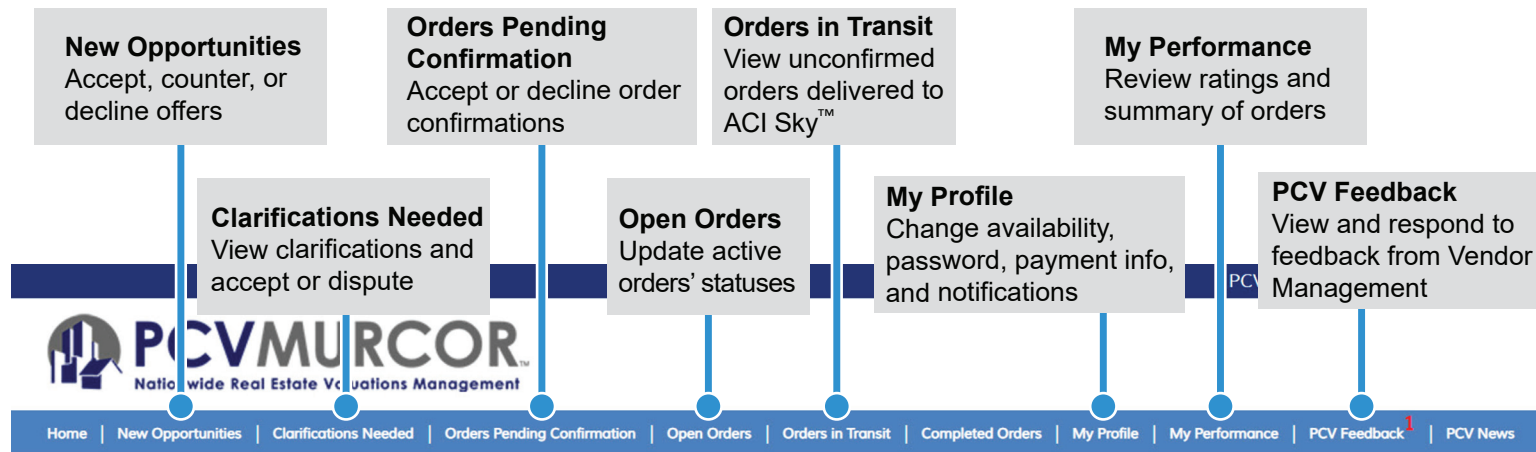


Quick Start Guide - Dashboard Menu

From the dashboard menu, you can view new order opportunities, review clarifications needed, confirm pending orders, update open orders, view completed reports, change your availability, look at performance scores, respond to feedback, and much more.



Get *paid faster* with DIRECT DEPOSIT! 

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[Click here to remove banner display](#)

Welcome Kalel Kent (test vendor) ! (VID 58752)

PCV Registration Number CA1298 Exp. 06/2014

NEW OPPORTUNITIES (3)

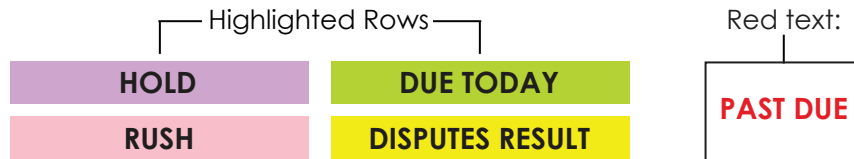
This shows you the list of all orders that are **offered to multiple vendors**. Whoever accepts the order first gets it.

Order #	Property Address	Due Date	Order Type	Status		
384068	4222 Alcorn St San Diego, CA 92154	02/02/20 07:32 AM	SFR Appraisal - Standard		View Offer	Map
383478	444 Golden Springs Dr Diamond Bar, CA 91765	06/12/19 08:30 AM	SFR Appraisal - Standard		View Offer	Map
384117	3208 Bayberry Dr Sw Cedar Rapids, IA 52404	03/26/20 09:09 AM	FHA Appraisal		View Offer	Map

Homepage

Below the dashboard menu, the homepage gives you a snapshot of new opportunities, clarifications needed, orders pending confirmation, open orders, and orders in transit.

Orders are color-coded.



New Opportunities

To accept, counter, or decline an offer, click “View Offer.”

Viewing the offer will give details on the order, lender, property, and contact information, as well as special instructions (in red), requirements, engagement letter, disclosures, and commitment to appraiser independence. You can accept, counter, or decline using the options at the top or bottom of the page.

Accept
 Counter Offer
 Decline

PCV MURCOR Order Reference Number: 384117			
ORDER INFORMATION			
Order Type	FHA Appraisal	Appraiser Fee	\$400.00
Additional Fee	N/A		
Due Date	Mar 26 2020 9:09AM	Inspection Date	
LENDER INFORMATION			
Lender Name	Wells Fargo Bank NA	FHA Case Number	2913718732
Loan Number	0585606858	Loan Type	FHA
Purchase Amount	\$192,500.00	Loan Purpose	Sale/purchase
PROPERTY INFORMATION			
Subject Address	3208 Bayberry Dr Sw, Cedar Rapids, IA, 52404		
Legal Description			
Parcel Number	Unavailable		
Property Type	Single Family Residence	Occupancy Type	Primary Residence
No. of Bedrooms	0	No. of Bathrooms	0
Square Footage		Lot Size	
Year Built	1910	Pool/Spa	

Clarifications Needed

To view a specific clarification on an order, click “View Items.”

