Reggora
Appraisal Notifications
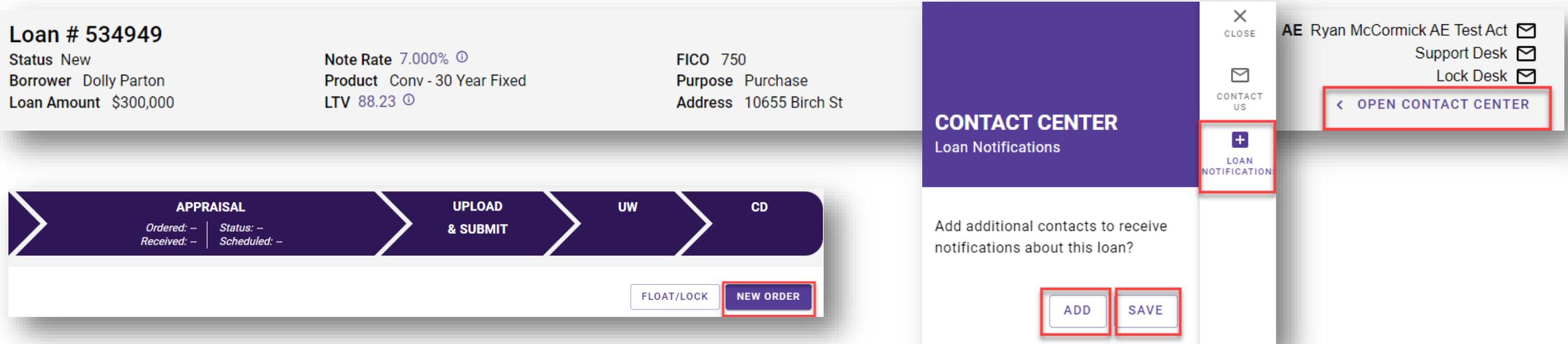
PROCESSOR NOTIFICATIONS

- 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.
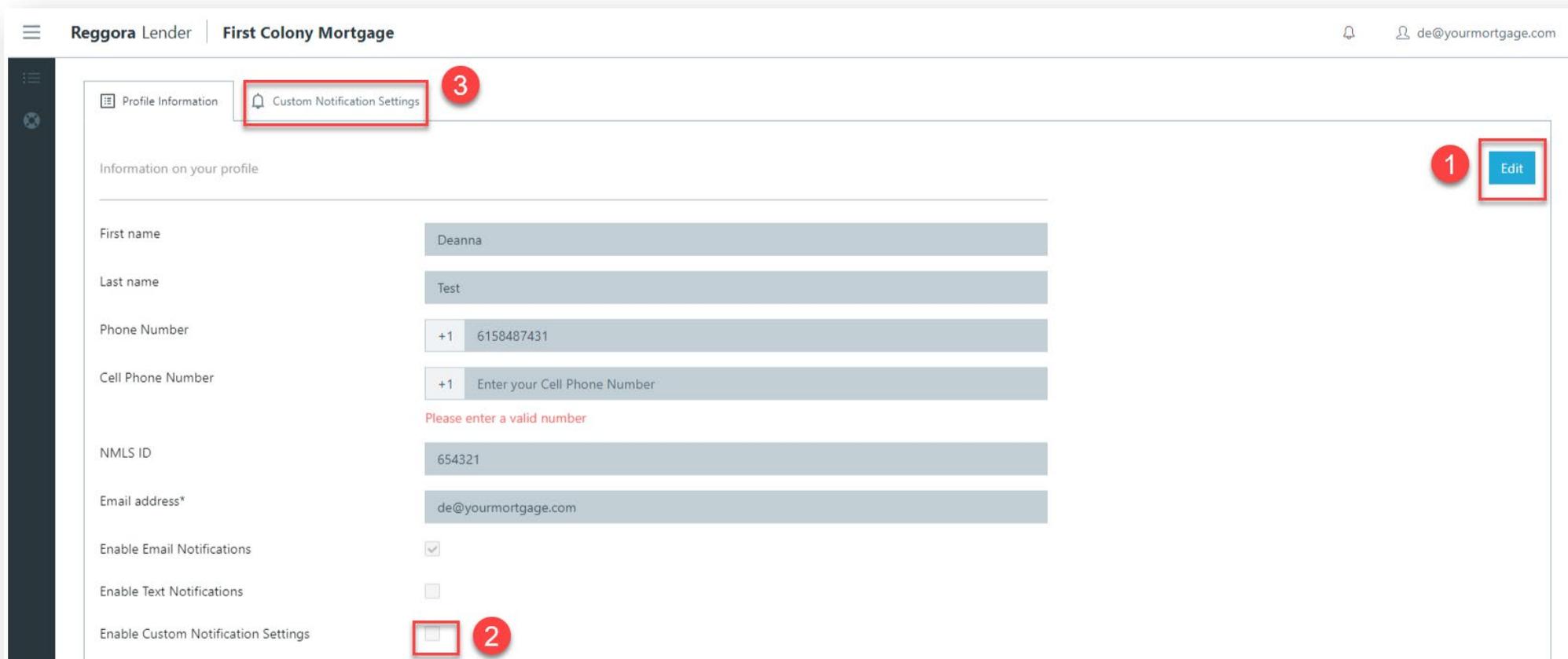
EDITING LOAN OFFICER NOTIFICATIONS

