

# 1

## Order an Automated Valuation Model (AVM)

From the Encompass Loan Application, click on **Order AVM**. Borrower Last Name, Email and subject address are required fields.

The screenshot shows the Encompass software interface. The 'Forms' menu is open, and the 'Order AVM' option is highlighted with a red box and a red arrow. The main window displays loan details for '88 Newcastle Ave, Girardville, PA 17935' and a 'Borrower Summary - Origination' section. The 'Forms' menu includes options like 'Order Credit Report', 'Access Lenders', 'Search Product and Pricing', 'Request Underwriting', 'Order Appraisal', 'Order Flood Certification', 'Order Title & Closing', 'Order Doc Preparation', 'Register MERs', 'Order AVM', 'Order Mortgage Insurance', 'Order Fraud/Audit Services', and 'Request Mortgage Signing'.

# 2

## Radian Appraisal Management Company (AMC)

Next, choose Radian AMC. The first time you order, you will choose Radian AMC from the All Providers tab.

The screenshot shows the 'AVM' selection window. The 'All Providers' tab is selected, and 'Radian AMC' is highlighted in the list of providers. A red box and a red arrow point to the 'Radian AMC' entry. The window includes a 'Select a provider and click Submit.' instruction, a 'More info' link, and buttons for 'Remove from My List', 'Submit', and 'Cancel'.

Need help? Contact [VIBeSupport@radian.com](mailto:VIBeSupport@radian.com)  
AMC General Number: 412.788.1740.

# 3

## Log In to VIBe

Next, login on the VIBe Encompass ordering screen. Please contact your representative if you need to obtain login information.

VIBe Order Form

Login

User name  Password   Save Login information

Add Receipt

Ordered By

Order Payment Contact Status

Products [Refresh Products](#)

	Name
<input checked="" type="checkbox"/>	Radian AVM

# 4

## Submit Your Order

Then, choose your product, verify the information entered from Encompass, and click on **Next**.

VIBe Order Form

Login

User name  Password   Save Login information

Add Receipt

Ordered By

Order Payment Contact Status

Products [Refresh Products](#)

	Name
<input checked="" type="checkbox"/>	Radian AVM

Additional Information

Need By

Est. Gross Living Area

Number of Acres

Out-buildings on Property?

Occupancy

Targeted Investor

Loan Information

Loan number

Purpose

Type

Prop. Addr.

Purch Price

FHA Case #

Message To AMC

Attach Documents

v 3.0

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# 5

## Create AVM Order

Once you are on the Contact tab, please click on **Create** to place your AVM order.

The screenshot shows the 'VIBe Order Form' window with the 'Contact' tab selected. The form contains the following sections:

- Login:** User name: emnprod, Password: \*\*\*\*\* (masked), Save Login information:
- Order, Payment, Contact, Status:** Navigation tabs, with 'Contact' highlighted.
- Borrower:** Last Name: Kuhn, Middle Name: Anna, First Name: Julie, Email: jkuhn@exatechpgh.com, Home Phone: (412) 416-9999, Cell Phone: (412) 368-2288, Entry Contact:
- Co Borrower:** Last Name: Hyatt, Middle Name: H, First Name: Ashley, Email: Ahyatt@isspgh.net, Home Phone: (555) 555-5555, Cell Phone: (333) 333-3333, Entry Contact:
- Buyer's Agent:** Name, Email, Phone, Cell, Entry Contact (checkbox) fields.
- Seller's Agent:** Name, Email, Phone, Cell, Entry Contact (checkbox) fields.

At the bottom right, there are 'Close' and 'Create' buttons. A red arrow points to the 'Create' button.

# 6

## Obtain Order ID

Once the order is created you will receive a message with the order ID. Click on **OK**.

The screenshot shows a 'Radian' message box with the following text:

You order has been submitted successfully **Order No: 2500283446**

At the bottom right, there is an 'OK' button. A red arrow points to the 'OK' button.

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## Check Status

On the Check Status tab, you will learn if your AVM was a Hit or No Hit. On a hit, you will see a **New Document Attached**. Click on **Check Report/Status** to send the AVM to your document folder.

VIBe Order Form

Login  
 User name TMBEncomp Password \*\*\*\*\*  Save Login information

Order **Check Status**

**Status** [Add Item](#) [Check Report/Status](#)

Date	Order Id	Product	Status
04/26/2019	1100162488-1	AVM	Order Complete

**Comments** AVM [Add Comment](#)

Date	User	Note
04/26/2019 ...	Hannah Hein	New document attached. ** Document Type: Invoice ** File Name: 1009333-177101.pdf
04/26/2019 ...	Hannah Hein	New document attached. ** Document Type: Completed Report ** File Name: 1100162488_1_1002954.Pdf

[Upload Documents](#)  
 Uploaded Docs [Close](#)

## Retrieve Your AVM

Close out of the VIBe order form and click on the **Paper Icon** to retrieve your AVM.

Encompass View Loan Forms Verifs Tools Services Help

Home Pipeline Loan **Contacts** Dashboard

Borrower Julie Demo

88 Newcastle Ave  
 Girardville, PA 17935

Loan 1904000076 LT // Rate Est Closing  
 Loan DTI / Not Locked FS: Jul

Alerts & Messages Log

- File Started 04/26/19
- AVM received 04/26/19
- Send to processing
- Submittal
- Cond. Approval
- Resubmittal
- Approval
- Ready for Docs
- Docs Out
- Funding
- Shipping
- Purchasing
- Completion

**Borrower Summary - Origination**

Equifax / BEACON  
 Minimum Required FICO  
 Credit Score for Decision Making  
 Credit Reference #

Borrower can demonstrate a 12-month mortgage/rental history

Comments

**Subject Property Information** [Copy from Present](#) [Order Appraisal](#) [Order Flood](#) [Order Title](#)

Address 88 Newcastle Ave Property Type Detached  
 City Girardville Estimated Value  
 State PA Zip 17935 Appraised Value

Unincorporated Area  
 Construction Method

**Transaction Details** [Product and Pricing](#) [Access Lenders](#)

Lender  
 Loan Program 10/1 ARM Loan Number 1904000076  
 Closing Cost Conventional MERS MIN  
 Loan Documentation Type Code (F) Full Documentation

**Purpose of Loan** **Property Will Be**

Purchase  Construction  Primary  
 Cash-Out Refi  Construction - Perm  Secondary Gross Rnt  
 No Cash-Out Refi  Other -  Investment Occup Rate %

Forms Tools Services

- Order Credit Report
- Access Lenders
- Search Product and Pricing
- Request Underwriting
- Order Appraisal
- Order Flood Certification
- Order Title & Closing
- Order Doc Preparation
- Register MERS
- Order AVM

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## View the Report

Click on the AVM in the list and then **View**.

At	Name	Requested From	For Borrower Pair	Status	Date
	AVM		Julie Demo	Received	04/26/19

Buttons: Retrieve, View, Cancel

# 10

## Confirmation

Your AVM will then be displayed in your eFolder.

# 11

## No Hit AVM

If an AVM doesn't hit, you will receive a message in Step 6, **Unable to determine subject property value**.

Order: Check Status

Date	Order Id	Product	Status
04/26/2019	1100162406-1	AVM	Cancelled

Comments: AVM

Date	User	Note
04/26/2019 ...	Hannah Hein	Unable to determine subject property value.

Buttons: Upload Documents, Uploaded Docs, Close

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