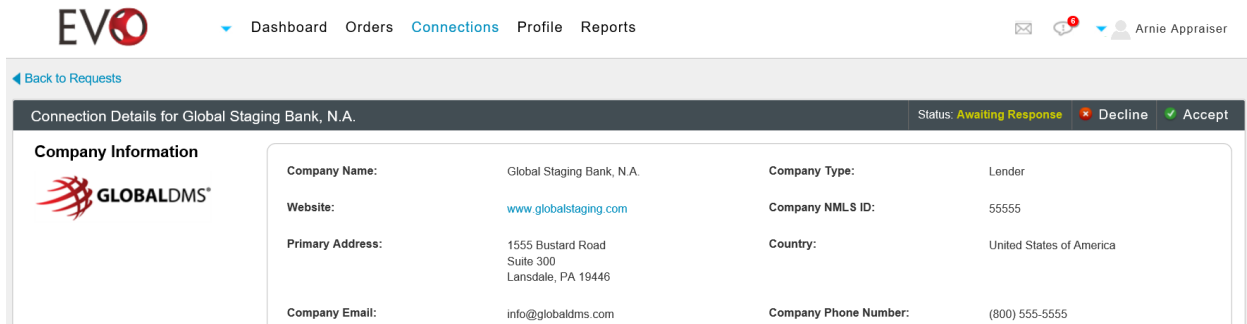
Required*

Viewing Connection Requests

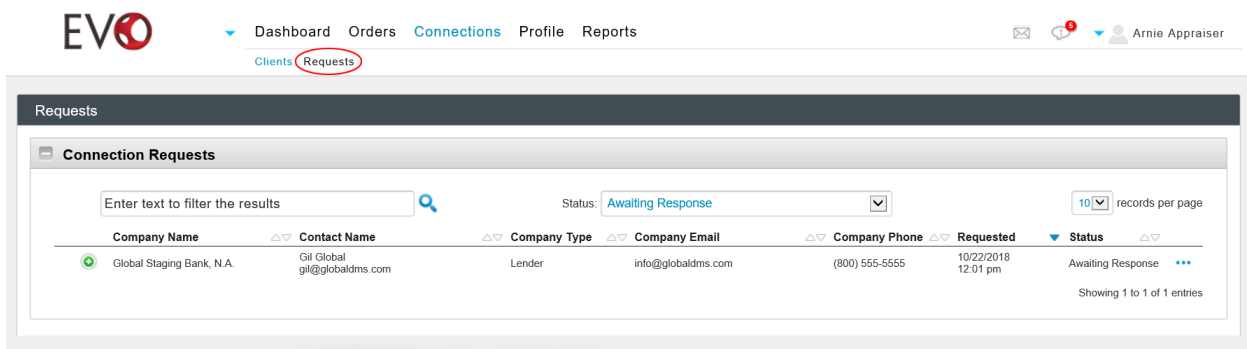
EVO connection requests must be accepted prior to receiving appraisal orders from a lender. An alert will be displayed in the top navigation menu if a connection request is pending.



- Clicking on the alert message will redirect you to the **Connection Details** page for the requesting client.



- You can view all pending connections requests by navigating to **Connections >> Requests**.



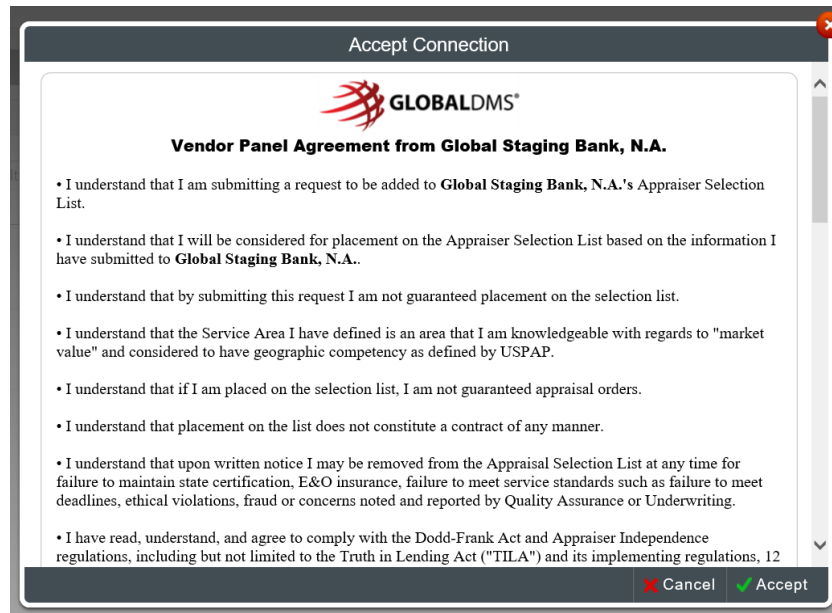
Accepting Connection Requests

To accept a pending connection request:

1. Click the **Accept** button in the Connection Details page header for the requesting Client.



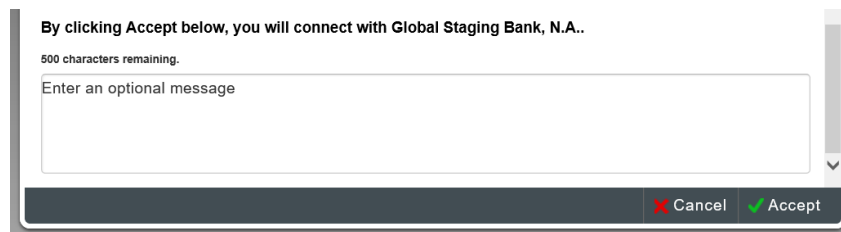
2. The **Accept Connection** window will open.



3. If the client requires an agreement to be acknowledged prior to joining their vendor panel, clicking the **Accept** button at the bottom of the window will constitute your signed acceptance of the terms and conditions outlined in the agreement.

(An electronically signed version of the Connection Agreement will be attached to the Client's record on the Client Connections page as a PDF.)

4. An optional message can be entered prior to accepting the connection request.



5. Once the connection request has been accepted, you are ready to begin receiving orders from your clients as soon as your Vendor Profile is complete!

Viewing Client Connections

- You can view your client connections by navigating to **Connections >> Clients**.

EVOL Dashboard: Dashboard Orders **Connections** Profile Reports

Client Connections

Enter text to filter the results

Company Name	Company Type	Company Email	Company Phone	Contact Name	Connected	Fees
Global Staging Bank, N.A.	Lender	info@globaldms.com	(800) 555-5555	Gil Global gil@globaldms.com	3/5/2020 11:01 am	Client Fees

Showing 1 to 1 of 1 entries

- The **Signed Connection Agreement** can be accessed by clicking on the plus sign icon adjacent to the Client's record. Click on the link to download the PDF.

Client Connections

Enter text to filter the results

Company Name	Company Type	Company Email	Company Phone	Contact Name	Connected	Fees
Global Staging Bank, N.A.	Lender	info@globaldms.com	(800) 555-5555	Gil Global gil@globaldms.com	3/5/2020 11:01 am	Client Fees

Connection Request Attachments

- Signed Connection Agreement.pdf
- VendorRegistrationInstructions.pdf

- Click on a Client in the **Client Connections** table to view their **Client Detail** page.

Back to Clients

Global Staging Bank, N.A.

