



**Appraisal Orders**

- Select **Loan Actions**> **Order Appraisal**

 <b>Loan Actions</b> (321041) <b>LNID: 321041</b>	<b>Loan Lock</b>
Homepage	
Pipeline Summary	
Loan Snapshot	
Loan History	
Loan Info	
Loan Contacts	
Edit 1003	
Edit Fees Worksheet	
Request Documents	
Edit TIL	
Edit 1008	
Price / Lock	
Fee Sheet	
HMDA	
Update Loan	
Export Loan	
Cancel Loan	
Processing	
Submit to Processor	
Upload Documents	
Send DocLink Request	
Order Credit	
Submit to Lender	
Closing Request	
<b>Order Appraisal</b>	
Merge Liabilities	
Fraud Filter	
Flood Certification	
Submit To Doc Provider	
Compliance	
Services	

Continued on next page...>

- Fill in highlighted fields and select **Submit Appraisal Order**

Appraisals			
Vendor	<input type="text" value="Global DMS"/>	Existing Orders	<input type="text"/>
<b>Appraisal Type</b>	<input type="text" value="Primary"/>	Description	<input type="text"/>
Identifier		Manually Enter Credentials	<input type="checkbox"/>
		Account ID	<input type="text" value="10031"/>
		Client ID	<input type="text" value="0"/>
		User Name	<input type="text" value="PLEVOProd"/>
Order			
<b>Product Type 1</b>	<input type="text" value="Appraisal - 1004 Conventional URAR"/>	<b>Processor 1</b>	<input type="text" value="Ian Lauder (Administrator)"/>
Product Type 2	<input type="text"/>	Processor 2	<input type="text"/>
Product Type 3	<input type="text"/>	Processor 3	<input type="text"/>
Product Type 4	<input type="text"/>	Processor 4	<input type="text"/>
Product Type 5	<input type="text"/>		
<b>Property Type</b>	<input type="text" value="Single Family Detached"/>	<b>Date Needed</b>	<input type="text" value="11/15/2024"/>
		Payment Method	<input type="text" value="Billed"/>
		Rush Indicator	<input type="checkbox"/>
		<b>Contact Type</b>	<input type="text" value="Realtor"/>
		<b>Contact Name</b>	<input type="text" value="Jane Realtor"/>
		<b>Contact Phone</b>	<input type="text" value="777-777-7777"/>
		<b>Payment Link Email</b>	<input type="text" value="borrower@email.com"/>
Comments	<input type="text"/>	Current Status Comments	<input type="text"/>
<input type="button" value="Submit Appraisal Order"/>			

- After the order is submitted and the page refreshes, there will be an additional button at the bottom of the page where you can attach the purchase contract. Please make sure to do this or it may cause a delay in the AMC processing your order.

\*\*\*For FHA appraisal orders you will first need to email your CAM (client account manager) and request the FHA case number.\*\*\*

- To check appraisal order status open the **Appraisal Order Response Data**
  - From the **e-DOC MANAGER** type the word “appraisal” in the search bar and all documents related to the key word will appear in the folders below.
  - Select the magnifying glass out to the right of the document and allow to download for approximately 10 seconds.



- All appraisal related inquiries should be directed to: [appraisals@principlelending.com](mailto:appraisals@principlelending.com)