



First Colony
WHOLESALE

Reggora Appraisal Notifications

PROCESSOR NOTIFICATIONS

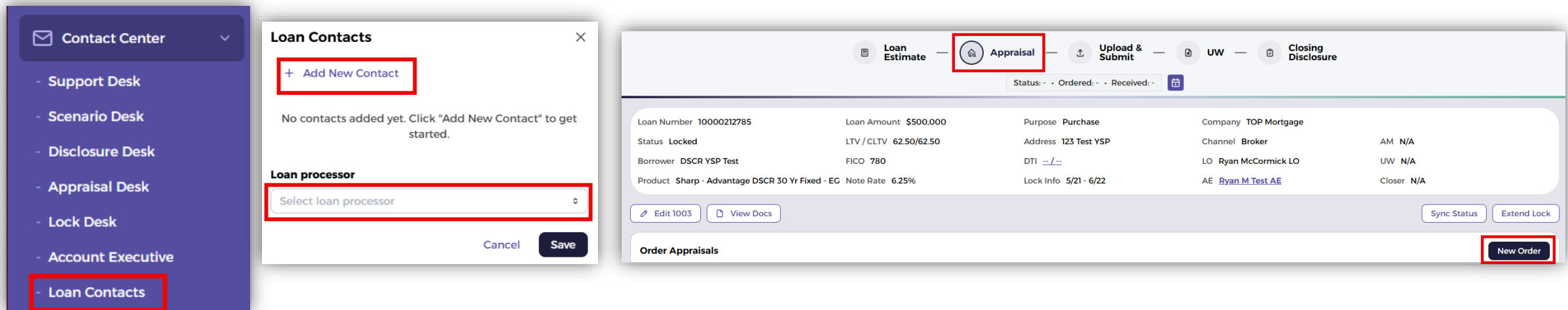
- The LOAN OFFICER is the only one that will receive the appraisal notifications.
- If the PROCESSOR would like to receive notifications, they will need to contact support@firstcolony.com to request to be set up.

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 CODA 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, contact support@firstcolony.com to add the Processor for notifications on that loan.



The image displays three screenshots from the CODA system interface, illustrating the steps to add a loan processor for notifications.

Left Screenshot: Contact Center Menu

- The "Contact Center" menu is open, showing various desks: Support Desk, Scenario Desk, Disclosure Desk, Appraisal Desk, Lock Desk, Account Executive, and **Loan Contacts** (highlighted with a red box).

Middle Screenshot: Loan Contacts Modal

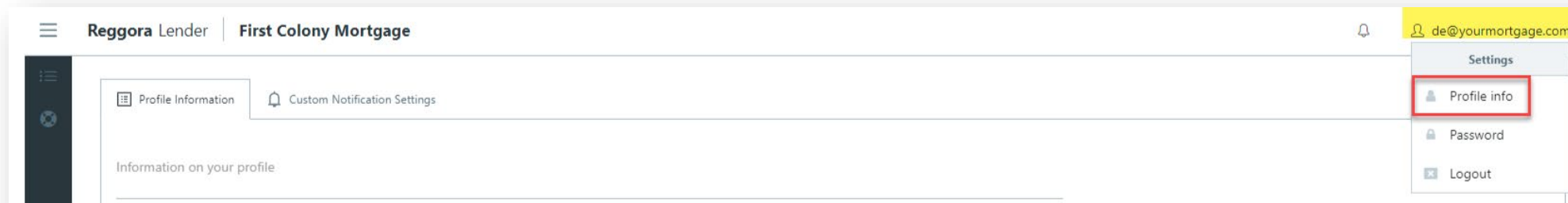
- The "Loan Contacts" modal is open, showing the "Add New Contact" button (highlighted with a red box).
- Below the button, it states: "No contacts added yet. Click 'Add New Contact' to get started."
- The "Loan processor" section shows a dropdown menu labeled "Select loan processor" (highlighted with a red box).
- Buttons for "Cancel" and "Save" are at the bottom.

Right Screenshot: Loan Details Page

- The "Appraisal" tab is selected (highlighted with a red box) in the top navigation bar.
- The loan details are displayed, including Loan Number, Loan Amount, Purpose, Company, Status, LTV / CLTV, Address, Channel, Borrower, FICO, DTI, LO, AE, Product, Note Rate, Lock Info, and Closer.
- At the bottom right, the "New Order" button is highlighted with a red box.

