



User Guide

Submitting Appraisals

I. Step-by-step guide for uploading an appraisal

1. Click "Add" under Document column in "Accepted Orders" screen

Search
VENDOR TYPE: Appraisal Title Closing DAYS OF ACTIVITY: 30 ORDER NO: STATE: All Go

Unaccepted Orders - 16 Accepted Orders - 2 Completed Orders - 168

ORDER #	ASSIGNED DATE	PRODUCT	BORROWER	STATUS	CITY	STATE	DOCUMENT	NOTE
535121	02/17/11 1:55:15 PM	eVal-11		Vendor Assignment Accepted	Oxford	AL	Add	Add
535330	02/18/11 9:43:01 AM	eVal-11		Appraisal Received	Athens	GA	Add	Add

Print

OR

Open the order by clicking the order number and click upload or view documents tab

LOGOUT

ORDER SUMMARY
Order #: 535393
Order Date: 2/18/2011
Product:
Order Status:
Fee:
Borrower Name:
Seller Name:
Home Phone:
Work Phone:
Mobile:
Property Address:
Distance (m):

Delivery Instructions:

Accurate Group AMC Registration Numbers: AR: AMR-068, VT: 077-0073718-main, AZ: 40123, CT: AMC.0000062, GA: 64, NC: NC-1036

UPON RECEIPT OF THIS ORDER CONFIRM WITHIN 3 HOURS TO AVOID REASSIGNMENT via email (status@accurategroup.com), or Phone 877-587-6361 within 3 hours to avoid reassignment!

***All final reports are due within 24 hours of inspection and are to be sent in PDF format to: (reports@accurategroup.com). If additional time is required due to complexity you must contact Danny Simbeya at 704-439-1052. Please send an invoice separately.

Order Specific Instructions:

Refresh

Appointment Date: Appointment Time: AM PM Update

LENDER/ CLIENT FIELD ON APPRAISAL REPORT MUST READ

BB&T-Real Estate Appraisal Group 2713 FOREST HILLS ROAD, WILSON NC, 27893

Upload or View Documents (0)
Upload Document
ACI Documents
If you have uploaded the document at the ACI site, please note that it may take a few hours before it is available
Add or View Notes (0)
Product Instructions

Click here to expand section
Click here to upload document

2. Once you have clicked "upload document" a separate window will open requiring the vendor to acknowledge they have read and complied with the order instructions.

To review the order instructions client the arrow

Document Upload Confirmation

Order Details Show

Lender/Client Field Hide

LENDER/ CLIENT FIELD ON APPRAISAL REPORT MUST READ

Please check the box to Acknowledge

OK Cancel

To acknowledge the order instructions the may check the Acknowledge button underneath the lender/client field

Document Upload Confirmation

Order Details Show

Lender/Client Field Hide

LENDER/ CLIENT FIELD ON APPRAISAL REPORT MUST READ

Please check the box to Acknowledge

OK Cancel

The vendor may also acknowledge the order instructions by expanding the instructions and checking the Acknowledge button

Order Details

 Hide

Order #: 535330
Order Date: 2/18/2011
Product: eVal-11
Order Status:
Fee:
Borrower Name:
Seller Name:
Home Phone:
Work Phone:
Mobile:
Property Address:
Distance (m):

Delivery Instructions:

Accurate Group AMC Registration Numbers: AR: AMR-068, VT: 077-0073718-main, AZ: 40123, CT: AMC.0000062, GA: 64, NC: NC-1036

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Lender/Client Field

 Hide

LENDER/ CLIENT FIELD ON APPRAISAL REPORT MUST READ

Please check the box to Acknowledge

3. Once the order have been acknowledged click "ok"

Document Upload Confirmation

Order Details Show

Lender/Client Field Hide

LENDER/ CLIENT FIELD ON APPRAISAL REPORT MUST READ

Please check the box to Acknowledge

4. **IMPORTANT:** Click the drop down to select the correct product to be uploaded. The system will read the form number and if you select the wrong product you will not be permitted to upload the document. Then click "Accept"

Document Upload Confirmation

Order Details Show

UPLOAD A FILE FOR ORDER # 536503

Document Type: ← Click here to select the correct document to be uploaded

ACI File Upload

- Click Accept to open an external site where you can upload your file.
- This site is provided by ACI.
- It accepts both ACI and 1st Generation PDF files.
- Please be patient as the automated quality control review of the appraisal will take a few minutes.
- Once the upload process is complete close the external window and click Finished.

