



Reggora Appraisal Notifications

PROCESSOR NOTIFICATIONS

- The LOAN OFFICER is the only one that will receive the appraisal notifications.
- If the PROCESSOR would like to receive notifications, they will need to contact support@fcmtpo.com to request to be set up.

PROCESSOR NOTIFICATIONS

- The Support Team can set up the Processor to receive notifications based on one of the 3 options:
 - **LOAN OFFICER SPECIFIC** (only receives notifications for specific LO's)
 - **COMPANY WIDE** (receives notifications for all LO's at the company)
 - **ROUND ROBIN** (receives notifications only on loans they are assigned to)
- For the LOAN OFFICER SPECIFIC & COMPANY WIDE PROCESSORS, nothing further needs to be done after their account has been created.
- For the ROUND ROBIN PROCESSOR, they will have an **additional step** that needs to be done on EACH loan.

ROUND ROBIN PROCESSOR NOTIFICATIONS

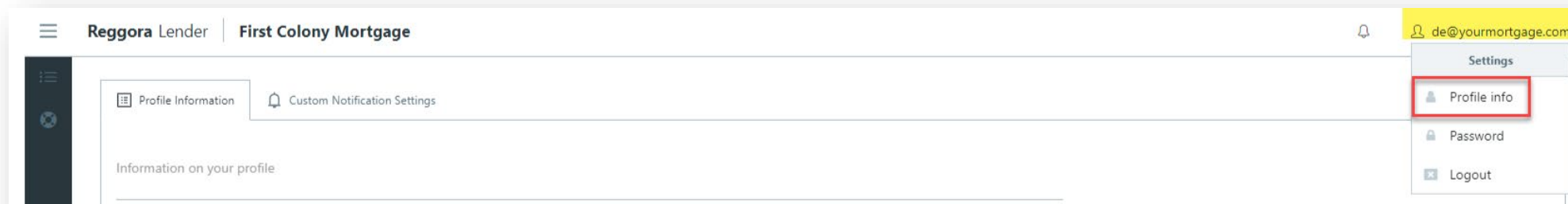


- The Round Robin Processor's email will need to be added as a Contact in the Loan Notifications within the Contact Center in GConnect with each loan.
- This can be done by going to the Contact Center. Click on "Loan Notifications" and then add the processor's email address, and click save.
- **This step must be done first before you click on the "New Order" button on the Appraisal tab.** NOTE: If this step is done after the "New Order" button is clicked, the Processor is unable to be added for notifications on that appraisal order.

The screenshot displays the GConnect interface for loan # 534949. At the top, loan details are shown: Status New, Borrower Dolly Parton, Loan Amount \$300,000, Note Rate 7.000%, Product Conv - 30 Year Fixed, LTV 88.23, FICO 750, Purpose Purchase, and Address 10655 Birch St. Below this is a process flow bar with four stages: APPRAISAL (Ordered: -, Status: -, Received: -, Scheduled: -), UPLOAD & SUBMIT, UW, and CD. At the bottom of this bar are buttons for 'FLOAT/LOCK' and 'NEW ORDER'. To the right, the 'CONTACT CENTER' for 'Loan Notifications' is open, showing a 'LOAN NOTIFICATION' button with a plus sign. Below the header, it asks 'Add additional contacts to receive notifications about this loan?' with 'ADD' and 'SAVE' buttons. On the far right, a user profile for 'AE Ryan McCormick AE Test Act' is visible with checkboxes for 'Support Desk' and 'Lock Desk', and a red-bordered button labeled '< OPEN CONTACT CENTER'.

