

1. For best experience – please use Google Chrome or FireFox. Internet explorer does not function properly with the Nationwide website.
2. Log into [Appraisal Scope](#) using the username and password forwarded to you.
3. Click the “New Appraisal” button located in the upper right corner of your screen.



4. Clicking this button will generate a blank order form. Please fill out in order from top to bottom to ensure proper submission. (Disregard the “search” fields on the left of this screen – this does not need to be filled out, and is the function needed to search in process/completed files.)

A screenshot of a web form titled "REQUEST A NEW APPRAISAL". The form is divided into two columns under the heading "Assignment Information". The left column contains fields for "Client displayed on report:" (a dropdown menu), "Notify Processors" (a dropdown menu with "None" selected), and "Loan#". The right column contains fields for "Submitted By" (a text input), "Appraisal Form" (a dropdown menu with "Select a Job" selected), "Notify other user (Email)" (a text input), and "Reference#". A "Need Help?" link is visible in the top right corner.

5. Helpful tips for completing the process:

1. **Assignment Information**

- **“Client Displayed on Report”** – Select MLS as the lender who is funding this loan. If MLS is not appearing in the drop down, please call Nationwide Customer Service to have them assist. (856-258-6977 option 3)
- **“Appraisal Form”** – This is the type of appraisal needed for the order. Forms are broken down by property type and loan type.
- **“Notify Processors”** and **“Notify Other (Email)”** – The system will automatically notify whoever submitted the order of updates. Utilize these if others parties need notifications.

2. **Property Information (Address to be appraised)**

Nationwide syncs with Google Maps. Once an address is entered a pop up will appear asking for the Google Recognition to be confirmed. If an error message is received (for instance if it is new construction and address is not yet in USPS) the order can still be submitted – proceed to submit.

3. Document Upload – Necessary for NPAS to process the order

- Purchase – need fully executed contract
- 203K – Contractors Bids
- Desk Review – Original Appraisal if not completed by Nationwide

4. Appraisal Form Fee

If all sections of order have been properly filled out, the fee will populate automatically based on the lender, state, and job type selected. If fee populates as \$0 – please revisit the previously mentioned sections to ensure they are filled out.

5. Inspection Contact/Access Information

“Borrower”, “Co-Borrower”, “Owner”, and “Realtor/Other” are clickable fields. Enter contact information for each if necessary.

<input type="radio"/> Borrower	<input type="radio"/> Co-Borrower	<input type="radio"/> Owner	<input type="radio"/> Realtor/Other
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6. Additional Comments

- This is where important information regarding the property, the contacts, etc. can be placed for Nationwide or the Appraiser.
- **RUSH REQUESTS** – It is extremely important that Nationwide is notified upfront when an order is a rush. Place the rush date the report is needed by in the additional comments. Nationwide will do everything they can to accommodate rush requests and provide notification if any additional fee is needed.

7. Submission

Once the submit button has been chosen, Nationwide officially has the order. The next page will present the payment portal which will prompt the user to insert the credit card information or email the borrower a secured link to pay online. Orders will remain ON HOLD until payment is processed.

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>
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All questions should be emailed utilizing the button in each order – this will send a message **directly** to the proper person/department currently handling the file.

<input type="button" value="Send a message"/>