Company Information

GLOBALDMS®

Company Name:	Global Staging Bank, N.A.	Company Type:	Lender
Website:	www.globalstaging.com	Company NMLS ID:	55555
Primary Address:	1555 Bustard Road Suite 300 Lansdale, PA 19446	Country:	United States of America
Company Email:	info@globaldms.com	Company Phone Number:	(800) 555-5555

Contact Information

Contact Name:	Gil Global	Phone Numbers:	
Title:	Administrator		
Email:	gil@globaldms.com		

Primary	Type	Phone Numbers	Extension
✓	Work	(800) 555-5555	555

Fees

Client Fees

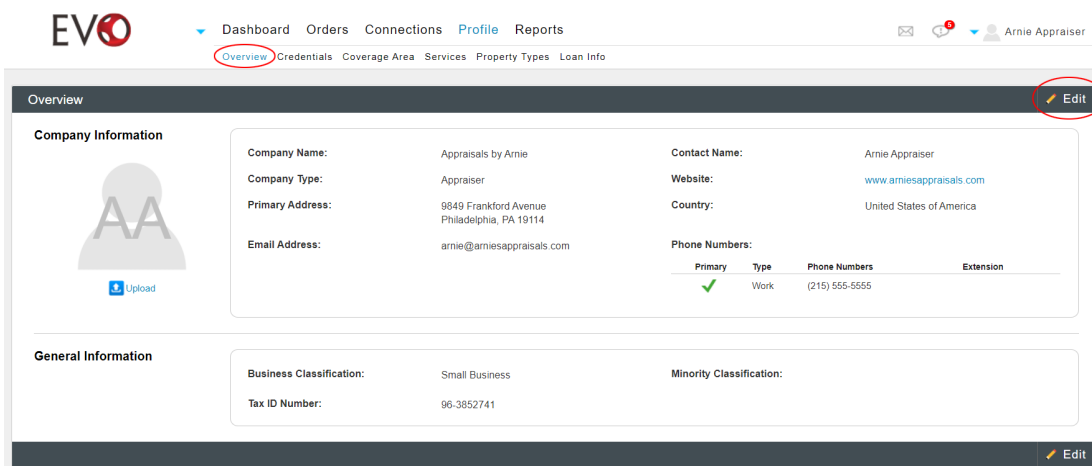
Service fees will be determined by client at assignment.

Reviewing Company Profile Information

The Company Information you entered when you registered for EVO is displayed on the **Profile >> Overview** page. The information on this page can be edited at any time.

To update your Company Information:

1. Click the **Edit** button in the page header or footer.




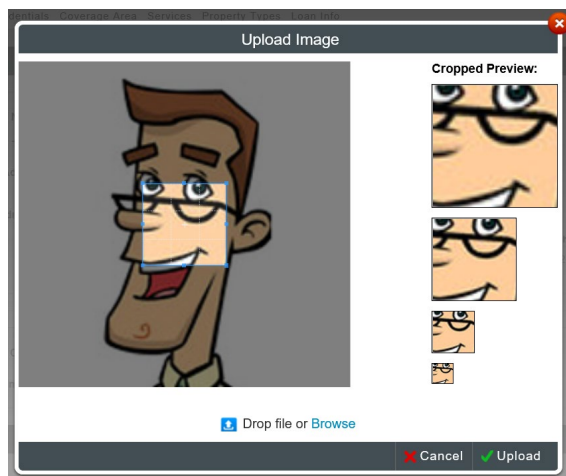
The screenshot shows the EVO Profile Overview page. The top navigation bar includes links for Dashboard, Orders, Connections, Profile, and Reports. The 'Overview' link is circled in red. The page is divided into two main sections: Company Information and General Information. The Company Information section includes fields for Company Name, Company Type, Primary Address, Email Address, Contact Name, Website, Country, and Phone Numbers. The General Information section includes fields for Business Classification, Tax ID Number, and Minority Classification. The 'Edit' button in the top right corner is circled in red.

2. Make any necessary updates on the Edit Profile Overview page and remember to click the **Save** button to save your changes.



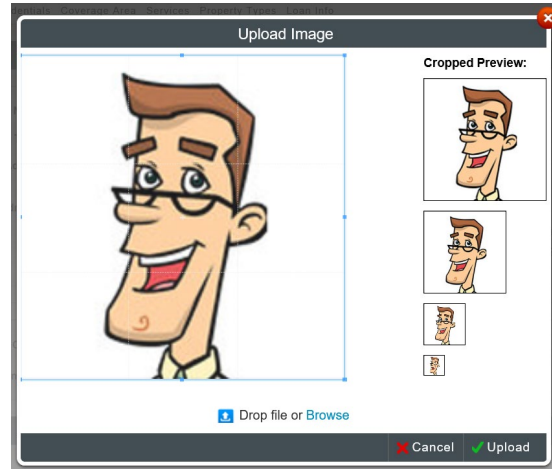
From the **Profile >> Overview** page, you can also upload a photo or company logo to your EVO Vendor Profile. To upload an image:

1. Click the Upload  button under the Company Information section header.
2. **Drop file or Browse** to upload a file in the **Upload Image** window.



3. Resize the bounding box to adjust the image. The scroll wheel on your computer mouse can be used to zoom in and out on the image.

As you make adjustments, the **Cropped Preview** will display the image as it will appear in EVO.



4. Click the **Upload** button.
5. Your image will now be displayed on your Profile.

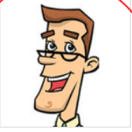
EVO Dashboard Orders Connections **Profile** Reports

Overview Credentials Coverage Area Services Property Types Loan Info

Arnie Appraiser

Overview Edit

Company Information


Update Image

Company Name: Appraisals by Arnie

Company Type: Appraiser

Primary Address: 9849 Frankford Avenue
Philadelphia, PA 19114

Email Address: vania+arnie@globaldms.com

Contact Name: Arnie Appraiser

Website: www.arnieappraisals.com

Country: United States of America

Phone Numbers:

Primary	Type	Phone Numbers	Extension
✓	Work	(215) 555-5555	

General Information


Business Classification: Small Business


Tax ID Number: 96-3852741

Minority Classification:

Edit

6. Images can be updated or deleted from the Company Information section on the **Profile >> Overview** page at any time:


Click the Update Image  button under the Company Information section header to replace your Vendor Profile image.

Click the Trash Can  icon to remove the image from your Vendor Profile.

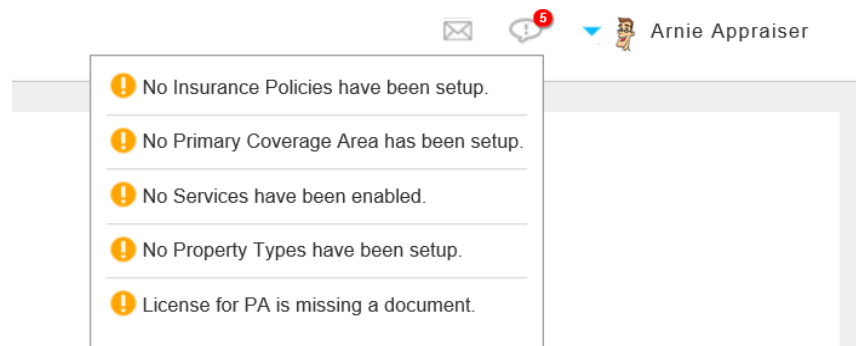
Completing the Vendor Profile

Your Credentials, Coverage Area, Services, Property Types and Loan Info must be configured on your EVO Vendor Profile. Your Profile only has to be established once, and will be administered solely by you going forward. Should you have any other Client Connections in future, your Vendor Profile information will be shared with them as well.

Alerts for missing Vendor Profile information will be displayed to you in the EVO site header.

