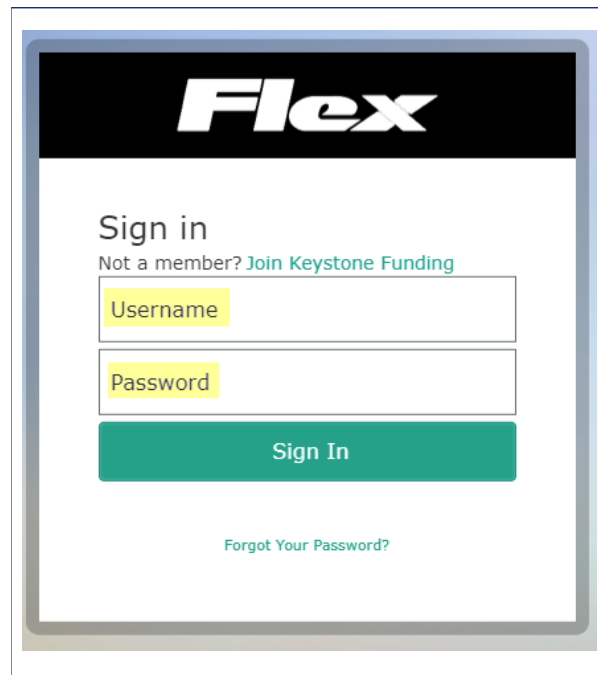
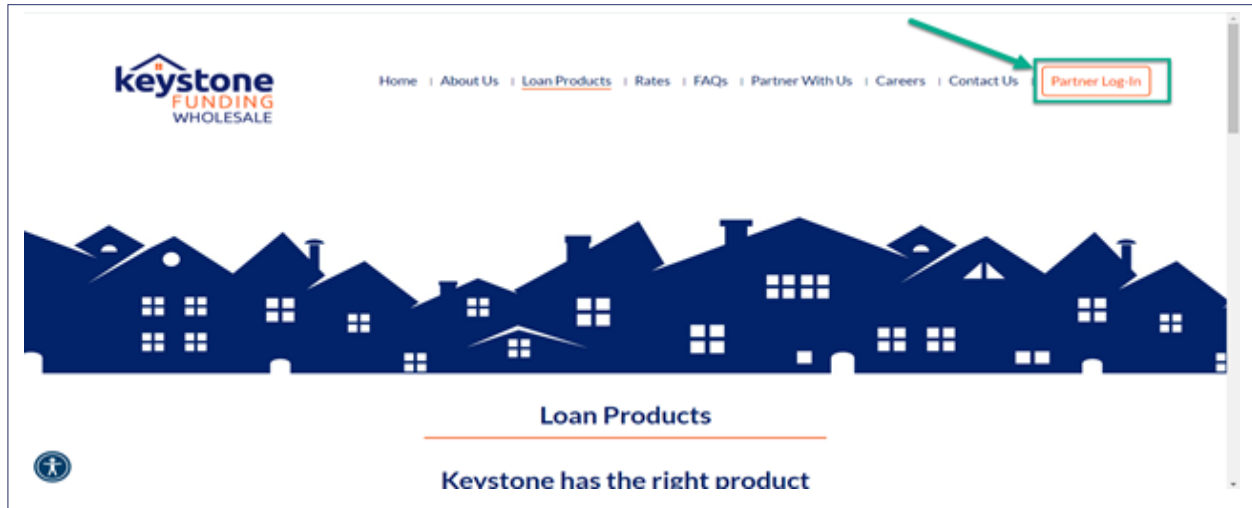


Step 1

Go to keystonebroker.com and click on “Partner Log-In” as seen below.
You will then be directed to our broker portal (Flex) to login using your own unique credentials.



Questions?

portalsupport@keystonefunding.com

Step 2:

Once Disclosures / Intent to Proceed have been eSigned by the borrower(s) the **APPRAISAL MANAGER** tab will become available as shown below.