Once you click "Accept" the Accurate Group vendor website will access a 3rd party portal (ACI) to perform an automated review of the appraisal. If you have problems uploading the document please contact ACI directly by dialing 800-374-8727. The system will accept ACI or PDF files.

Document Upload Confirmation

Order Details Show


UPLOAD A FILE FOR ORDER # 536503

Document Type:

ACI File Upload

- Click Accept to open an external site where you can upload your file.
- This site is provided by ACI.
- It accepts both ACI and 1st Generation PDF files.
- Please be patient as the automated quality control review of the appraisal will take a few minutes.
- Once the upload process is complete close the external window and click Finished.

5. Once the correct product has been selected click browse to locate the appraisal to be uploaded, provided description and click upload.

 **ACCURATE**
G R O U P

A REAL ESTATE TRANSACTION COMPANY

Step #1 Select your file
Please select the ACI or PDF file you wish to deliver:

Order Number:

Click "Browse" to locate the ACI or PDF file you wish to upload

6. Now that the ACI or PDF document has been attached click "Process" to perform automated review. If you are uploading a PDF please be patient as this may take up to 1 minute.

ACCURATE GROUP
A REAL ESTATE TRANSACTION COMPANY

Step #1 Select your file
Please select the ACI or PDF file you wish to deliver:

Browse

Order Number:

Process

Click "Browse" to locate the ACI or PDF file you wish to upload

7. The final step before the automated review can complete is to review the address, borrower and appraiser

ACCURATE GROUP
A REAL ESTATE TRANSACTION COMPANY

Step #1 Select your file
Please select the ACI or PDF file you wish to deliver:

Browse

Order Number:

Process

Step #2 Verify Information
Please confirm that this Appraisal matches the information for the Order Number.

Address:

Borrower:

Appraiser:

Start Over **Confirm**

Verify the address, borrower and appraiser

If information is correct select confirm

8. If the report "fails" the automated review ALL errors must be corrected before the file can be successfully uploaded to Accurate Group



Step #3 View Rule Results

Your file has **FAILED** the Preliminary Review. Please correct ALL the items under the ERROR category by editing your original file. Once corrected, please resubmit your report.

The screenshot shows the Accurate Valuations PAR Review interface. The top section contains various checkboxes for property features like "Finished", "Heated", "Individual", "Other", "Pool", "Att.", "Det.", and "Built-in". Below this are sections for "Appliances", "Finished area above grade contains", and "Additional features". A section titled "Describe the condition of the property" is also visible. At the bottom, there are buttons for "Close", "Resubmit", "Override", and "Deliver". A yellow box highlights a list of errors, and a red arrow points from a text box to this list.

IMPROVEMENTS

1004_05

1004_05 - Addendum

1004MC_2...

Subject Photos

Comps 1,2,3 Photos

Accurate Valuations PAR Review

Errors - These items must be corrected to receive a "pass".

- 'Does the Property Conform to the Neighborhood' boxes are blank. Please check at least one 'Does the Property Conform to the Neighborhood' box.
- Physical Deficiencies boxes are blank. Please check at least one Physical Deficiencies box.
- Rooms Above Grade: Total Square Feet is blank. Please enter Rooms Above Grade: Total Square Feet.
- Rooms Above Grade: Total Baths is blank. Please enter Rooms Above Grade: Total Baths.
- Rooms Above Grade: Total Bedrooms is blank. Please enter Rooms Above Grade: Total Bedrooms.
- Rooms Above Grade: Total Rooms is blank. Please enter Rooms Above Grade: Total Rooms.
- Car Storage boxes are blank. Please check at least one Car Storage box.
- Interior Bath Wainscot is blank. Please enter Interior Bath Wainscot.
- Interior Bath Floor is blank. Please enter Interior Bath Floor.

All critical errors must be corrected

Close Resubmit Override Deliver

9. Correcting errors

1. If using ACI or Lighthouse software these errors can be correct by clicking on the error and typing directly on the report
2. If you uploaded a PDF you may click on the error and ACI will bring you directly to the spot of the error. However, the correction must be made in your appraisal software package and re-submitted.

10. If only "warnings" appear please read through to ensure report meets FNMA and FHLMC minimum appraisal guidelines. Click "deliver" to complete and successfully upload appraisal to Accurate Group.



Accurate Group Vendor Help Desk(877) 587-6361

- Password resets
- Website login issues
- Help with vendor notes, assignment acceptance, order search, order management
- Viewing attachments

ACI Vendor Help Desk..... (800) 374-8727

- Help uploading completed orders
- Errors during automated appraisal review