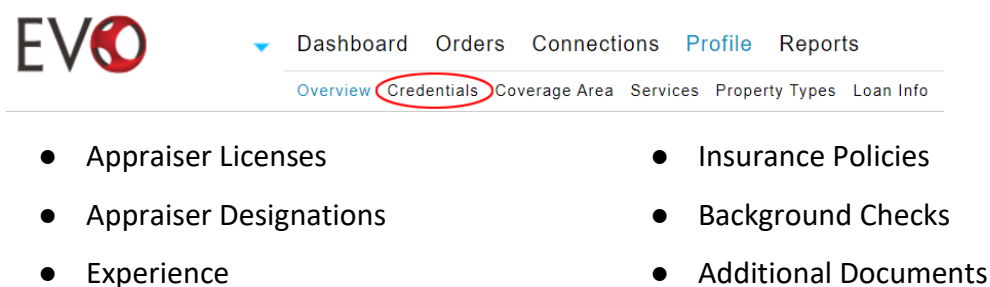
- Roll over the Alert  icon to view your alert messages.
- The number circled in red indicates the number of pending alerts.
- These alerts will display any Vendor Profile areas that have not yet been set up, but are required in order to be eligible for service assignment.

PLEASE NOTE: Each of your Client Connections will notify you of any other specific requirements that must be met in order to be eligible for assignment.



Manage Credentials

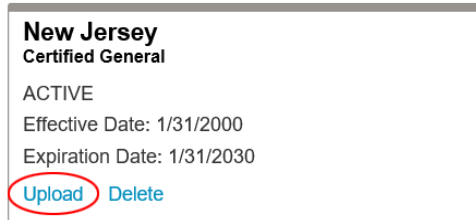
You can add/update your credentials by navigating to **Profile >> Credentials:**



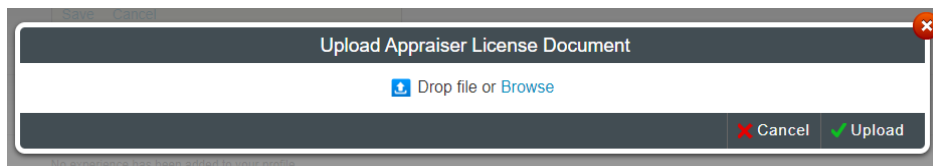
Appraiser Licenses

To upload an Appraiser License document for the license you registered with:

1. Click the **Upload** link on the Appraiser License card.



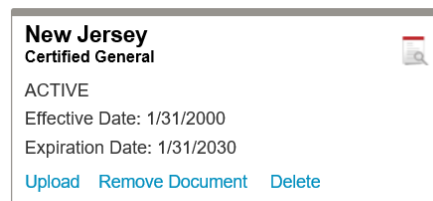
2. **Drop file or Browse** to upload an Appraiser License document in the **Upload Appraiser License Document** window.



3. Click the **Upload** button.


To add additional Appraiser Licenses to your Profile:

1. Click the **Add** button adjacent to the Appraiser Licenses header (*there is no limit to the number of Appraiser Licenses that can be added*).




2. In the **Add Appraiser License** card, select the appropriate state from the **License State** drop down menu.
3. Enter the corresponding license number in the **License Number** field.


An error message will be returned if an invalid license number is entered. Appraiser Licenses are validated against the [ASC.gov National Registry](#).

 License number match not found. Please verify license number against [ASC.gov](https://asc.gov) National Registry.

Add Appraiser License Required*

License State*

License Number*
 


 Drop file or [Browse](#)


[Cancel](#)

4. **Drop file or Browse** to upload an Appraiser License document.
5. Click the **Save** button.

Add Appraiser License Required*


License State*

License Number*
 

 **PA License Doc.pdf**
32.61 KB

[Save](#) [Cancel](#)


6. Repeat these steps to add additional Appraiser Licenses.

To download and view an Appraiser License document, click the Document Preview  icon on the Appraiser License card.

Pennsylvania
Certified General

ACTIVE
 Effective Date: 1/31/2000
 Expiration Date: 1/31/2030

[Upload](#) [Remove Document](#) [Delete](#)




To remove an Appraiser License document, click the **Remove Document** link on the Appraiser License card.

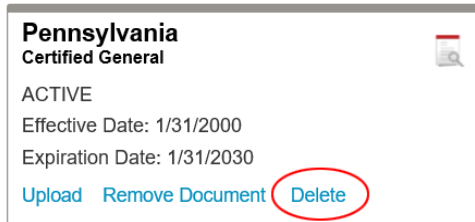
Pennsylvania
Certified General

ACTIVE
 Effective Date: 1/31/2000
 Expiration Date: 1/31/2030

[Upload](#) [Remove Document](#) [Delete](#)




To delete an Appraiser License, click the **Delete** link on the Appraiser License card.




Appraiser Designations

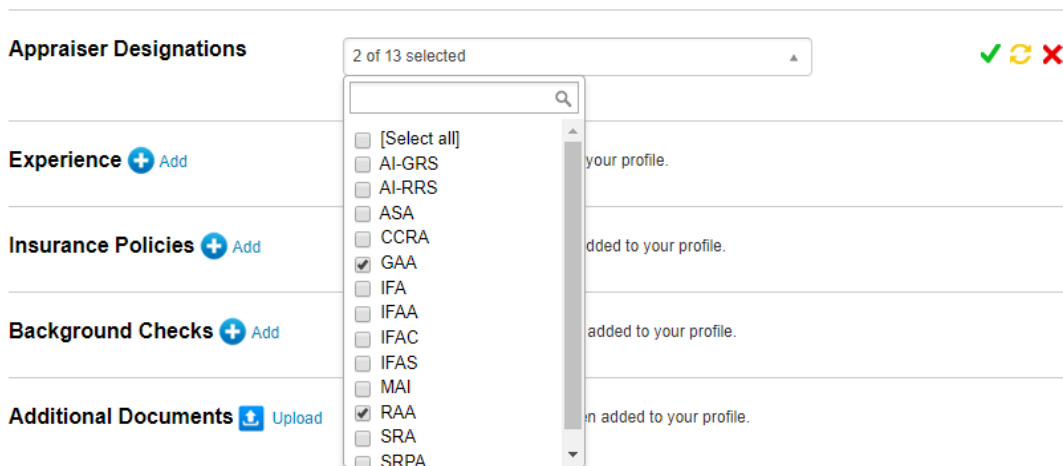
To add Appraiser Designations:

1. Click the Pencil  icon adjacent to the “No appraiser designations have been added to your profile.” text.

Appraiser Designations

No appraiser designations have been added to your profile. 

2. Select one or more Appraiser Designations from the drop down menu.





3. Click the Check Mark  icon to save your selections.

Appraiser Designations

2 of 13 selected

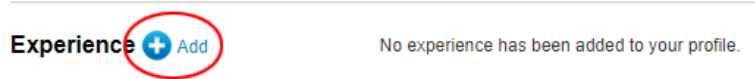


(Clicking the Reset  icon will clear your selections. Clicking the Cancel  icon will close out of the Appraiser Designation selection field.)

Experience

To add Experience:

1. Click the **Add** button adjacent to the Experience header (*Experience can be entered for each Appraiser License that has been added*).



2. In the **Add Experience** window, select a saved **License** from the drop down menu.

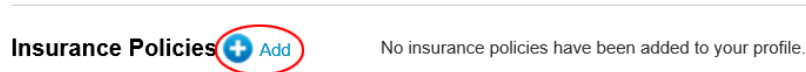
3. Enter the **Year Issued** for the selected License.

