



First Colony
WHOLESALE

Reggora Appraisal Notifications

PROCESSOR NOTIFICATIONS

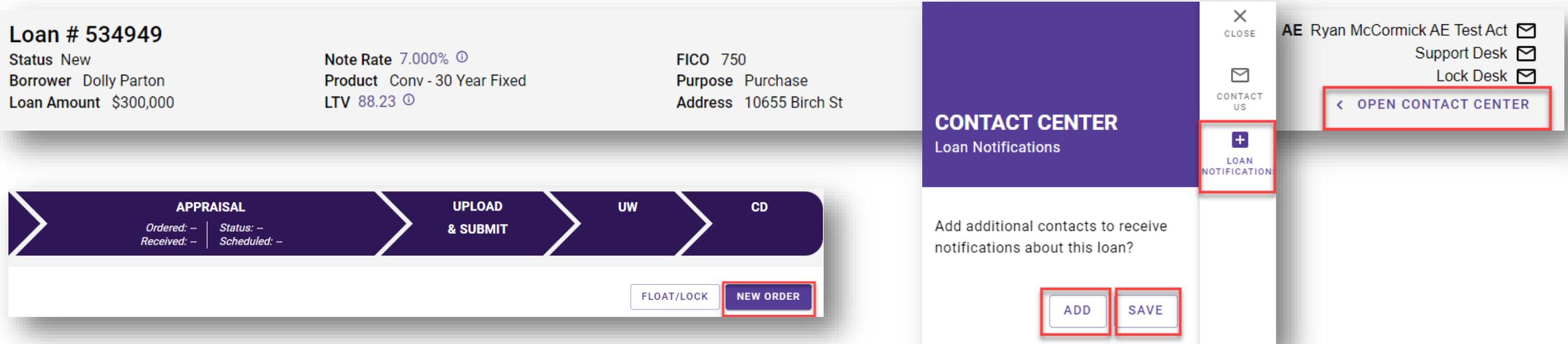
- The LOAN OFFICER is the only one that will receive the appraisal notifications.
- If the PROCESSOR would like to receive notifications, they will need to contact support@firstcolony.com to request to be set up.

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

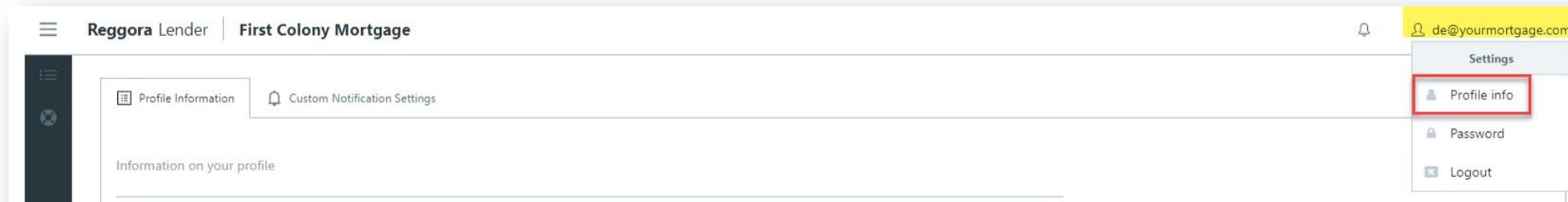
- The Round Robin Processor’s email will need to be added as a Contact in the Loan Notifications within the Contact Center in FCM FUEL with each loan.
- This can be done by going to the Contact Center. Click on “Loan Notifications” and then add the processor’s email address, and click save.
- **This 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 FCM FUEL interface for loan # 534949. The loan details include: 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. A progress bar at the bottom shows the stages: APPRAISAL (with sub-steps Ordered, Received, Status, Scheduled), UPLOAD & SUBMIT, UW, and CD. A 'NEW ORDER' button is highlighted in red. A 'CONTACT CENTER' modal is open, showing 'Loan Notifications' and a '+ LOAN NOTIFICATION' button highlighted in red. Below the modal, 'ADD' and 'SAVE' buttons are also highlighted in red. On the right, a user menu for 'AE Ryan McCormick' includes 'Support Desk' and 'Lock Desk' options, with an 'OPEN CONTACT CENTER' button highlighted in red.

