

In order to use the Encompass Radian Valuation Services LLC integration, your company must be configured with Radian Valuation Services. Provide Radian Valuation Services with your Encompass Client ID and contact email address to complete the setup process.

Below is a step-by-step guide to sending an appraisal order to Radian Valuation Services via Encompass.

# 1

## Create a New Appraisal Order

Create a new loan or open an existing loan.  
From the Services tab select **Order Appraisal**.

## Order Appraisal Window

Within the All Appraisal Companies tab or the My Appraisal Companies tab, select: **Radian-Direct**. Please note, the first time you order, you will need to add **Radian-Direct** to **My Appraisers**.

Order Appraisal

My Appraisers All Appraisers

Search All Appraisers By

Zip Code 15275  Location PA Allegheny

Lender All Lenders

Appraisal Type Full Residential Appraisals with Interior Inspections

Matching Appraisers (275) Add to My Appraisers

Company Name	Price	Turn Time	Profile
R3 Repurchase Risk Review	Per contract	Per contract	More Info
Radian Appraisal	Per contract	Per contract	More Info
<b>Radian-Direct</b>	Per contract	Per contract	More Info
Realink Appraisal Network	Per contract	Per contract	More Info
Reggora, Inc	Per contract	Per contract	More Info
Regional Appraisal Managem...	Per contract	Per contract	More Info
Rives Valuation Services Inc. d...	Per contract	Per contract	More Info
SAMCO AMC	Per contract	Per contract	More Info
Sapphire by Veros	Per contract	Per contract	More Info
See-AMC	Per contract	Per contract	More Info

Next

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## The Vibe Order Form

Select **Next** to proceed to the **Vibe Order Form**. Please note, the first time you open the order form you will be required to enter your login credentials. You will receive your login credentials once you provide your Encompass Client ID and contact email address as noted in the opening paragraph above.

## Create Order

From the **Vibe Order Form Screen**, enter your order details and select the **Next** button. Please note, you can **Attach a Document** here at order placement or any time while the file is open.

Vibe Order Form

Login

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

Order Payment Contact Status

Products Refresh Products

Name
<input type="checkbox"/> 2000: FIELD REVIEW
<input type="checkbox"/> Land Appraisal
<input type="checkbox"/> 1025: Multi-family
<input type="checkbox"/> 1073 Condo Interior
<input checked="" type="checkbox"/> 1004: Single Family Appraisal
<input type="checkbox"/> 2000: FHA Field Review

Additional Information

Need By

Est. Gross Living Area 2500

Number of Acres

Out-buildings on Property? No

Occupancy

Targeted Investor ABC BANK

Loan Information

Loan number 1906000143

Purpose Purchase

Type Convention: Conventional

Prop. Addr. 15 Demo Ave, Pittsburgh PA - 15205

Purch Price 320000

FHA Case #

Message To AMC

Please comment on School in Area

Attach Documents (0)

Next

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## Payment tab

Next, you have the option to enter payment information on the **Payment** tab. The **Amount** will pull from your client profile set-up with **Radian-Direct**. You may alter the **Amount** to be charged when applicable. Once all information is filled out, please click on **Next**. If you are not paying with a credit card, simply click **Next**.

VIBe Order Form

Login  
User name: uatadmin Password: \*\*\*\*\*  Save Login information

Order | **Payment** | Contact | Status

**Credit Card**

Amount	500	Name on Card	Demo Name
Card Type	VISA	Address	11 Demo Address
Card Number	4111111111111111	City	Demo City
Exp. Month	February	State	Pennsylvania
Exp. Year	2020	Zip	15205
CVC	333	Email	SendReceipt@here.com

Next

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## Contact tab

The **Contact** tab will populate based on information that you have entered in the loan application prior to ordering with **Radian-Direct**. Here, you have the option to add additional details and mark your **Entry Contact**. Once you have all data completed, click on **Create** to place your order.