4. The **License Type** field will be populated based on the License selected.
5. The **Experience** field will be populated based on the Year Issued.
6. Click the **Save** button.
7. Repeat these steps to enter Experience for additional Appraiser Licenses.

Insurance Policies

To add Insurance Policies (General Liability and/or Errors and Omissions):

1. Click the **Add** button adjacent to the Insurance Policies header (*there is no limit to the number of Insurance Policies that can be added*).

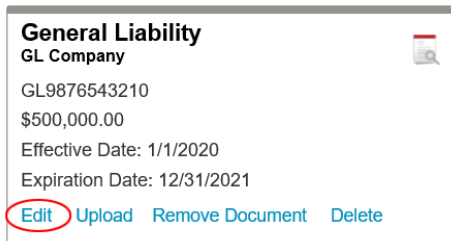



2. In the **Add Insurance** card, select *General Liability* or *Errors and Omissions* from the **Insurance Type** drop down menu.
3. Enter the corresponding **Provider Name** and **Policy Number**.
4. Enter the **Coverage Amount** for the Insurance Policy.
5. Select the **Effective Date** from the date picker calendar (*if a future date is entered, the Insurance Policy will not be active until the Effective Date*).
6. Select the **Expiration Date** from the date picker calendar.
7. **Drop file or Browse** to upload an Insurance Policy document.
8. Click the **Save** button.

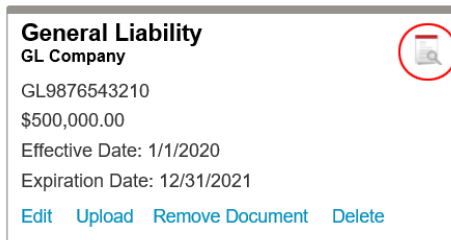
A screenshot of the 'Add Insurance' form. The form has a yellow background and a title bar that says 'Add Insurance' with a 'Required' asterisk. The form contains several fields: 'Insurance Type' with a dropdown menu showing 'General Liability'; 'Provider Name' with a text input 'GL Company' and a user icon; 'Policy Number' with a text input 'GL9876543210'; 'Coverage Amount' with a text input '\$500,000.00'; 'Effective Date' with a date input '01/01/2020'; and 'Expiration Date' with a date input '12/31/2021'. At the bottom, there is a file upload section showing a document icon, the filename 'GL Insurance Doc.pdf', and the size '32.61 KB'. Below the file upload section, there are two buttons: 'Save' (circled in red) and 'Cancel'.

9. Repeat these steps to add additional Insurance Policies.

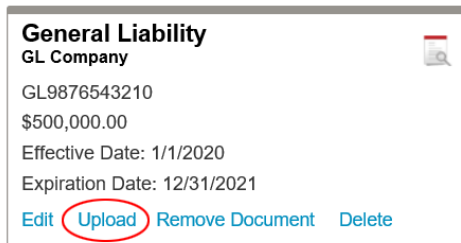
To edit an Insurance Policy, click **Edit** on the Insurance Policy card.



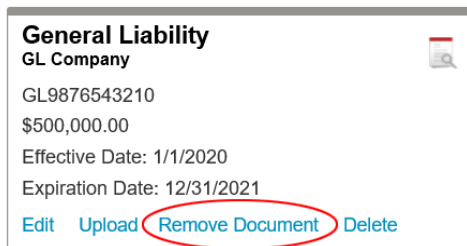
To download and view an Insurance Policy document, click the Document Preview  icon on the Insurance Policy card.



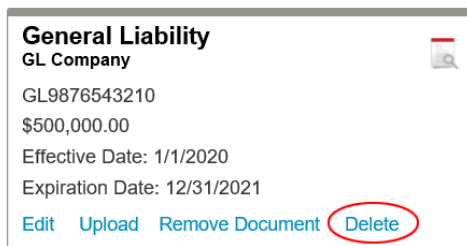
To upload or revise an Insurance Policy document, click **Upload** on the Insurance Policy card.



To remove an Insurance Policy document, click **Remove Document** on the Insurance Policy card.



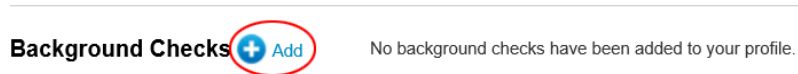
To delete an Insurance Policy, click **Delete** on the Insurance Policy card.



Background Checks

To add Background Checks:


1. Click the **Add** button adjacent to the Background Checks header (*there is no limit to the number of Background Checks that can be added*).

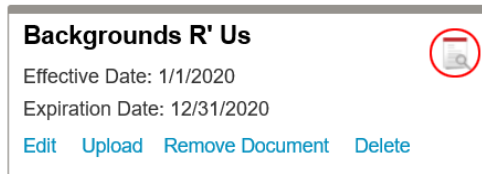


2. In the **Add New Background Check** card, enter the **Provider Name**.
3. Select the **Effective Date** from the date picker calendar (*if a future date is entered, the Background Check will not be active until the Effective Date*).
4. Select the **Expiration Date** from the date picker calendar.
5. **Drop file or Browse** to upload a Background Check document. **A file upload is required.**
6. Click the **Save** button.

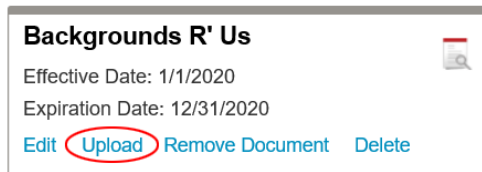
7. Repeat these steps to add additional Background Checks.

To edit a Background Check, click **Edit** on the Background Check card.

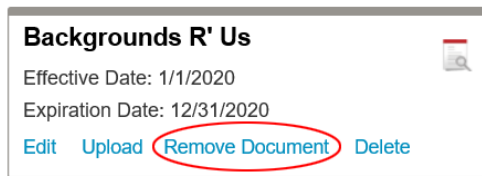
To download and view a Background Check document, click the Document Preview  icon on the Background Check card.



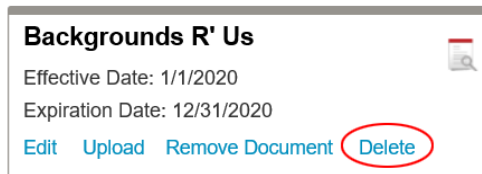
To upload or revise a Background Check document, click **Upload** on the Background Check card.



To remove a Background Check document, click **Remove Document** on the Background Check card.



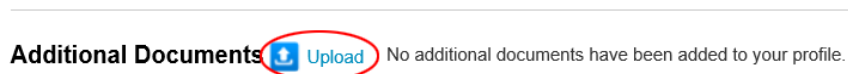
To delete a Background Check, click **Delete** on the Background Check card.