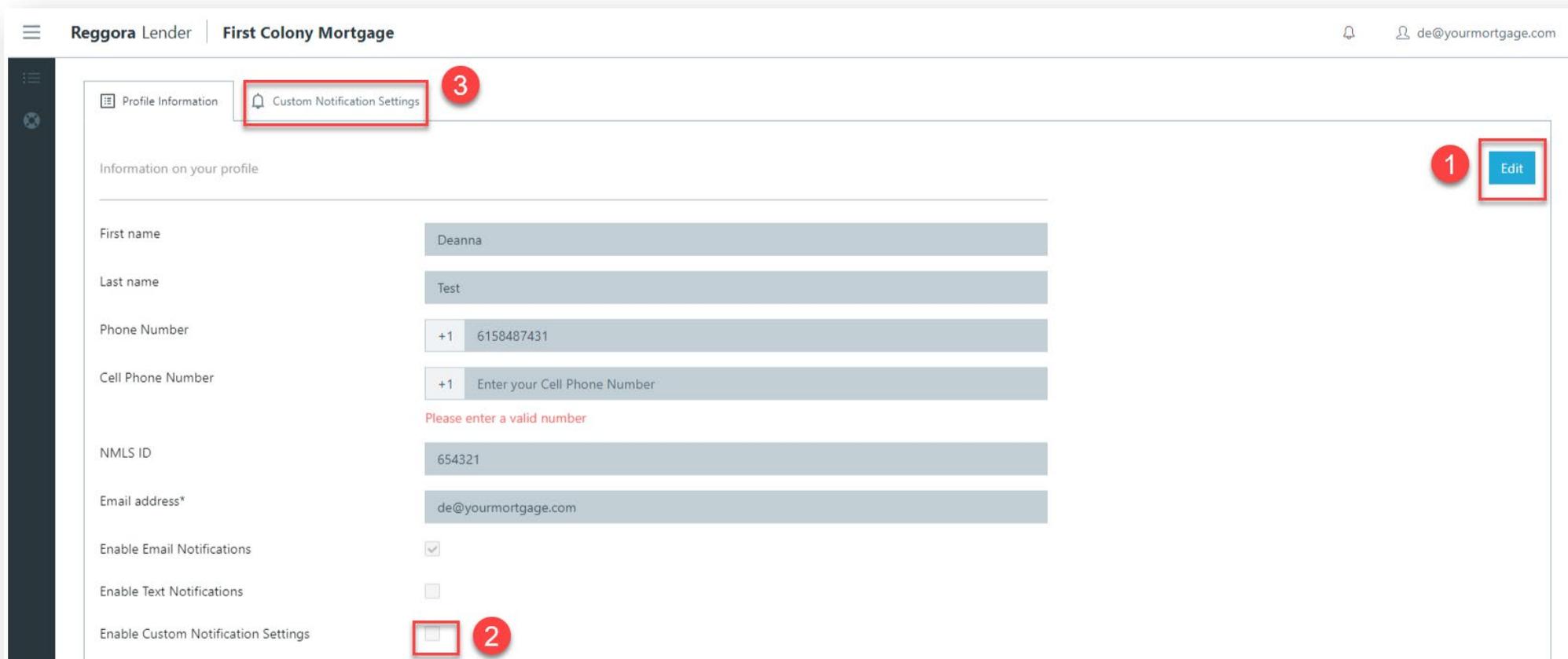
EDITING LOAN OFFICER NOTIFICATIONS

- 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 FCM FUEL.
 - At the top right, the Loan Officer’s email address is listed. Click on that, and choose “Profile Info”.