The screenshot shows a loan management interface for Loan Number 74016890, John Homeowner. At the top, there is a progress bar with seven stages: APPLICATION (checked), DISCLOSURES (checked), PROCESSING (checked), SUBMITTED (unchecked), APPROVED (unchecked), CTC (unchecked), and FUNDED (unchecked). The word "Floating" is displayed in the top right corner. On the left, a sidebar contains several tabs: Summary, Price Your Loan, AUS Manager, Request ICD, and Appraisal Manager. The Appraisal Manager tab is highlighted with a green box and a green arrow pointing to it. The main content area features a "Save" button and two sections: "CLOSING INFORMATION" and "BORROWER INFORMATION". The "CLOSING INFORMATION" section includes fields for Broker (BPC), Closing Date (12/31/2022), Funding Date (12/31/2022), and First Payment Date (02/01/2023).

Click on the "**APPRAISAL MANAGER**" tab from the loan page to request your Residential Appraisal. Information from the loan file will pre-populate into the Order Form as shown below. **Verify the information is correct**, then proceed to select your Product, Preferred AMC and Payment Information.

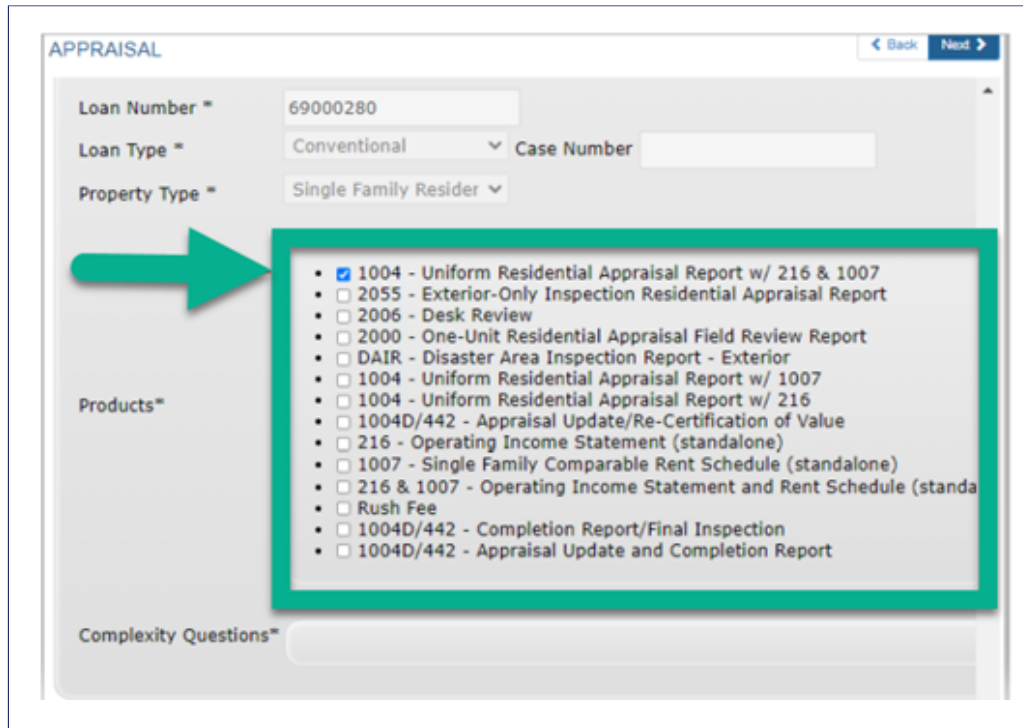
The screenshot shows the "Request Residential Appraisal" form. It has two tabs: "Request Residential Appraisal" (selected) and "Payment Information". The form is divided into two main sections: "Property Info" and "Appraisal Information". The "Property Info" section includes fields for Street Num (15), Street Name (Sandstone Ct), Unit Number, City (San Rafael), State (CA), Zip (94901), and Purchase Price (400000). A note below these fields says "(Please enter purchase price on all purchase orders.)". The "Appraisal Information" section includes fields for Payment Type (Credit Card) and Transaction Type (Purchase).