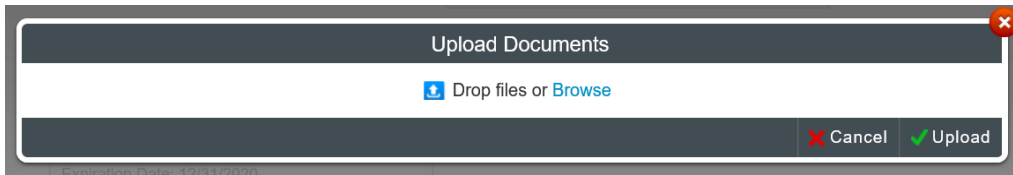
Additional Documents

To upload Additional Documents to your Vendor Profile:

1. Click the **Upload** button adjacent to the Additional Documents header

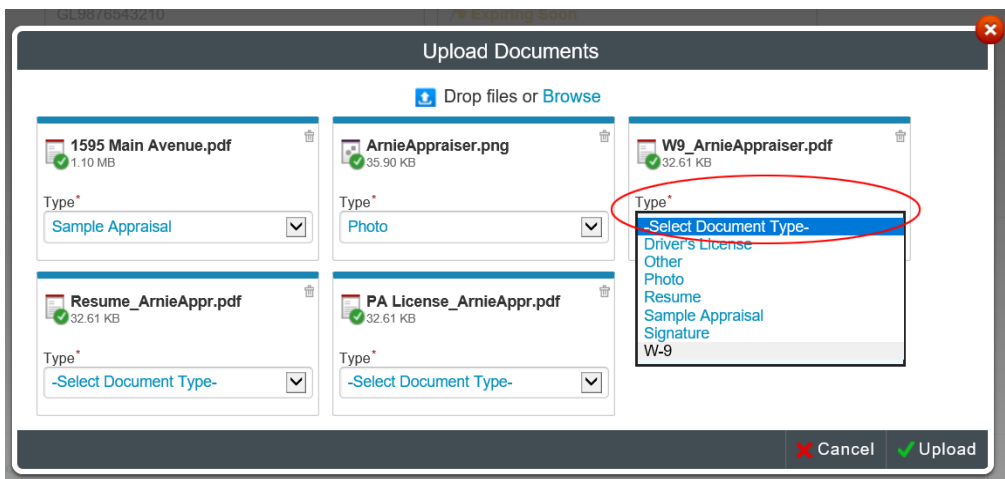


2. **Drop file or Browse** to upload document(s) in the **Upload Documents** window. (*One or more documents can be dragged and dropped into the window at a time.*)



















3. A Document Type must be selected for each uploaded document:

- Driver's License
- Photo
- Resume
- Sample Appraisal
- Signature
- W-9
- Other




4. Click the **Upload** button.

5. Uploaded documents will be displayed in the **Additional Documents** table.

Additional Documents 				
Name	Type	Uploaded Date	Uploaded By	
 1595 Main Avenue.pdf	Sample Appraisal	3/5/2020 6:41 pm	Arnie Appraiser	 
 ArnieAppraiser.png	Photo	3/5/2020 6:41 pm	Arnie Appraiser	 
 PA License_ArnieAppr.pdf	Driver's License	3/5/2020 6:41 pm	Arnie Appraiser	 
 Resume_ArnieAppr.pdf	Resume	3/5/2020 6:41 pm	Arnie Appraiser	 
 W9_ArnieAppraiser.pdf	W-9	3/5/2020 6:41 pm	Arnie Appraiser	 

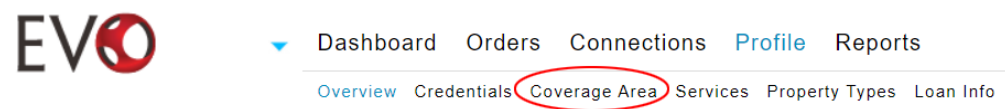
Showing 1 to 5 of 5 entries

6. Roll over the Ellipsis  icon for a document record in the **Additional Documents** table to access the Actions menu. **Download** and **Upload Revision** actions are available for each document saved to the table.

Clicking the Trash Can  icon will delete the selected document from the table.

Manage Coverage Area

You can add or update your Coverage Area by navigating to **Profile >> Coverage Area**.



PLEASE NOTE: Coverage Area can only be added for states where you are licensed.

To add Coverage Area for a licensed state:


1. Click the **Add** button in the page header.




2. The **Add Coverage Area** window will open.
3. Select **Coverage Type**. Coverage Type can also be adjusted after a Coverage Area is saved to your Profile.
 - Primary (*default selection*)
 - Secondary
 - Tertiary

The image shows a modal window titled 'Add Coverage Area'. At the top right is a close button (X). Below the title is a 'Coverage Type*' dropdown menu, which is circled in red and shows 'Primary' selected. To the right of the dropdown is a 'Required*' label. Below the dropdown is a table with two columns: 'Enabled' and 'State'. There are two rows in the table: one for 'New Jersey' and one for 'Pennsylvania'. Each row has a green plus icon in the 'Enabled' column and a toggle switch labeled 'OFF' in the 'State' column. At the bottom right of the modal are 'Cancel' and 'Save' buttons.

4. Click the ON/OFF toggle to enable a Coverage Area. Coverage can be enabled at the **State, County** or **ZIP Code** level.

Click on the plus sign  icon for the selected State to expand to enable coverage at the County level.

Click on the plus sign  icon for the selected County to expand to enable coverage at the ZIP Code level.

Add Coverage Area

Coverage Type* Required*
 Primary

Enabled **State**

☒ ON New Jersey

☐ OFF Pennsylvania

Enabled **County**

☐ OFF ADAMS, PA

Enabled **ZIP Code**

☒ ON 17301 Abbottstown, PA

☐ OFF 17303 Arendtsville, PA

☐ OFF 17304 Aspers, PA - Center Mills, PA

☐ OFF 17306 Bendersville, PA

☐ OFF 17307 Biglerville, PA - Brysonia, PA - Beecherstown, PA - Floradale, PA - Guernsey, PA - Table Rock, PA

☐ OFF 17310 Cashtown, PA


☐ OFF 17316 East Berlin, PA


✖ Cancel ✔ Save

5. Click the **Save** button.

To change Coverage Type for Coverage Area:

1. Check the box adjacent to the selected Coverage Area(s) on the Manage Coverage Area page.

Click on the plus sign  icon for the State to expand to select coverage at the County or ZIP Code levels.

Manage Coverage Area View: By Coverage Type  Add

Primary Coverage

Actions

☒ **State**

☒ New Jersey

☒ **County**

☒ ATLANTIC, NJ

☒ BERGEN, NJ

☒ BURLINGTON, NJ

☒ **ZIP Code** **City**

☒ 08010 Beverly, NJ - Edgewater Park, NJ - Edgewater Park, NJ

☒ 08011 Birmingham, NJ

☒ 08015 Browns Mills, NJ

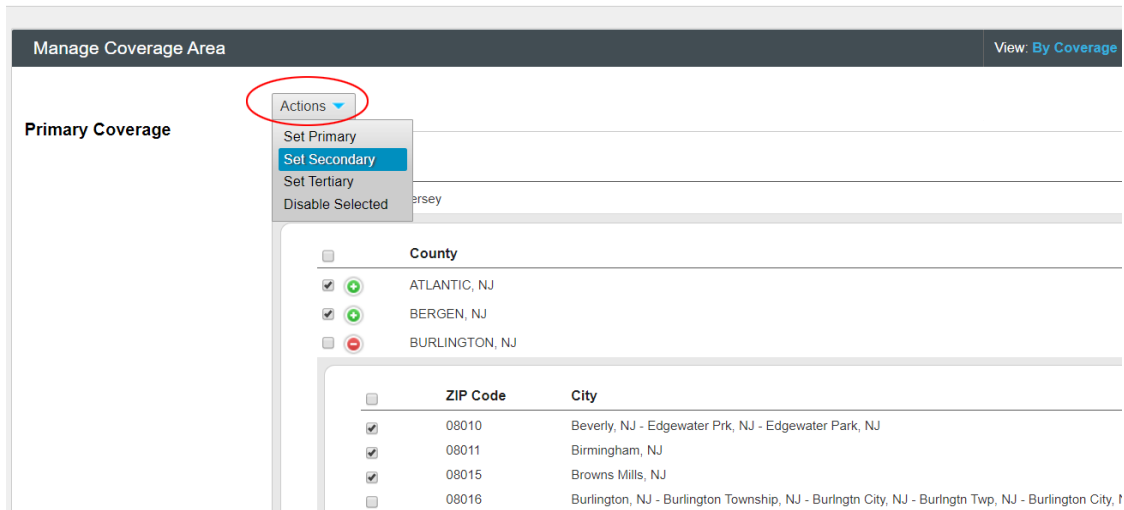
☐ 08016 Burlington, NJ - Burlington Township, NJ - Burlington City, NJ - Burlington City, NJ