VIBe Order Form

Login  
User name: uatadmin Password: \*\*\*\*\*  Save Login information

Order | Payment | **Contact** | Status

**Borrower**

Last Name	Name
Middle Name	
First Name	Demo
Email	DemoName@gmail.com
Home Phone	(555) 555-5555
Cell Phone	(444) 444-4444
Entry Contact	<input type="checkbox"/>

**Co Borrower**

Last Name	
Middle Name	
First Name	
Email	
Home Phone	( ) - -
Cell Phone	( ) - -
Entry Contact	<input type="checkbox"/>

**Buyer's Agent**

Name	
Email	
Phone	( ) - -
Cell	( ) - -
Entry Contact	<input type="checkbox"/>

**Seller's Agent**

Name	
Email	
Phone	( ) - -
Cell	( ) - -
Entry Contact	<input type="checkbox"/>

Close Create

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## Order Placement Notification

Once the order has been placed, an **Order Placement** notification appears.

Please note, if you entered Payment information, your card will be validated at this time.

Success

You order has been submitted successfully Order No: 2200016497

OK

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## Check Status tab

You will then be taken to the **Check Status** tab.

## Add a Product to the Current Order

**Add Item** will allow you to add a product to the current order. **Check Report/Status** will refresh the page. If you have the Order Screen open and are looking for an update, you will need to click on **Check Report/Status** to refresh the screen.

VIBe Order Form

Login  
User name: uatadmin Password: \*\*\*\*\*  Save Login information

Order | Payment | Contact | **Status**

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

Date	Order Id	Product	Status
06/04/2019	220001649...	Single Famil...	In Qc Review

**Documents (XML Files)**

Name	Description
------	-------------

**Comments** Single Family Appraisal [Add Comment](#)

Date	User	Note
06/04/2019 ...	Ellie Mae	Please submit Report Today
06/04/2019 ...	Julie Anna	Thank you for the order. We are working on assignment.

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## Send a Message to Radian Valuation Services

**Add Comment** allows you to send a message to **Radian Valuation Services**. You can also see comments Radian Valuation Services sends you here.

Send Comments

Order # 2200016497

Product Name Single Family Appraisal

Comment Type Action Required

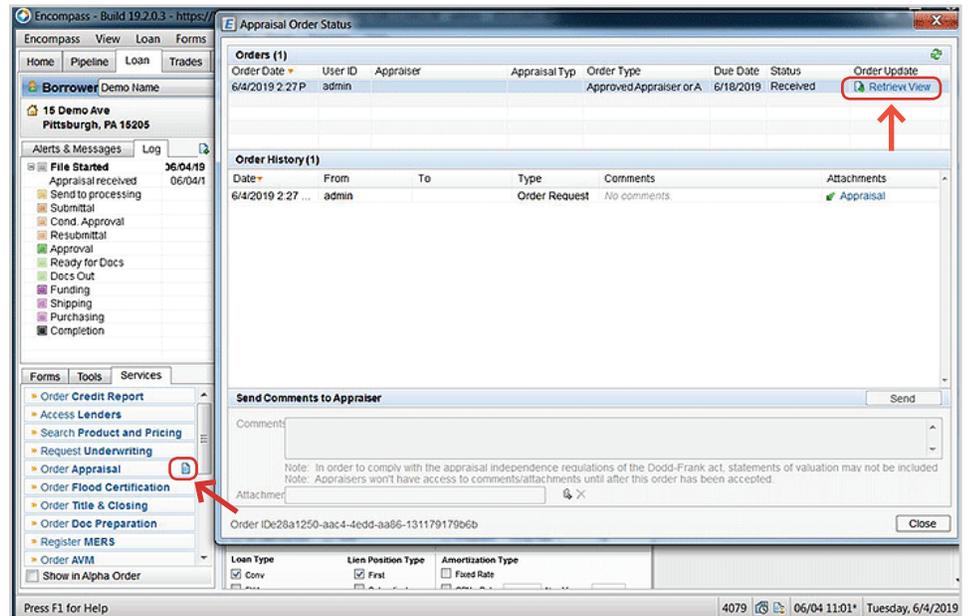
Comment  
Demo Comment

## Obtain Completed File

To obtain your completed file, you must click on the icon located next to **Order Appraisal**.

## Appraisal Order Status

In order to see the files in your eFolder, click on **View**.



## Obtain the Completed XML Files

Please visit the **Status** tab. Here you can right click to **Completed Appraisal Report** to save the XML to your desktop.

**Note:** You can always visit your **Check Status** screen to add post document delivery **Comments** to Radian Valuation Services.