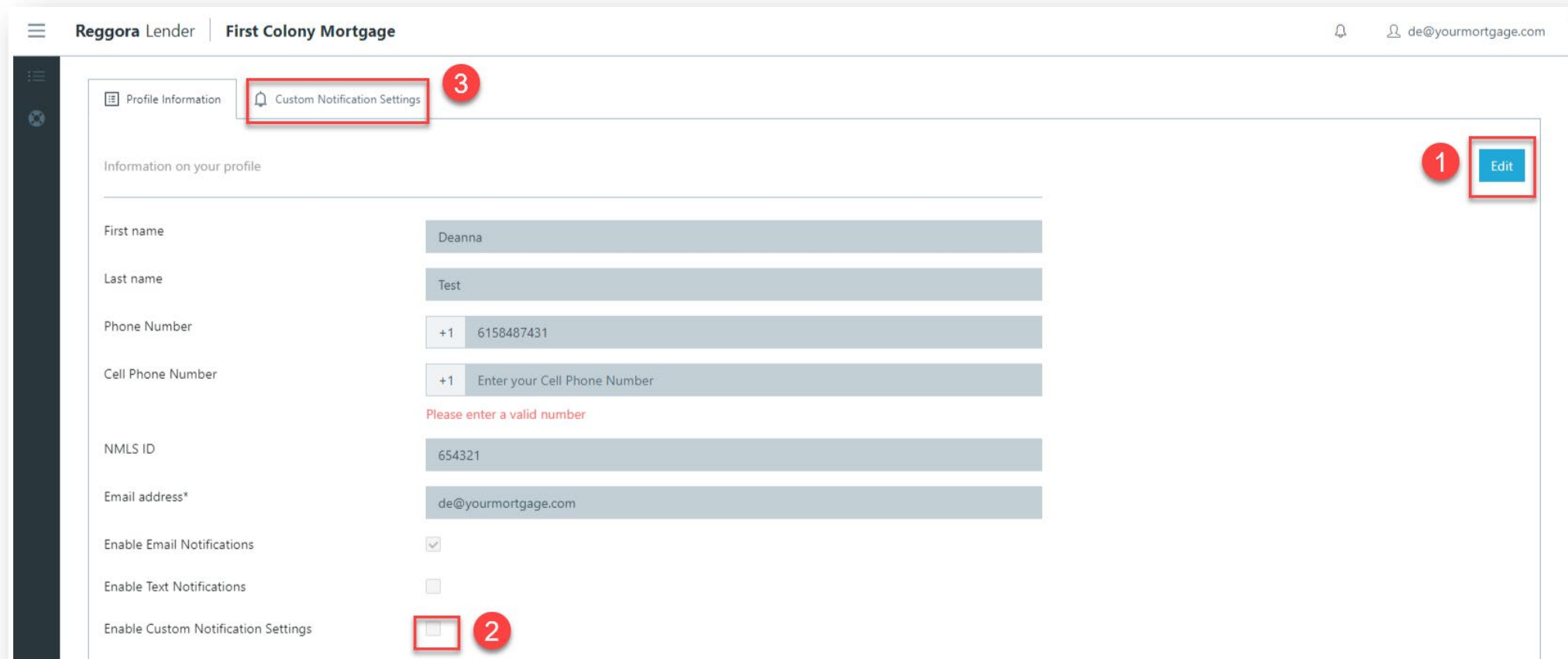
EDITING LOAN OFFICER NOTIFICATIONS

- If the Loan Officer would like to make changes to the loan notifications they are receiving, they can do so from their Reggora pipeline.
- This is found when you click on “New Order” or “Manage Order” from the Appraisal tab in GConnect.
 - At the top right, the Loan Officer’s email address is listed. Click on that, and choose “Profile Info”.



EDITING LOAN OFFICER NOTIFICATIONS

1. Click Edit.
2. Click checkbox for “Enable Custom Notification Settings”
3. Click the “Custom Notification Settings” tab



Reggora Lender | First Colony Mortgage

de@yourmortgage.com

Profile Information | **Custom Notification Settings** 3

Information on your profile

1 **Edit**

First name: Deanna

Last name: Test

Phone Number: +1 6158487431

Cell Phone Number: +1 Enter your Cell Phone Number

Please enter a valid number

NMLS ID: 654321

Email address*: de@yourmortgage.com

Enable Email Notifications:

Enable Text Notifications:

Enable Custom Notification Settings: 2

EDITING LOAN OFFICER NOTIFICATIONS



4. Click/Uncheck Notifications based on preference, and click “Save” to save changes.

Reggora Lender | First Colony Mortgage de@yourmortgage.com

Profile Information | Custom Notification Settings

Your custom notification settings ⓘ

Status Change <input checked="" type="checkbox"/>	Consumer Submission Download Alerts <input checked="" type="checkbox"/>
Order Message <input checked="" type="checkbox"/>	Order Behind Schedule <input checked="" type="checkbox"/>
Report Delivery <input checked="" type="checkbox"/>	Order Note Created <input checked="" type="checkbox"/>
Order Approved <input checked="" type="checkbox"/>	Requires Lender Attention <input type="checkbox"/>
Inspection Scheduled <input checked="" type="checkbox"/>	Order Cancel Request <input checked="" type="checkbox"/>
Report Completed <input checked="" type="checkbox"/>	Evault Upload <input checked="" type="checkbox"/>

4 Save

For more detailed instructions, please view the
“FCM Appraisal User Guide” in the
GConnect Resource Center.

Please contact support@fcmtpo.com
should you have any questions.