If you agree with all clarifications, click “Accept All items.” If you choose to “Dispute All Items,” you are required to enter supporting comments with the option to attach documentation.

IMPROVEMENTS		
ATTIC Complete Explanation and Support Requested yrdysdf hdh sd	Clarification Requested	<input type="radio"/> Accept <input checked="" type="radio"/> Dispute
GENERAL DESCRIPTION Complete Explanation and Support Requested It appears the subject has an Addition, Garage Conversion or ADU. Please address per client engagement letter instructions.	Clarification Requested	<input type="radio"/> Accept <input checked="" type="radio"/> Dispute
COMPARABLE SALES AND LISTINGS		
Listing Comps: test sg sdg asd	Clarification Requested	<input checked="" type="radio"/> Accept <input type="radio"/> Dispute
Listing #1: sdg sh fk f	Clarification Requested	<input checked="" type="radio"/> Accept <input type="radio"/> Dispute
		<input type="button" value="Dispute All Items"/> <input type="button" value="Accept All Items"/>
<input type="button" value="Back"/>		<input type="button" value="Submit"/>

Orders Pending Confirmation

To confirm an order, click on “View Order.”

Viewing the offer will give details on the order, lender, property, and contact information, as well as special instructions (in red), requirements, engagement letter, disclosures, and commitment to appraiser independence. You can accept or decline the order using the options at the top or bottom of the page.

Accept
 Decline

PCV MURCOR Order Reference Number: 278743			
ORDER INFORMATION			
Order Type	Drive By Appraisal 2055	Appraiser Fee	\$150.00
Additional Fee	N/A		
Due Date		Inspection Date	
LENDER INFORMATION			
Lender Name	CITI HOME EQUITY	FHA Case Number	
Loan Number	106062203786000	Loan Type	Home equity line of credit
Purchase Amount	\$45,000.00	Loan Purpose	Refinance

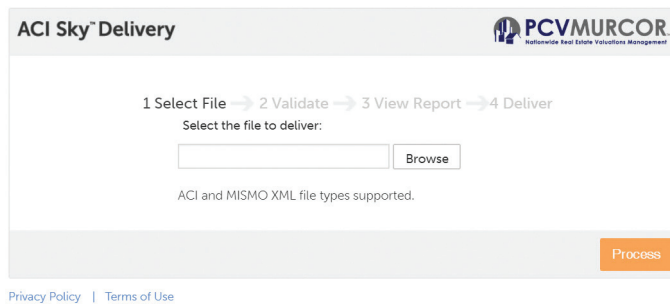
Open Orders

To update the status of an open order, click on “Update PCV.”

Select an option from the “Comment Status Code” drop-down.

To submit an order, click on “Submit Report.”

Once the submit report link is clicked, you will be directed to upload an XML file to ACI Sky™ Delivery



ACI Sky™ Delivery

1 Select File → 2 Validate → 3 View Report → 4 Deliver

Select the file to deliver:

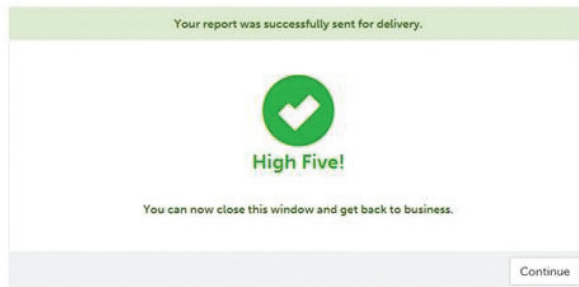
ACI and MISMO XML file types supported.

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Orders in Transit

View a list of orders that successfully delivered to ACI Sky™.

When an appraisal report has been submitted to ACI Sky™, you will receive a High Five message confirming it was delivered. Please note that orders in transit still need to be confirmed.



My Profile

Make changes to your account information.

To edit or update your profile, just click on the desired edit link. Please note certain settings and preferences cannot be changed.

My Profile Last Updated: 2/24/2020 1:17:29 PM

Your profile helps you keep your account information current, personalized, and secured. Just click the "Edit" links to change or update your information anytime you like. (Please note certain settings and preferences are un-editable.) If you need further assistance, please contact Vendor Management at 855.635.5227 or [send an email](#).

Personal Info	Change Password	Contact Info	Notification Info	License and E&O Info	Competencies
Payment Info	Products and Fees	Coverage Area	Data Resources	Software	Language
Self-identification	Vacation Info	Performance Rating			

Available **Work Status** – Please mark Unavailable if you are not available to receive new assignments. When you are available to receive new assignments, simply mark Available. Your change will take effect immediately. Please note that PCV staff does not have access to make changes to your work status.

