1. From the top menu, click on Orders and select Deliver UAD Appraisal...

ClickFORMS	
<u>File Edit View Forms Cells Lists Insert GoTo Tools Services</u>	O <u>r</u> ders <u>W</u> indows <u>H</u> elp
D 🖺 - 😂 😂 🖶 🍜 🔁 🛛 💥 🖒 🎧 E 🛎 🗉 F*	Deliver UAD Appraisal
i 🛛 • 🔘 🖳 🖻 🟐 🎢 🚵 📲 I 🖭 🕅 🔀 🔞 🖄 🚺	Send Report VSS
	Send Report to PCV
	Send Report to AppraisalPort
Untitled Container3	Send Report to LH
	🔍 U <u>p</u> date VSS Login

2. From the left column, check the AppraisalPort box and click Next.

🚯 Prepare Appraisal Order for Delivery		
Select Delivery Method and Recipient		Next Cancel
Save the appraisal	Auto Advance to Next Process 🔲	
 Email the appraisal to my client 	Display PDF for Final Review 🕅	
O Upload the appraisal to:	Protect PDF File	
Chantlinka	Skip Image Optimization 🕅	
	Show E&O Warnings 🕅	
Clear Capital	Appraisal Primary Form FNM 1004	

3. Check the forms to be included in your report and click Next.

🌔 Prepa	re Appraisal Order for Delivery	
Select	the forms to be included in the Appraisal Report	Next Cancel
Include	Report Form Name	
	Invoice	
	Transmittal Letter	
V	Appraisal Cover wPhoto	
	Table of Contents	
V	FNMA 1004	

4. If needed, correct any UAD errors that are displayed. Once completed, click the Next button. If you do NOT wish to correct the errors, click the Next button.

Prepare Appraisal Order	for Delivery	1.4	 Annu Art College 2 	
Create MISMO GSE 26 >	KML File			Next Cancel
UAD XML	Review Complete		1073	Re-Check XML Collapse Window
Field Label	Data Point	Current Value	Error Message	Suggestion
COMPARABLE - Sale Pr	Property Sales Amount Co	[Attribute Absent]	Sale Price is in an invalid format.	This field must be in Whole Dollars only.

5. A message will appear to verify that you do not want to correct UAD error(s). Click No to continue.



6. Click the upload button to continue. **Note:** Some custom forms will not upload/export.

Create ENV file of Appraisal Report			Coursel Coursel
			Lancel
Current Form(s)	Possible Alternate Form	*	
Appraisal Cover #3	No Alternate Available		Upload
FNMA 1073	Compatible	=	
FNMA 1073 × Comps	Compatible		
UAD Comments Addendum	Compatible		Help
Comment Addendum Legal	Compatible		

7. Click the OK button on the Information window.



- 8. Your ClickFORMS report has been uploaded to the OADI ENV Uploader. Your options for delivery are:
 - Save the report to your hard drive. Click the Save button, name your file and save it to a memorable location. You can now email your ENV file as an attachment or upload your report to your clients' website.

Save in:	Desktop		🗾 🍋 📾 🚽 💽	•
Name	Size	Туре	Date modified	A
	David Mendoza Desktop File Folder	Name the	he location or directory	+
File name:	NAME THE F	REPORT	Sa	ive
Save as type	Envelope File	(*.ENV)	✓ Ca	ncel

 Upload your appraisal report to AppraisalPort. From the top menu of the OADI window, click the Send button and seletct "Upload to AppraisalPort". Note: You may be asked for your user name and password to login to AppraisalPort.