Questions?

portalsupport@keystonefunding.com

Step 3:

Scroll down on the Order Form and select the appropriate **Appraisal Product Code**.



The screenshot shows a web form titled "APPRAISAL" with navigation buttons for "Back" and "Next". The form contains the following fields:

- Loan Number *: 69000280
- Loan Type *: Conventional (dropdown) Case Number: [empty]
- Property Type *: Single Family Resider (dropdown)
- Products*: A list of appraisal product codes with checkboxes. A green arrow points to this list, and a green box highlights it. The first item, "1004 - Uniform Residential Appraisal Report w/ 216 & 1007", is selected with a checked checkbox.
- Complexity Questions*: [empty]

The list of products includes:

- 1004 - Uniform Residential Appraisal Report w/ 216 & 1007
- 2055 - Exterior-Only Inspection Residential Appraisal Report
- 2006 - Desk Review
- 2000 - One-Unit Residential Appraisal Field Review Report
- DAIR - Disaster Area Inspection Report - Exterior
- 1004 - Uniform Residential Appraisal Report w/ 1007
- 1004 - Uniform Residential Appraisal Report w/ 216
- 1004D/442 - Appraisal Update/Re-Certification of Value
- 216 - Operating Income Statement (standalone)
- 1007 - Single Family Comparable Rent Schedule (standalone)
- 216 & 1007 - Operating Income Statement and Rent Schedule (standalone)
- Rush Fee
- 1004D/442 - Completion Report/Final Inspection
- 1004D/442 - Appraisal Update and Completion Report

Select Desired AMC from the Approved AMC List:

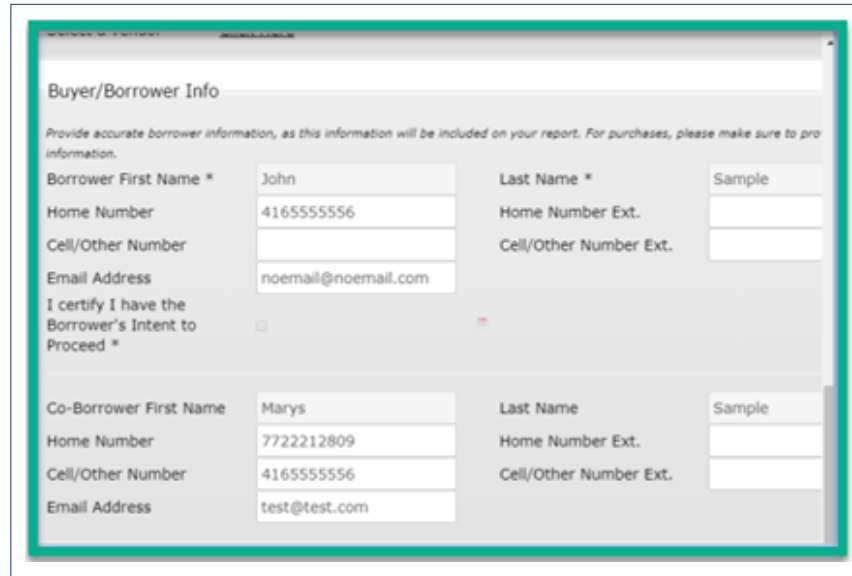
- Karis Management Group
- Nationwide Property and Appraisal Services
- Class Valuation
- Nationwide Appraisal Network
- Appraisal Nation, LLC

Questions?

portalsupport@keystonefunding.com

Step 4:

Update Borrower's Information



Buyer/Borrower Info

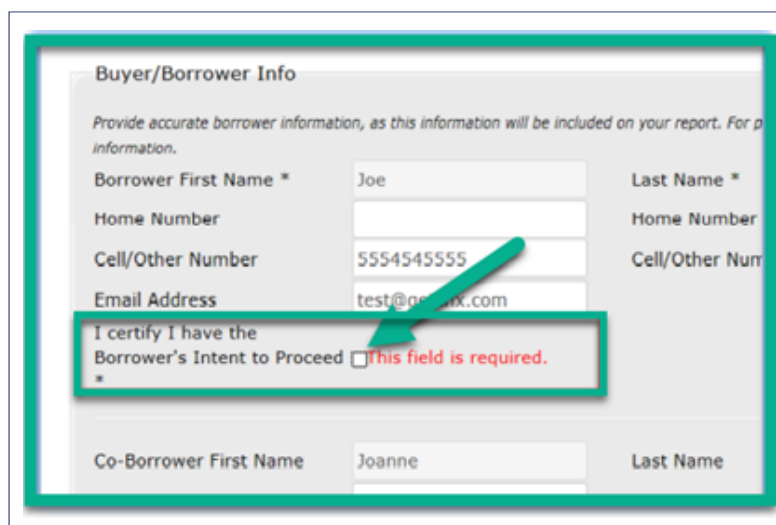
Provide accurate borrower information, as this information will be included on your report. For purchases, please make sure to provide accurate information.

Borrower First Name *	John	Last Name *	Sample
Home Number	4165555556	Home Number Ext.	
Cell/Other Number		Cell/Other Number Ext.	
Email Address	noemail@noemail.com		
I certify I have the Borrower's Intent to Proceed *			
Co-Borrower First Name	Marys	Last Name	Sample
Home Number	7722212809	Home Number Ext.	
Cell/Other Number	4165555556	Cell/Other Number Ext.	
Email Address	test@test.com		

Borrower's information will pre-populate from the loan file. If there are any changes required, you can update it prior to submitting your appraisal for a quote. **Only certain fields are editable.** **Mandatory fields must be filled in.**

Step 5:

Confirm eSigned "Intent to Proceed" has been received.



Buyer/Borrower Info

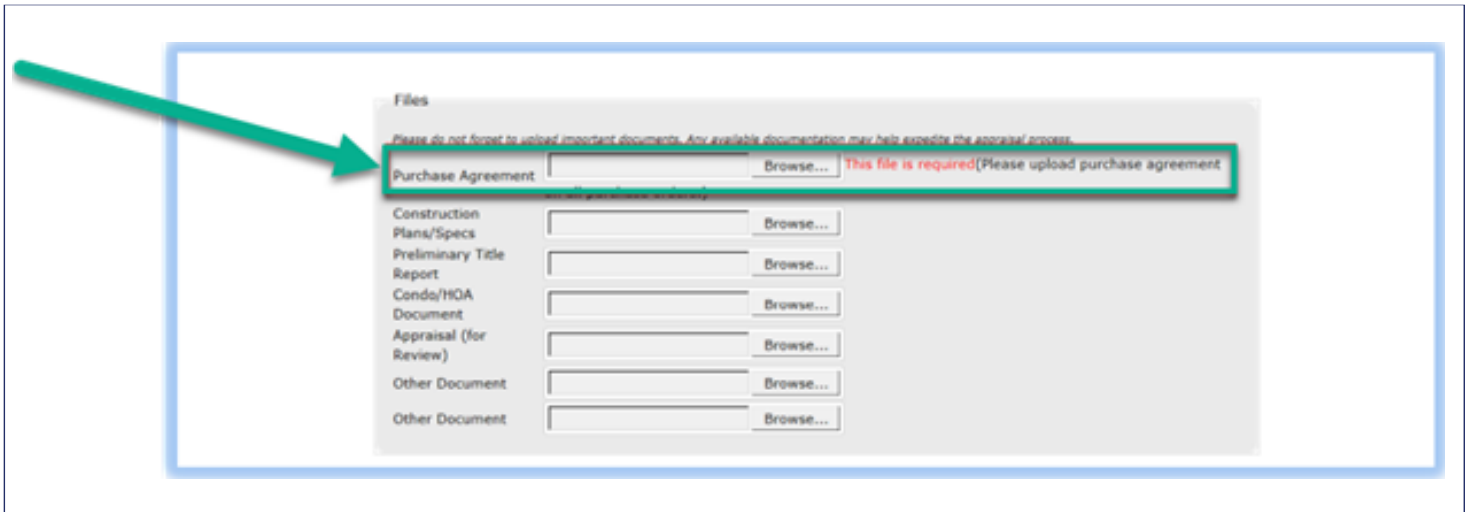
Provide accurate borrower information, as this information will be included on your report. For purchases, please make sure to provide accurate information.