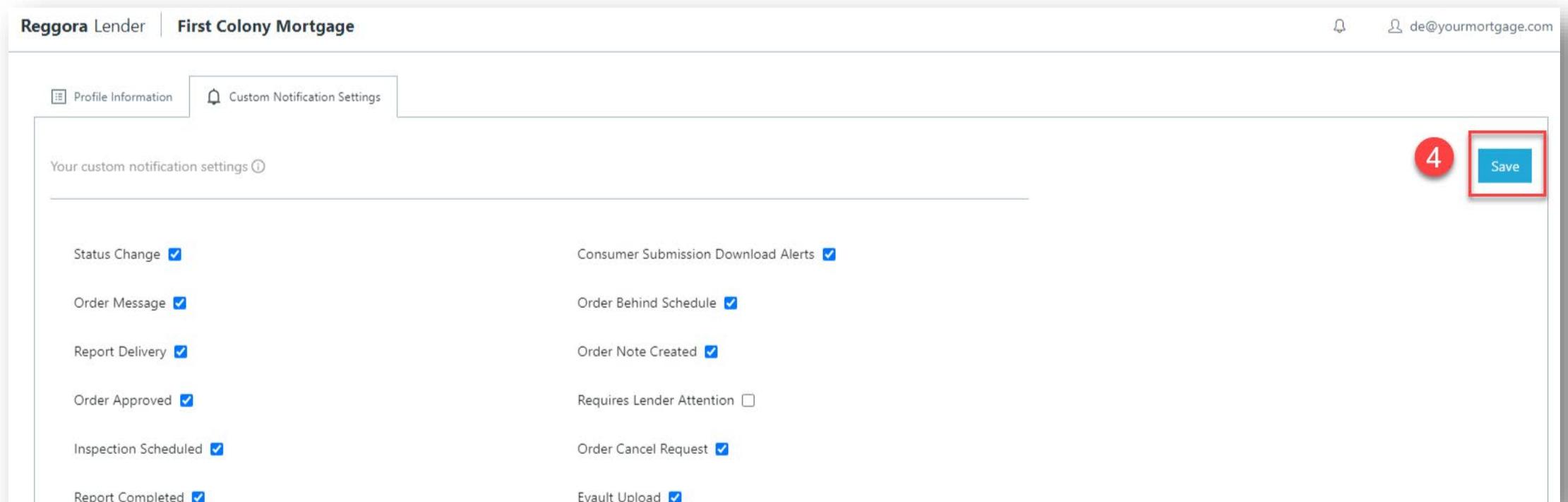
EDITING LOAN OFFICER NOTIFICATIONS

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

A screenshot of a web application interface for a lender named "Reggora Lender" on the "First Colony Mortgage" platform. The user is logged in as "de@yourmortgage.com". The page shows a profile editing section with two tabs: "Profile Information" and "Custom Notification Settings". The "Custom Notification Settings" tab is selected and highlighted with a red box and a red circle containing the number "3". Below the tabs, there is a section titled "Information on your profile" with an "Edit" button highlighted with a red box and a red circle containing the number "1". The profile information includes fields for First name (Deanna), Last name (Test), Phone Number (+1 6158487431), Cell Phone Number (+1 Enter your Cell Phone Number), NMLS ID (654321), and Email address* (de@yourmortgage.com). At the bottom, there are three checkboxes: "Enable Email Notifications" (checked), "Enable Text Notifications" (unchecked), and "Enable Custom Notification Settings" (unchecked). The "Enable Custom Notification Settings" checkbox is highlighted with a red box and a red circle containing the number "2". A red error message "Please enter a valid number" is visible below the Cell Phone Number field.

EDITING LOAN OFFICER NOTIFICATIONS

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

A screenshot of a web application interface for "Reggora Lender | First Colony Mortgage". The page title is "Custom Notification Settings". It shows a list of notification categories with checkboxes for enabling or disabling them. A red circle with the number "4" and a red-bordered "Save" button are highlighted in the top right corner. The notification settings are as follows:

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

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

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