- 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".
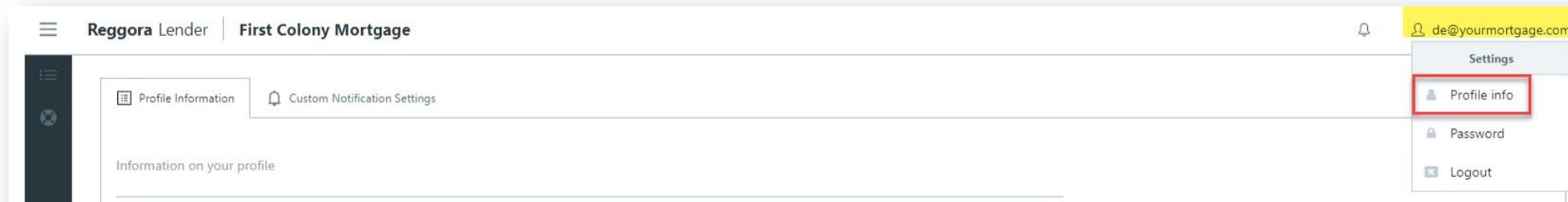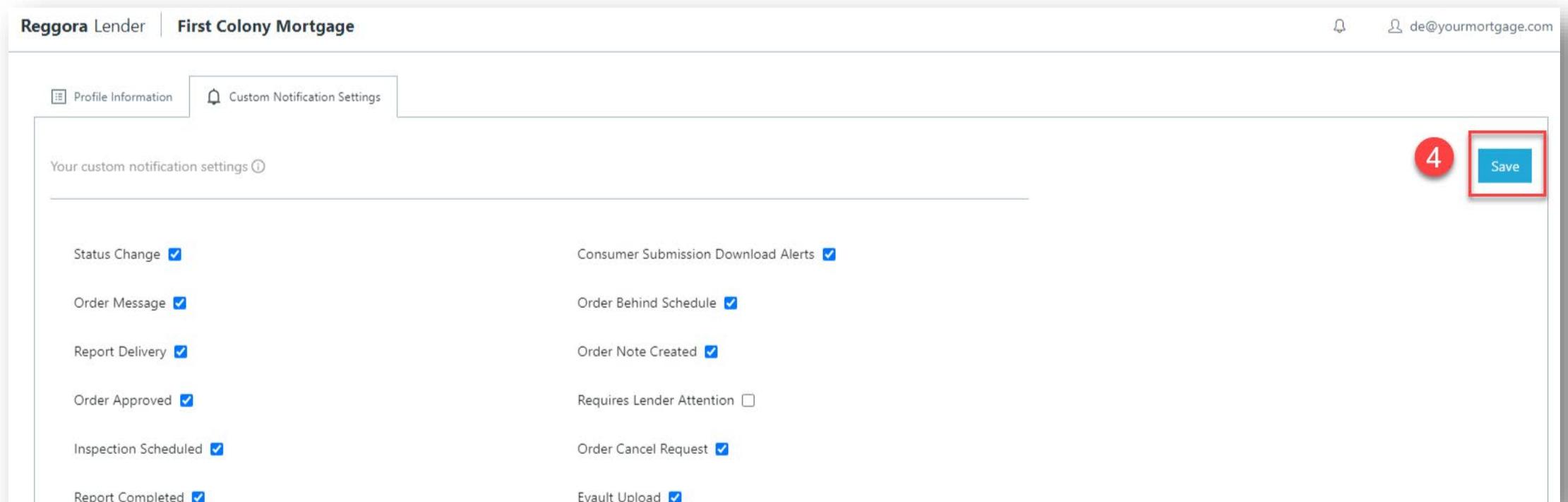
EDITING LOAN OFFICER NOTIFICATIONS

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

EDITING LOAN OFFICER NOTIFICATIONS

4. Click/Unclick Notifications based on preference, and click "Save" to save changes.

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.