User Guide

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**.

Search All Appraisers By				
Zip Code 15275 (Location	A v Alle	gheny	\sim
Lender All Lenders				\sim
Appraisal Type Full Residential A	opraisals with l	nterior Inspection	s	~
Matching Appraisers (275)			Add to My Apprai	isers
Company Name 🔺	Price	Turn Time	Profile	
R3 Repurchase Risk Review	Per contract	Per contract	More Info	^
Radian Appraisal	Per contract	Per contract	More Info	
Radian-Direct	Per contract	Per contract	More Info	
Realink Appraisal Network	Per contract	Per contract	More Info	
Perindera Inc.	Per contract	Per contract	More Info	
(eggora, inc	Per contract	Per contract	More Info	
Regional Appraisal Manageme		Per contract	More Info	
Regional Appraisal Manageme Rives Valuation Services Inc. d	Per contract			
Regional Appraisal Manageme Rives Valuation Services Inc. d SAMCO AMC	Per contract Per contract	Per contract	More Into	
Regional Appraisal Manageme Rives Valuation Services Inc. d SAMCO AMC Sapphire by Veros	Per contract Per contract Per contract	Per contract Per contract	More Info	

2

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.

1000 GSK Drive, Suite 210 | Coraopolis, PA 15108 412.788.1740 | Fax: 412.494.9121 https://www.isspgh.net | clientrelations@isspgh.net



radian

Radian Valuation Services LLC provides appraisal management and other services and is an indirect subsidiary of Radian Group Inc. ©2020 Radian. All Rights Reserved.

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**.

com

4

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.

ername uata erPayment	dmin Password ****** Contact Status		Save Login information
orrower		Co Borrower	
ast Name liddle Name	Name	Last Name Middle Name	
irst Name mail	Demo DemoName@gmail.com	First Name Email	
lome Phone Cell Phone	(555) 555-5555 (444) 444-4444	Home Phone Cell Phone	
Intry Contact		Entry Contact	
Buyer's Agent		Seller's Agent	
lame mail		Name Email	
hone	<u> </u>	Phone	<u> </u>
ell	(_) <u>-</u>	Cell Entry Contact	

You order has been submitted successfully Order No: 2200016497

5

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.

1000 GSK Drive, Suite 210 | Coraopolis, PA 15108 412.788.1740 | Fax: 412.494.9121 https://www.isspgh.net | clientrelations@isspgh.net

radian

OK

Radian Valuation Services LLC provides appraisal management and other services and is an indirect subsidiary of Radian Group Inc. ©2020 Radian. All Rights Reserved.

Success

X

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.

Jser name ua	tadmin Pa	assword ******		Sav	e Login information
Irder Paymer	t Contact Stat	us			
Status				Add Item	Check Report/Status
Date	Order Id	Product	Status		
06/04/2019	220001649	Single Famil	In Qc Review		
Documents ()	(ML Files)				
Jame	Description				
Comments	Single	e Family Appraisa	al		Add Comment
Comments Date	Single	e Family Appraisa	al		Add Comment
Comments Date 06/04/2019	Single User Ellie Mae	e Family Appraisa Note Please submit	al I Report Today		Add Comment
Comments Date 06/04/2019 06/04/2019	Single User Ellie Mae Julie Anna	e Family Appraisa Note Please submit Thank you for	al t Report Today t the order. We are v	vorking on assig	Add Comment
Comments Date 06/04/2019 06/04/2019	Single User Ellie Mae Julie Anna	e Family Appraisa Note Please submit Thank you for	al t Report Today r the order. We are v	vorking on assi	Add Comment
Comments Date 06/04/2019 06/04/2019	Single User Ellie Mae Julie Anna	e Family Appraisa Note Please submit Thank you for	al t Report Today r the order. We are v	vorking on assi	Add Comment
Comments Date 06/04/2019 06/04/2019	Single User Ellie Mae Julie Anna	e Family Appraisa Note Please submit Thank you for	al Report Today the order. We are t	vorking on assi	Add Comment
Comments Date 06/04/2019 06/04/2019	Single User Ellie Mae Julie Anna	e Family Appraisa Note Please submit Thank you for	al Report Today the order. We are t	working on assi	Add Comment
Comments Date 06/04/2019 06/04/2019	Single User Ellie Mae Julie Anna	e Family Appraisa Note Please submit Thank you for	al Report Today the order. We are t	vorking on assig	Add Comment
Comments Date 06/04/2019 06/04/2019	Single User Ellie Mae Julie Anna	E Family Appraisa Note Please submit Thank you for	al Report Today the order. We are w	vorking on assig	Add Comment
Comments Date 06/04/2019 06/04/2019	Single User Ellie Mae Julie Anna	E Family Appraisa	al Report Today the order. We are w	vorking on assi	Add Comment
Comments Date 06/04/2019 06/04/2019	Single User Ellie Mae Julie Anna	e Family Appraisa Note Please submit Thank you for	al Report Today the order. We are t	working on assi	Add Comment
Comments Date 06/04/2019 06/04/2019	Single User Ellie Mae Julie Anna	e Family Appraisa Note Piease submit Thank you for	al I Report Today r the order. We are w	vorking on assig	Add Comme