Borrower First Name *	Joe	Last Name *	
Home Number		Home Number	
Cell/Other Number	5554545555	Cell/Other Number	
Email Address	test@ge...x.com		
I certify I have the Borrower's Intent to Proceed <input type="checkbox"/> This field is required.			
Co-Borrower First Name	Joanne	Last Name	

The Intent to Proceed checkbox must be selected otherwise you will not be able to move forward with the appraisal order.

Step 6:

Upload Purchase Agreement. Click on "**Browse**" to upload.



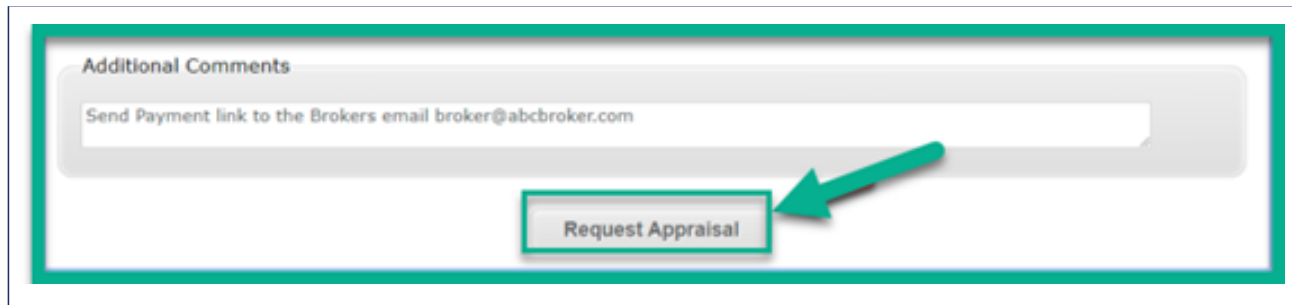
For all "Purchase" orders please ensure that a Purchase Agreement has been uploaded here otherwise you will not be able to proceed with your order.

Questions?

portalsupport@keystonefunding.com

Step 7:

Click on the "REQUEST APPRAISAL" button as shown below.



Once you click on the "Request Appraisal" button at the bottom of the Order Screen, a Connexions order # will display and the order will be assigned to the AMC.

If you do not enter a credit card for the borrower, then the assigned AMC will be responsible for sending out the "Payment Link" to your Borrower and will proceed once payment has been received.

AMC Contact / Support List

Karis Management Group

Beth Burns - Operations Supervisor

Direct Line: 267-367-4466 Ext. 103

Email: beth.burns@karismgmt.com

Katie Britton - Sales Support

Direct Line: 254-433-8505

Email: katie.britton@karismgmt.com

Nationwide Appraisal Network (NAN)

Sara Stillman - Client Services Manager

Direct Line: 888-760-8899 Ext. 223

Email: sstillman@nan-amc.com

Katelyn Workman - Customer Service Manager

Direct Line: 888-760-8899 Ext. 286

Email: kworkman@nan-amc.com

Class Valuation

Matthew Albino - National Sales Manager

Direct Line: 716-523-9675

Email: malbino@classvaluation.com

Nationwide Property & Appraisal Services

Chrissy Warren - Inside Account Manager

Direct Line: 888-877-6533 Ext. 119

Email: cwarren@oldecitylending.com

Appraisal Nation, LLC

Kevin Pettaway - Chief Development Officer

Direct Line: 303-870-2538

Email: kpettaway@appraisalnation.com