

DESCRIPTION

Client Sign Up

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SUMMARY

This document will walk you through the sign up process for any Appraisal Scope platform. This process allows you to enter information about your company, branch specific information, and your user specific information that will later be your login to the platform. The information entered will be validated and approved by the platform you are registering with.

4. Client Sign Up tab. After selecting the tab you will be taken to a new form that will require data entry pertaining to your company, branch if needed, and your preferred login and contact information.
5. Company Information is the first section. Here you will need to fill out all the required fields and select your Account type.

Company Information

*Company Name

*Account Type

*Phone

Fax

Client Reference ID:

*First Name

*Last Name

Wholesalers:

Company Information

*Address

Additional Address

*City

*Country

*State

*ZIP

*Company eMail

Estimated Amount of orders a month

DETAILS

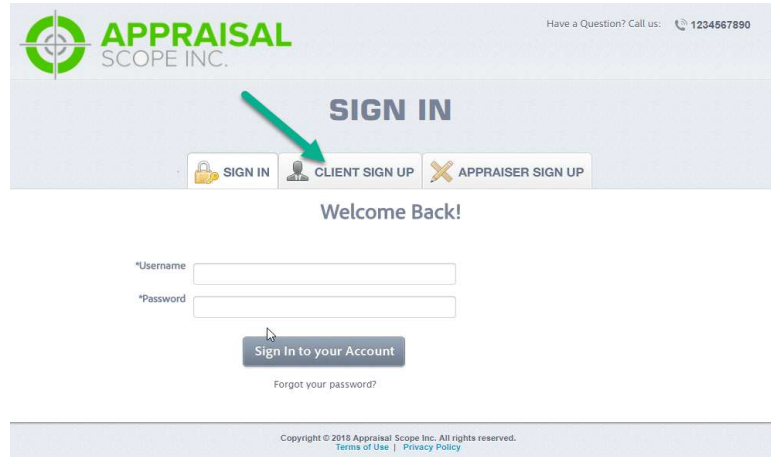
How to register as a Lender or Broker within an Appraisal Scope platform for order placement.

SCREENCAST:

<http://somup.com/cFVXFTVvnf>

STEP-BY-STEP

1. You will need to browse to the Appraisal Scope platforms web address. This should be provided by your contact within that Company.
2. The sign-up process is best completed within Chrome but all browser types are supported.
3. Once you are on the landing page of the Appraisal Scope platform that you wish to sign up with you will see the



CLIENT SIGN UP PROCESS

- Following the Company Information will be Branch Information. This section of the sign up is not required but can be used when multiple users are signing up for a given company that may have different branch locations that they work from.

Branch Information

Branch Name:	<input type="text"/>	Address:	<input type="text"/>
Branch ID:	<input type="text"/>	Additional Address:	<input type="text"/>
Phone:	<input type="text"/>	City:	<input type="text"/>
Fax:	<input type="text"/>	Country:	<input type="text" value="United States"/>
Contact Name:	<input type="text"/>	State:	<input type="text" value="Alabama"/>
Email:	<input type="text"/>	ZIP:	<input type="text"/>
		Estimated Amount of Orders a Month:	<input type="text"/>

- Once the Branch Information is filled in you will move down the screen to the User Information section of the sign-up process. This section is important as it provides the contact information for your user account. Please ensure that you provide a valid phone number, email address, and contact name allow with your login credentials. Don't forget to select your user type within your company as well. Appraisal Scope only supports 3 types currently which are Manager, Processor, and Loan Officer.

User Information

First Name:	<input type="text"/>	User Name:	<input type="text"/>
Last Name:	<input type="text"/>	Email:	<input type="text"/>
Phone #:	<input type="text"/>	User Type:	<input type="text" value="-- Select --"/>

- The final step of the process is clicking Create Account. This will take you back to the landing page for the platform and a notification will be sent to your specified email once the account is approved and ready for order placement.