7

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		
		Send Cancel

1000 GSK Drive, Suite 210 | Coraopolis, PA 15108 412.788.1740 | Fax: 412.494.9121 https://www.isspgh.net | clientrelations@isspgh.net



Radian Valuation Services LLC provides appraisal management and other services and is an indirect subsidiary of Radian Group Inc. ©2020 Radian. All Rights Reserved.

Obtain Completed File

8

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.**

fome Pipeline Loan Trades		r Status						n an	
none Pipeine court trades	Orders (1)								2
	Order Date 🔻	User ID /	Appraiser	Apprais	al Typ (Order Type	Due Date	Status	Order Update
Borrower Demo Name	6/4/2019 2.27 P	admin			1	Approved Appraiser or A	6/18/2019	Received	Retrieve View
15 Demo Ave Pittsburgh, PA 15205									\uparrow
Alerts & Messages Log &									
File Started 26/04/19	Order History (1)							
Appraisal received 06/04/1	Date	From	To	Туре		Comments		,	Attachments
😣 Send to processing	6/4/2019 2:27	admin		Order	Request	No comments.		1.0	Appraisal
Ready for Docs Docs Out Docs Out Shipping Purchasing Completion									
Forms Tools Services	personal second s	to Annraise							
Order Credit Report	Send Comments	a compliance							Send
Forms Tools Services Order Credit Report Access Lenders Search Product and Pricing Request Underwriting	Send Comment:								Send
Tools Services Order Credit Report Access Lenders Search Product and Pricing Request Underwriting Order Appraisal	Comments Note:	In order to co	mply with tr	e appraisal independent	e regula	ations of the Dodd-Frank	act, stateme	nts of valuation	Send
Corder Credit Report Credit Re	Send Comments	In order to co	mply with tr on't have ac	e appraisal independent	e regula ments u	ations of the Dodd-Frank	act, stateme een accepte	ents of valuatio	Send Con may not be included
Tools Services Order Credit Report • Access Lenders • Search Product and Pricing • Request Underwriting • Order Appraisal • Order Files Closing •	Send Comment: Comments Note: Note: Attachmer	In order to co Appraisers w	mply with the action of the second seco	e appraisal independent cess to comments/attach	ie regula iments u By X	ations of the Dodd-Frank	act, stateme een accepte	nts of valuatio	Send
oms Tools Service Order Credit Report Credit	Send Comment: Comments Note: Note: Attachmer Order IDe28a1256	In order to co Appraisers w 0-aac4-4edd-	mply with th on't have ad aa86-13117	ie appraisal independent cess to comments/attact	ie regula iments u & X	ations of the Dodd-Frank intil after this order has b	act, stateme een accepte	ints of valuatio	Send
Forms Services Order Credit Report Access Lenders Search Product and Pricing Request Underwriting Order Apoda Certification D Order Order Costing Order Product Certification Order Dock Certification Register MERS	Send Comment: Comments Note: N	In order to co Appraisers w 0-aac4-4edd-	mply with tr on't have ac aa86-13111	e appraisal independent cess to comments/attact	e requia ments u & ×	ations of the Dodd-Frank intil after this order has b	act, stateme een accepte	ints of valuatio	Send
Cons Tools Service - Order Credit Report Const Credit Report Const Credit Report Const Con	Send Comment: Comment Note: Atlachmer Order IDe28a1250	In order to co Appraisers w 0-aac4-4edd- Lien Pe	mply with th on't have ac aa86-13117 sition Type	ie appraisal independent cess to comments/attact 9179b6b	te requia iments u & X	alions of the Dodd-Frank ntil after this order has b	act, stateme een accepte	ints of valuatio	Send

9

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.



1000 GSK Drive, Suite 210 | Coraopolis, PA 15108 412.788.1740 | Fax: 412.494.9121 https://www.isspgh.net | clientrelations@isspgh.net



Radian Valuation Services LLC provides appraisal management and other services and is an indirect subsidiary of Radian Group Inc. ©2020 Radian. All Rights Reserved.