☐ 08019 Chatsworth, NJ

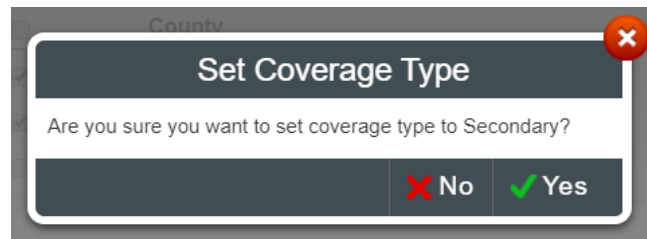
☐ 08022 Columbus, NJ - Mansfield, NJ

☐ 08036 Hainesport, NJ - Hainesport Twp, NJ - Hainesport Township, NJ

- From the **Actions** menu, select *Set Primary*, *Set Secondary* or *Set Tertiary*.



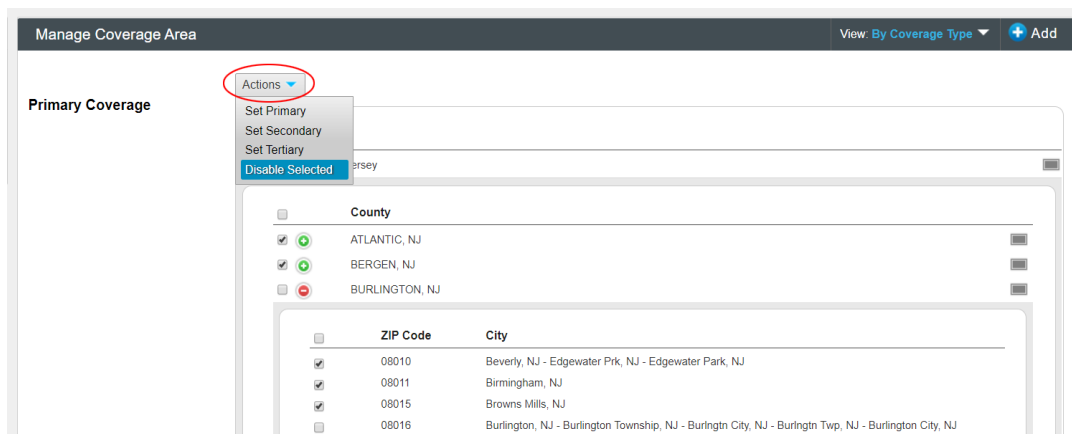
- The **Set Coverage Type** window will open.



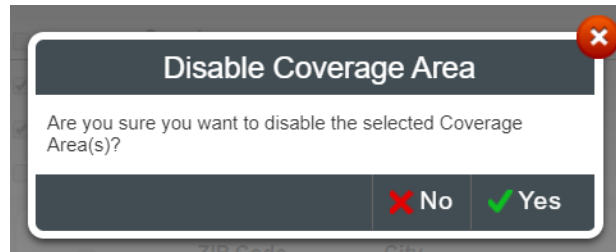
- Click **Yes** to confirm updated Coverage Type for selected Coverage Area.

To disable Coverage Area:

- Check the box adjacent to the selected Coverage Area(s).
- From the **Actions** menu, select *Disable Selected*.



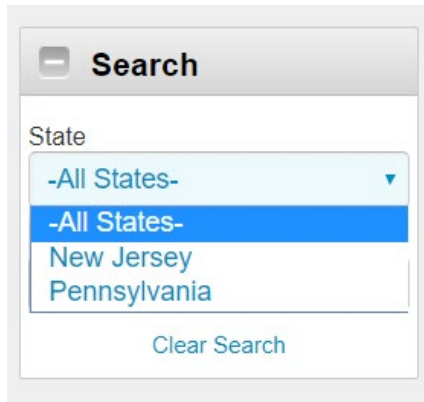
3. The **Disable Coverage Area** window will open.



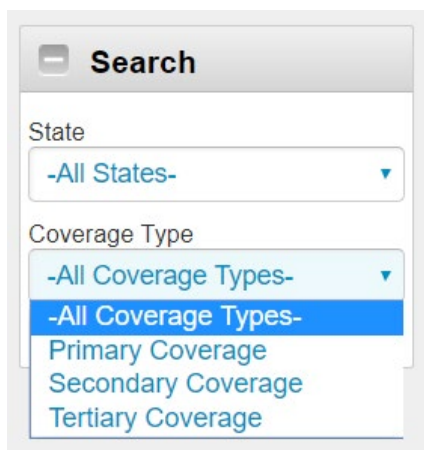
4. Click **Yes** to disable selected Coverage Area.

You can search for Coverage Area in the left navigation panel by:

- **State**



- **Coverage Type**



Coverage Area can be viewed:

- **By Coverage Type (default view)**

Manage Coverage Area

View: By Coverage Type ▾ + Add

Primary Coverage

Actions ▾

	State	
<input type="checkbox"/>	New Jersey	
<input type="checkbox"/>	Pennsylvania	

Secondary Coverage

☐

State
New Jersey

View: By Coverage Type ▾ + Add

- **By State**

Manage Coverage Area

View: By State ▾ + Add

Coverage Areas

Actions ▾

	State	Coverage Type	
<input type="checkbox"/>	New Jersey	P S	
<input type="checkbox"/>	Pennsylvania	P	

View: By State ▾ + Add

- **By County**

Manage Coverage Area

View: By County ▾ + Add

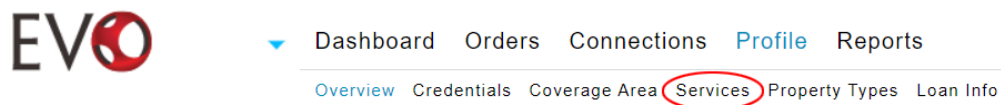
Coverage Areas

Actions ▾

	County	Coverage Type	
<input type="checkbox"/>	ATLANTIC, NJ	S	
<input type="checkbox"/>	BERGEN, NJ	S	
<input type="checkbox"/>	BURLINGTON, NJ	P	
<input type="checkbox"/>	CAMDEN, NJ	P	
<input type="checkbox"/>	CAPE MAY, NJ	P	
<input type="checkbox"/>	CUMBERLAND, NJ	P	
<input type="checkbox"/>	ESSEX, NJ	P	
<input type="checkbox"/>	GLOUCESTER, NJ	P	
<input type="checkbox"/>	HUDSON, NJ	P	
<input type="checkbox"/>	HUNTERDON, NJ	P	
<input type="checkbox"/>	MERCER, NJ	P	

Manage Services

You can manage your Services and Fees by navigating to **Profile >> Services**.



To enable Residential services, navigate to the **Residential** tab under the Manage Services header:

1. Click the ON/OFF toggle to enable a Service. The **Enable All** button can be clicked to enable all Residential Services.
2. Enter a Fee for **All Coverage** or click the Arrow icon to enter a different fee for **Primary**, **Secondary** and/or **Tertiary** coverage. *(Entering a Fee is not required.)*
3. Click the **Save** button in the page header or footer to save your changes.