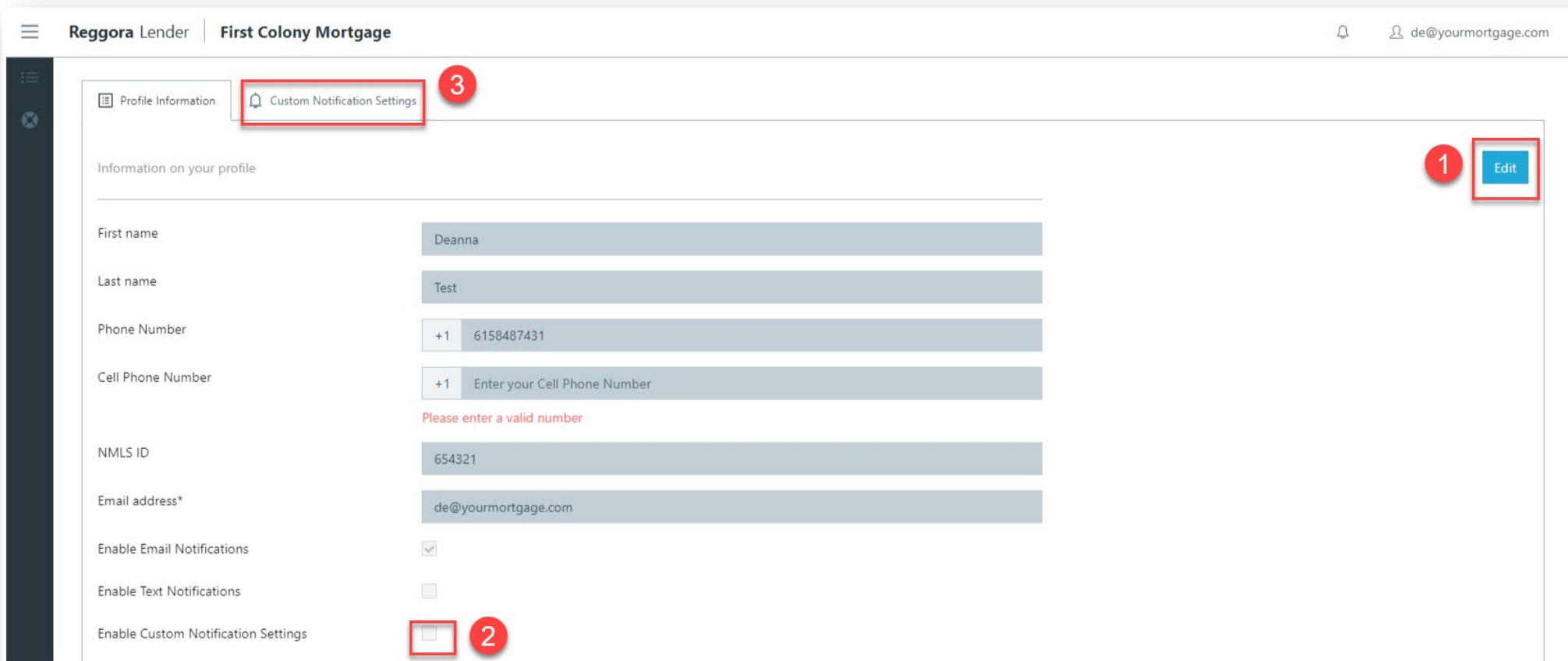
EDITING LOAN OFFICER NOTIFICATIONS

- 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 CODA.
 - 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



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de@yourmortgage.com

Profile Information | Custom Notification Settings

Information on your profile

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: ☒

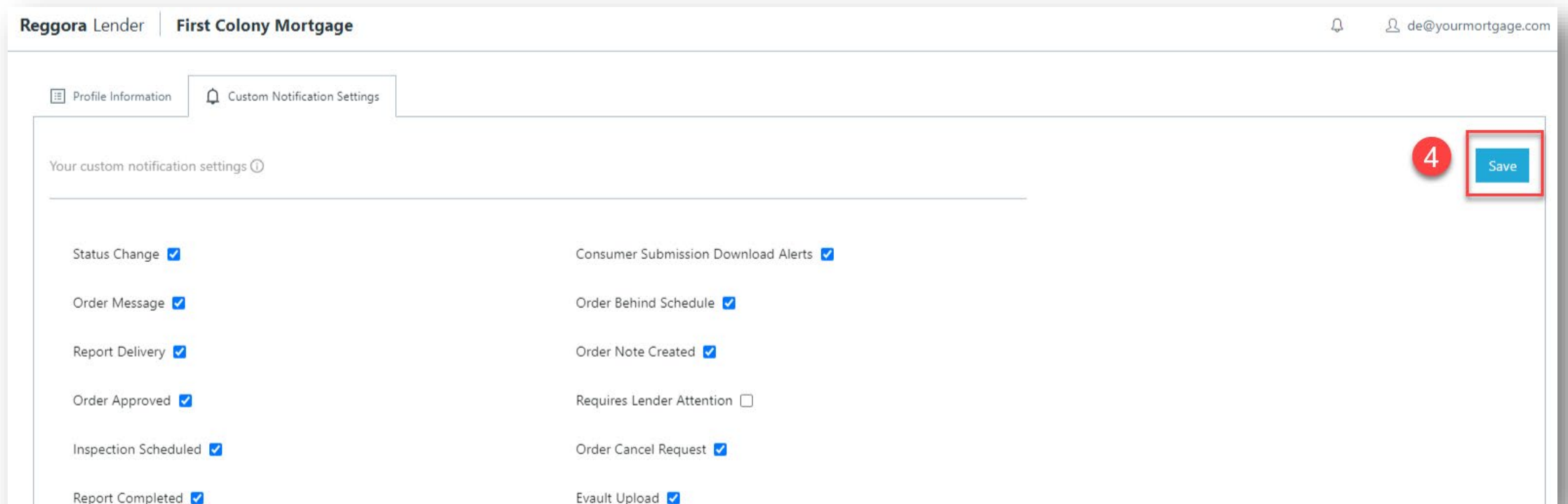
Enable Text Notifications: ☐

Enable Custom Notification Settings: ☐

Edit

EDITING LOAN OFFICER NOTIFICATIONS

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



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Profile Information | Custom Notification Settings

Your custom notification settings ⓘ

Status Change ☒	Consumer Submission Download Alerts ☒
Order Message ☒	Order Behind Schedule ☒
Report Delivery ☒	Order Note Created ☒
Order Approved ☒	Requires Lender Attention ☐
Inspection Scheduled ☒	Order Cancel Request ☒
Report Completed ☒	Evault Upload ☒

4 Save

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

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