

# 1

### Order an Appraisal (Inspections, BPOs & Hybrids)

From the Encompass Loan Application, click on **Order Appraisal**.

The screenshot shows the Encompass Loan Application interface. The top navigation bar includes Home, Pipeline, Loan, Trades, Contacts, Dashboard, and Reports. The main header displays 'Borrowers TEST2 Appraisal' and loan details: '111 TEST DRIVE Coraopolis, PA 15108', 'Loan #: 2301A002432', 'Loan Amount: \$150,000.00', 'LTV: //', 'DTI: /', and 'Rate: Not Locked'. On the left, there is an 'Alerts & Messages' section with a 'Log' button and a list of events starting with 'File Started' on 01/17/23. Below this is a 'Forms' section with a 'Services' tab. The 'Services' list includes 'Order Credit Report', 'Access Lenders', 'Search Product and Pricing', 'Request Underwriting', 'Order Appraisal' (highlighted with a red box and an arrow), 'Order Flood Certification', and 'Order Title & Closing'. The right side of the screen shows the 'Borrower Summary - Origination' section, which includes consent information, company information, and address details.

# 2

### homegenius Real Estate

Next, choose **homegenius Real Estate**. The first time you order, you will choose homegenius Real Estate from the **All Appraisals** tab.

The screenshot shows the 'Order Appraisal' window. The 'My Appraisers' tab is selected, and the 'All Appraisers' sub-tab is active. The 'Search All Appraisers By' section includes a 'Zip Code' field with '92867', a 'Location' dropdown set to 'CA', and a 'Lender' dropdown set to 'All Lenders'. The 'Appraisal Type' is set to 'Full Residential Appraisals with Interior Inspections'. Below this, the 'Matching Appraisers (345)' section is displayed, with an 'Add to My Appraisers' button. A table lists the matching appraisers, with 'homegenius Real Estate' highlighted in a red box and an arrow pointing to it. The table columns are 'Company Name', 'Price', 'Turn Time', and 'Profile'. The 'homegenius Real Estate' entry shows 'Per contract' for both Price and Turn Time, and a 'More Info' link in the Profile column.

Need help? Contact [resupport@homegenius.com](mailto:resupport@homegenius.com)  
General Number: 801.488.4639.

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# 3

## Log In to VIBe

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

Login	
User name	emnprod
Password	*****
<input checked="" type="checkbox"/> Save Login information	
Add Receipt	
Ordered By	orders@homegenius.com

Products	
<input type="checkbox"/>	2 Day Interior BPO
<input type="checkbox"/>	3 Day Exterior Appraiser Reconciled BPO

# 4

## Submit Your Order

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

Products	
<input checked="" type="checkbox"/>	2 Day Interior BPO
<input type="checkbox"/>	3 Day Exterior Appraiser Reconciled BPO
<input type="checkbox"/>	5 Day Exterior BPO
<input type="checkbox"/>	5 Day Interior BPO

Additional Information	
Need By	
Est. Gross Living Area	
Number of Acres	
Out-buildings on Property?	
Occupancy	
Targeted Investor	

Loan Information	
Loan number	2301A002443
Purpose	Purchase
Type	Conventional
Prop. Addr.	132 Bent Tree Drive, Daytona Beach FL - 32117
Purch Price	120000.00
FHA Case #	-

Next

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# 5

## Create Appraisal Order

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

The screenshot shows the 'VIBe Order Form' window. At the top, there is a 'Login' section with fields for 'User name' (containing 'emnprod') and 'Password' (containing '\*\*\*\*\*'), and a 'Save Login information' checkbox. Below this is an 'Add Receptient' field and an 'Ordered By' field containing 'orders@homegenius.com'. A navigation bar at the bottom of the form has four tabs: 'Order', 'Payment', 'Contact', and 'Status'. The 'Contact' tab is currently selected and highlighted with a red box. The form is divided into four main sections: 'Borrower', 'Co Borrower', 'Buyer's Agent', and 'Seller's Agent'. Each section contains fields for 'Last Name', 'Middle Name', 'First Name', 'Email', 'Home Phone', and 'Cell Phone', along with an 'Entry Contact' checkbox. In the 'Borrower' section, the 'Last Name' field contains 'Appraisal' and the 'Home Phone' field contains '(123) 123-1234'. At the bottom right of the form, there are two buttons: 'Close' and 'Create Order'. The 'Create Order' button is highlighted with a red box, and a red arrow points upwards towards it from below the window.

# 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 dialog box with a close button (X) in the top right corner. The main text reads 'You order has been submitted successfully' followed by 'Order No: 7100864423'. The text 'Order No: 7100864423' is enclosed in a red box. At the bottom right of the dialog box, there is an 'OK' button, which is also enclosed in a red box. A red arrow points from the left towards the 'OK' button.

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# 7

## Check Status

On the **Status** tab, you will be able to pull the current status of the order. Click on **Check Report/Status** to send the Appraisal to the **eFolder**.

VIBe Order Form

Login  
 User name: emnprod Password: \*\*\*\*\*  Save Login information  
 Add Receipt:   
 Ordered By: orders@homegenius.com

Order Payment Contact **Status**

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

Date	Order Id	Product	Status
01/17/2023	7100880739-1	3 Day Exterior Di...	Order Completed

Documents (XML Files, Right click to download)

Name	Description

Comments 3 Day Exterior Disaster Inspection [Add Comment](#)

Date	User	Note

Upload Documents

# 8

## View the Appraisal Report

Click on the **eFolder** button within Encompass to **Retrieve** or **View** the report.

Encompass - Build 22.3.0.6 - https://BE11158449.ea.elliemae.net5BE11158449 - admin - 3011158449

ncompass View Loan Forms Verifs Tools Services Help

Home Pipeline Loan Trades Contacts Dashboard Reports

Borrowers TEST TEST Search AllReqs **eFolder**

1686 N YUROK ST Loan # 2302A002463 LTV: // Rate: Est Closing Date: //  
 Orange, CA 92867 Loan Amount: \$150,000.00 DTI: / Not Locked FS: Radian Settlement Servi

Appraisal Order Status

Order Date	User ID	Appraiser	Appraisal Type	Order Type	Due Date	Status	Order Update
1/17/2023 9:40 AM	admin			Approved Appraiser or AMC	1/31/2023	Received	<a href="#">Retrieve</a> <a href="#">View</a>

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