The image is a screenshot of the 'Manage Services' interface, specifically the 'Residential' tab. On the left, there are three tabs: 'Residential' (selected and circled in red), 'Commercial', and 'Review'. Below the 'Residential' tab are 'Enable All' and 'Disable All' buttons. The main area contains a table with columns: 'Enabled', 'Service', 'Coverage', and 'Fee'. There are five rows of services, each with an 'ON' toggle. The 'Coverage' column for each row has a dropdown menu. In the third row, the dropdown is open, showing 'Primary', 'Secondary', and 'Tertiary' options, with 'Primary' selected and circled in red. The 'Fee' column contains input fields with values like \$400.00, \$450.00, etc. At the top right of the table area, there are 'Cancel' and 'Save' buttons, with 'Save' circled in red.

To enable Commercial services, navigate to the **Commercial** tab under the Manage Services header:

1. Click the ON/OFF toggle to enable a Service. The **Enable All** button can be clicked to enable all Commercial Services.
2. Enter a Fee for **All Coverage** or click the Arrow icon to enter a different fee for **Primary**, **Secondary** and/or **Tertiary** coverage. *(Entering a Fee is not required.)*
3. Click the **Save** button in the page header or footer to save your changes.

Manage Services Cancel Save

Residential **Commercial** Enable All Disable All

Review

Enabled	Service	Coverage	Fee
<input checked="" type="checkbox"/>	Appraisal - 71A Residential Income Property	▼ All Coverage	<input type="text"/>
<input checked="" type="checkbox"/>	Appraisal - 71B Residential Income Property	▼ All Coverage	<input type="text"/>
<input checked="" type="checkbox"/>	Appraisal - Appraisal Report	▼ All Coverage	<input type="text"/>
<input checked="" type="checkbox"/>	Appraisal - FHA 203k Multi-Family	▼ All Coverage	<input type="text"/>
<input checked="" type="checkbox"/>	Appraisal - FHA Multi-Family	▼ All Coverage	<input type="text"/>
<input checked="" type="checkbox"/>	Appraisal - USDA Rural Development Multi-Family	▼ All Coverage	<input type="text"/>

To enable Review services, navigate to the **Review** tab under the Manage Services header:

1. Click the ON/OFF toggle to enable a Review Service. The **Enable All** button can be clicked to enable all Residential Review Services or all Commercial Review Services.
2. Enter a Fee for **All Review Types** or click the Arrow ▼ icon to enter a different fee for **Standard** and/or **Technical** reviews. (*Entering a Fee is not required.*)
3. Click the **Save** button in the page header or footer to save your changes.

Manage Services Cancel Save

Residential **Commercial** Enable All Disable All

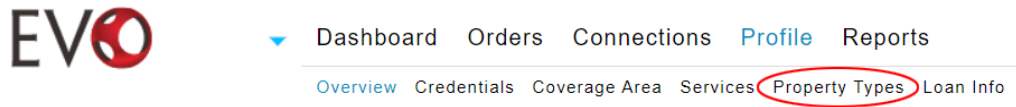
Review

Residential Review Services

Enabled	Review Service	Review Type	Fee
<input checked="" type="checkbox"/>	Desk Review - 1033 Appraisal Desk Review	▲ Standard	<input type="text" value="\$100.00"/>
		Technical	<input type="text" value="\$150.00"/>
<input checked="" type="checkbox"/>	Desk Review - 2006 Appraisal Review Short Form	▲ Standard	<input type="text" value="\$125.00"/>
		Technical	<input type="text" value="\$175.00"/>
<input checked="" type="checkbox"/>	Desk Review - Desk Review	▲ Standard	<input type="text" value="\$100.00"/>
		Technical	<input type="text" value="\$150.00"/>
<input checked="" type="checkbox"/>	Desk Review - URAR Appraisal Desk Review	▲ Standard	<input type="text" value="\$125.00"/>
		Technical	<input type="text" value="\$175.00"/>

Manage Property Types

You can manage your Property Types by navigating to **Profile >> Property Types**.



Make a selection from the **Type** drop down menu to jump to a particular Property Type category. This will filter your view to the selected Property Type:

- Agricultural
- Commercial
- Health Care
- Industrial
- Land
- Lodging and Hospitality
- Municipal/Institutional
- Office
- Recreational
- Residential
- Retail
- Special Purpose

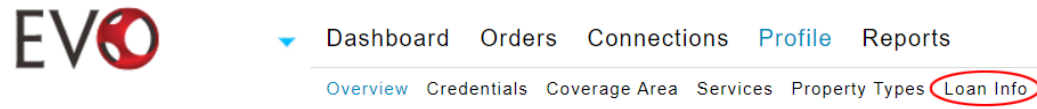
To add a Property Type:

1. Click the ON/OFF toggle to enable the Property Type. The **Enable All** button can be clicked to enable all Property Types within a Property Type category.
2. Click the **Save** button in the page header or footer to save your changes.

The image is a screenshot of the 'Manage Property Types' web application. At the top, there's a header bar with 'Manage Property Types' on the left and 'Cancel' and 'Save' buttons on the right. The 'Save' button is circled in red. Below the header, on the left, is a 'Type:' dropdown menu currently set to 'Residential', which is also circled in red. Below this dropdown are 'Enable All' and 'Disable All' buttons. The main area of the page displays a list of property types under the 'Residential' category. Each item has an 'ON/OFF' toggle switch to its left. The list includes: Acreage, Acreage (Mixed Use), Apartment Community, Coastal/Lakeshore, Riverfront, Other Waterfront, Condominium, Congregate Senior Housing, Co-Op, Dormitory, Duplex, Triplex, and Fourplex, Farmette (Lifestyle Farm, Hobby Farm), Flood/Batture, Fraternity/Sorority Housing, High End Residential, Historical, Land, Agricultural (Undeveloped), Land, Duplex, Triplex, and Fourplex, Land, Multi-family/Apartment, Land, Rural, Land, Transitional, Land, Urban, Low Income and/or Affordable Housing, Manufactured/Mobile Home, Mixed Use (Residential-Commercial), Mobile Home Park, Mountain, Multi-family (2-4 units), Multi-family (5+ units), Native American Land, Planned Unit Development (PUD), Public Housing, Ranchette (Hobby), Single Family, Subdivided Land/Lot, Subdivision, Subsidized Housing, Sustainable Green Buildings, Townhouse, Unique Property, and Other.

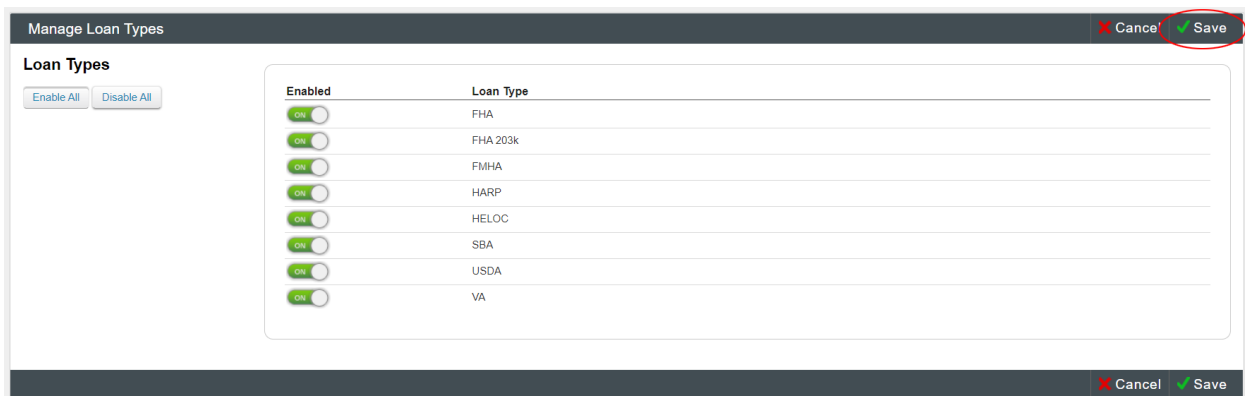
Manage Loan Types

You can manage your Loan Types by navigating to **Profile >> Loan Info**.



