



# Mobile Appraisal Placement

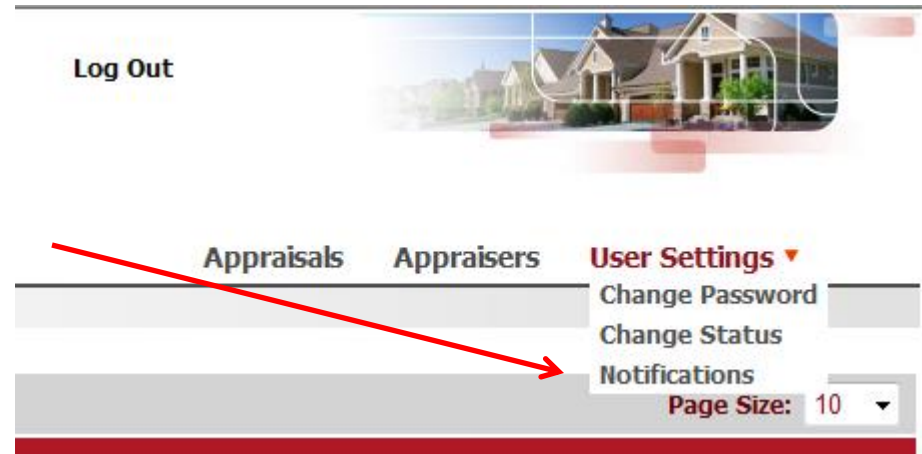
## User Guide

# Verify your information



**Step 1:** login to the MyAMC order management system by clicking - <https://www.vlusers.com/Notifications.aspx>

**Step 2:** go to "User Settings" and click on "notifications"



**Step 3:** type in your preference for 1 ) notification 2) your cell phone number 3) your service provider and 4) click 'SAVE'

A screenshot of the notification settings form. The "Notify of new assignments:" section has two radio button options: "By email only" (selected) and "By email and txt message". Below this is the "Notification phone number" field, which is a three-part input box. At the bottom is the "Provider" dropdown menu, which is currently set to "Alltel". A red arrow from the text above points to the "By email only" radio button.

# Receive the order



A text message with a pending order will be sent to your phone. It will look like this:



FRM:john@myamc.com

MSG:A1 appraisal pending <http://w3.vlusers.net/fg34838>

After clicking the link, you will be directed to a mobile page.

Note: product specifications and an engagement letter will be emailed to you.

The property address is shown, along with a Zillow link to lookup the features.



Accept, Decline, or Conditionally Decline the order

A screenshot of a mobile application interface for myAMC.com. The page is titled "Order Information" and contains several fields: "Product specifications and the engagement letter have been sent to you in a separate email", "Property Address" (6118 Verde Valley Drive Humble Harris, Texas, 77396 with a "View on Zillow" link), "Due Date" (10/15/2013), "Appraiser Paid Fee" (230.00), "Appraisal Type" (1004 (SFR) - FHA), and "Purchase Price (if a purchase)" (99900.00). At the bottom, there are three buttons: "Accept" (green), "Decline" (red), and "Conditionally Declined" (orange). A mouse cursor is visible over the "Appraisal Type" field. The top of the page has the myAMC.com logo and a "Full Site" link.

# Update Inspection Appointment



After accepting the order, a second text will be sent to your phone – it will say “appmt update” and provide a link.

Update the property inspection date by clicking the day on the calendar



Input the time



Add free form comments if needed



Click “Save”

The screenshot shows a web form titled "Schedule Appointment" with the myAMC.com logo and "Full Site" link in the top right. The form contains several sections: "Property Address" (3715 Curt Drive Arlington Tarrant, Texas, 76016), "Due Date" (10/15/2013), "Appraiser Paid Fee" (230.00), "Appraisal Type" (1004 (SFR) - FHA), and "Purchase Price (if a purchase)" (180000.00). Below these is a calendar for "October 2013" with days of the week and dates. Under the calendar is an "Appointment Time" dropdown menu set to "Select Time". At the bottom is a "Comment" text area and a green "Save" button. Red arrows from the text on the left point to the calendar, the time dropdown, and the Save button.

**Questions?**



Call your MyAMC Customer Service Representative at 877 451-5645