Unavailable

Update your work status.

When you are unable to receive new assignments, please mark yourself as “Unavailable.” Please note that PCV staff cannot make changes to your work status. **You must mark yourself “Available” to receive assignments.**

When planning vacations, set your scheduled vacation dates ahead of time. We recommended setting a vacation starting date before the actual start date to stop assignments from being assigned to you that you will not be able to complete. For example, if on average it takes five days to complete an order, set your vacation time five days prior to the start of your vacation.

Change payment information.

If electing to use direct deposit, click the red link under “Payment Information.” In the event you have changed companies or will be using your social security number as your Tax ID, click “here” to upload a new or updated W9. An email notification will be sent informing you that Vendor Support has received it.

Payment Information		Edit
Payment Method	Check	Click here to change your payment method to Direct Deposit
Legal Entity Name	Kalel Kent (test vendor)	
Mailing Address	123 Pomona Blvd, Pomona, CA, 91738	
Tax ID/SSN	****4444	W9 is on file . Please click here to upload a new or updated W9.

My Profile cont.

Subscribe to receive notifications and alerts.

To receive text notifications to your mobile number, you must click "Subscribe" under Notification Settings. You can indicate the time in which you would like to receive text messages. Upon agreement to PCV Murcor's SMS Alerts Terms and Conditions, you will receive a confirmation code to complete activation.

Activate Text Notifications (Step 1 of 2)

Thank you for your interest in receiving text notifications on your mobile phone. Please be aware that you will still receive email notifications even though you sign up for text messages.

PCV Murcor doesn't charge for this service. **Standard messaging rates apply. Please check with your service provider.**

This is the mobile number we have for you: (906) 234-0000. If you like to update your mobile number, please click [here](#) or go to Contact Information.

If you like to use a different phone number for text notifications, please enter it below.

SMS Number (Example: 906234000)

Time you would like to receive text messages:
 Anytime
 Only From: To:

I agree to PCV Murcor's SMS Alerts [Terms and Conditions](#)

Update coverage area.

This feature informs PCV of which areas you have geographic competency in. When updating your profile with additional zip codes, you are certifying that you have the required experience and competency as stated in the USPAP Competency Rule to complete assignments in those zip codes.

Under "Coverage Area," click on "Edit" and you will be directed to a new page that allows you to add or remove zip codes. **To add zip codes**, use either the "Enter Mileage Radius" tool or manually add zip codes in the blank entry field, then click "Save Changes." **To remove a zip code(s)**, uncheck the box of the desired zip code and click "Save Changes."

Coverage Area					Edit
90631-90633	91008-91010	91016	91702	91706	
91708-91711	91722-91724	91740-91741	91744	91747-91750	
91758	91762-91763	91765-91769	91773	91784-91786	
91788-91793	91795	91797	92821-92823	92835	
92880	92885-92887				

My Performance

See a snapshot of your performance.

The Vendor Scorecard is a tool to help understand your performance and identify potential areas of improvement. The higher % scored on time and quality results in more assignments being offered to you.

VENDOR INFO

Tenure with PCV	2 years 0 months
Vendor Capacity	-1
Orders completed in the last 30 days	7
Orders completed in the last 90 days	39
Orders completed in the last 180 days	105
Orders completed in the last 12 months	196

RATING

Goals	Satisfactory	Needs Improvement	Unsatisfactory
% Submitted on Time	>= 90%	89.9% - 80%	< 80%
Quality score	>= 90%	89.9% - 85%	< 85%
Clarification on time %	>= 90%	89.9% - 85%	< 85%
Tag Clarification on time %	>= 90%	89.9% - 85%	< 85%
Clarification %	<= 30%	30.1% - 40%	> 40%
Preventable Tag %	<= 1%	1.1% - 3%	> 3%
OVERALL	>= 90%	89.9% - 80%	< 80%

SUMMARY

Product Name	# of Orders Completed in the last 12 months	12 Months Rating	# of Orders Completed in the last 90 days	90 Days Rating	# of Orders Completed in the last 180 days	180 Days Rating
Appraisal Update	9	Unsatisfactory	1	Unsatisfactory	5	Unsatisfactory
Audit Appraisal Review	2	Unsatisfactory	2	Unsatisfactory	2	Unsatisfactory
Condo Appraisal - Standard	69	Satisfactory	17	Needs Improvement	46	Satisfactory
Drive By - Condo	2	Satisfactory	1	Satisfactory	2	Satisfactory
SFR Appraisal - Standard	38	Needs Improvement	11	Satisfactory	24	Needs Improvement

PCV Feedback

View vendor feedback forms sent by Vendor Management.

Feedback that Vendor Management issues is to help you identify development areas to improve your performance and stay motivated.

Contact Us

If further assistance is needed, call us at 844.342.8595 or by email at vendorsupport@pcvmurcor.com.