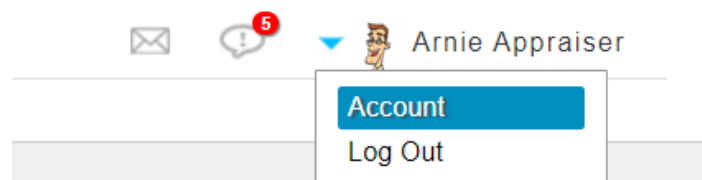
To add a Loan Type:

1. Click the ON/OFF toggle to enable the Loan Type. The **Enable All** button can be clicked to enable all Loan Types.
2. Click the **Save** button in the page header or footer to save your changes.



Updating Account Information

You can manage your Account Information by navigating to **User >> Account**.



To update your User Information, navigate to the **User** tab under the Account header:

1. Click the **Edit** button in the page header or footer.
2. Make any necessary updates to your First Name, Last Name, Username, Time Zone or Title.
3. Click the **Save** button to save your changes.

Account

Cancel Reset **Save**

User Information

First Name*
Arnie

Last Name*
Appraiser

Username*
arnie@arniesappraisals.com

Time Zone*
(GMT-05:00) Eastern Time

Cancel Reset **Save**

To change your Password, navigate to the **Security** tab under the Account header:

1. Enter your **Current Password**.
2. Enter a **New Password**. (Roll over the Question Mark icon to view Password Requirements).
3. Re-enter the password to **Confirm New Password**.
4. Click the **Change Password** button.

Account

User

Security

Preferences

Credentials

Change Password

Current Password*

New Password* ?

Confirm New Password*

Change Password

To change your Security Questions, navigate to the **Security** tab under the Account header:

Security Questions

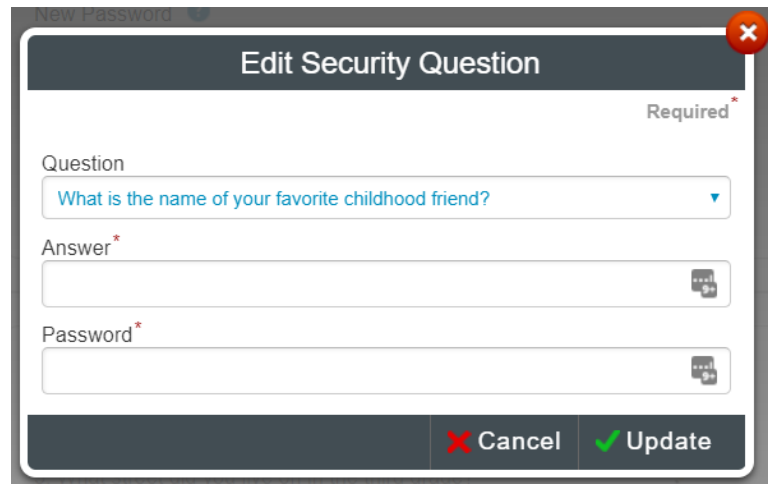
1. What is the name of your favorite childhood friend?

2. What is the middle name of your oldest child?

3. What street did you live on in the third grade?

1. Click the Pencil icon adjacent to the Security Question you would like to update.

2. The **Edit Security Question** window will open.



New Password

Edit Security Question

Required*

Question

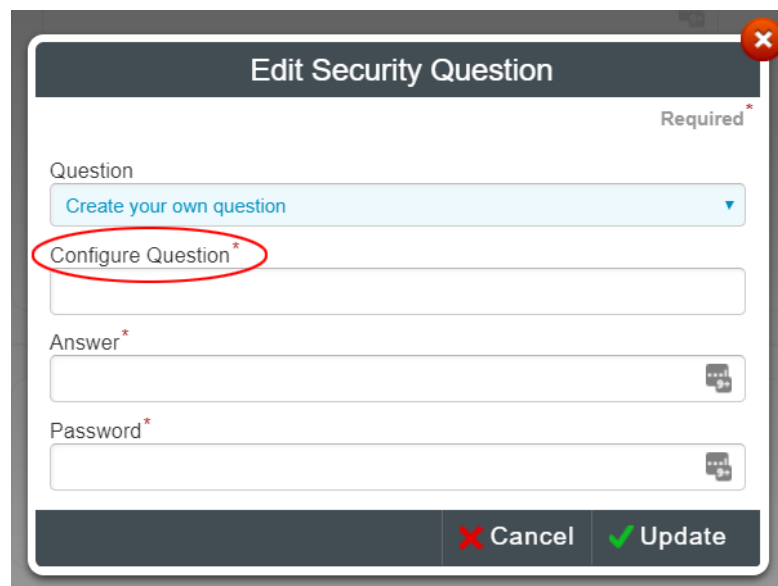
What is the name of your favorite childhood friend?

Answer*

Password*

Cancel Update

3. Select a new Security Question from the **Question** drop down menu or **Create your own question**. If you create your own question, you will be prompted to enter the question in the **Configure Question** field.



Edit Security Question

Required*

Question

Create your own question

Configure Question*

Answer*

Password*

Cancel Update

4. Enter an **Answer**.
5. Enter your **Password**.
6. Click the **Update** button.

To configure your Notification Preferences, navigate to the **Preferences** tab under the Account header:

1. Click the ON/OFF toggle to disable a Notification Type. (*All Workflow Notification Types are enabled by default*).
2. **PLEASE NOTE:** If a Notification Type is disabled, you will no longer receive an email notification for the corresponding workflow action when it occurs.
3. Click the **Save** button in the page header or footer to save your changes.

The screenshot shows the 'Account' header with a sidebar containing 'User', 'Security', 'Preferences' (highlighted with a red circle), and 'Credentials'. The main content area is titled 'Notifications' and contains a table with two columns: 'Type' and 'Email'.

Type	Email
Accepted Conditions	<input checked="" type="checkbox"/>
Awarded Bids	<input checked="" type="checkbox"/>
Bid Response Confirmation	<input checked="" type="checkbox"/>
Canceled Bids	<input checked="" type="checkbox"/>
Canceled Orders	<input checked="" type="checkbox"/>
Complete Inspection	<input checked="" type="checkbox"/>
Completed Orders	<input checked="" type="checkbox"/>
Countered Conditions	<input checked="" type="checkbox"/>
Credentials Expired	<input checked="" type="checkbox"/>
Credentials Expiring Soon	<input checked="" type="checkbox"/>
Declined Conditions	<input checked="" type="checkbox"/>
Lost Bids	<input checked="" type="checkbox"/>
New Bid Requests	<input checked="" type="checkbox"/>
New Orders	<input checked="" type="checkbox"/>
On Hold Orders	<input checked="" type="checkbox"/>
Pending Acceptance Timeout	<input checked="" type="checkbox"/>
Request Review Revisions	<input checked="" type="checkbox"/>
Revisions Requested	<input checked="" type="checkbox"/>
Schedule Inspection	<input checked="" type="checkbox"/>
Updated Conditions	<input checked="" type="checkbox"/>
Updated Orders	<input type="checkbox"/>