



AppraisalPort[®] eService

AppraisalPort[®]	1
Retrieving Orders	1
Sending Reports	1
AppraisalPort Options	2

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AppraisalPort®

AppraisalPort® is a web-based portal for receiving and submitting appraisal work orders.


Retrieving Orders

1. Notification of new orders are sent via e-mail or fax.
2. Open an appraisal file in ACI or Lighthouse.
3. Click **File > Retrieve Web Services > Appraisal Port Orders** to connect to the AppraisalPort website, www.appraisalport.com.
4. Log in to your AppraisalPort account.
5. Download the new appraisal order (.APO) file and save the file to the ACI Reports folder.
6. Open the .APO file in ACI and create a new report.

Sending Reports

Configure connection information prior to sending reports through AppraisalPort.

Setup

1. Open a completed report. Click **File > Send Web Services > AIRD/AppraisalPort**, or click the **Send AIRD/AppraisalPort** icon () on the toolbar.
2. The file translates to AI Ready format and the report opens in the *FNC Envelope Uploader*. Click **OK** in the Information box to continue.
3. Click **Connections** on the toolbar, enter connection information, and click **OK**.

URL

The AppraisalPort address is https://www.appraisalport.com/xport/oadi/receive_env.aspx.

ID


The user login name for AppraisalPort.com.

Password

The password associated with the ID.

NOTE: *ID* and *Password* are assigned by AppraisalPort. Please contact AppraisalPort if assistance is required.

Upload Reports

1. Open a completed report. Click **File > Send Web Services > AIRD/AppraisalPort**, or click the **Send AIRD/AppraisalPort** icon () on the toolbar.
2. The file translates to AI Ready format and the report opens in the *FNC Envelope Uploader*. Click **OK** in the Information box to continue.

TIP: The informational message is a reminder to review the report for accuracy prior to submission. Click **No need to display this message again** to suppress this message in the future.

TIP: Click **Forms** on the toolbar to select a form in the file. Use the *Page* menu to view the pages included in the form.

3. Click **Send > Upload to AppraisalPort**.

NOTE: If prompted, click **OK** to enter setup information. See *Setup* for additional information.

4. Select the order from the *job list*, and click **OK** to send the report.

NOTE: If the order is not in the job list, it may have previously been submitted. Please contact AppraisalPort for assistance.

5. When the upload is completed, click the **X** on the title bar to exit the *FNC Envelope Uploader*.

NOTE: Transmission time varies based on internet connection speed and report file size.

6. Select the file retention option and click **OK**.

Remove the files that were created

Selecting this option deletes the associated files created by the AI Ready translation process. The report file is not deleted.

Leave the files for future reference

Selecting this option saves the files created by the translation process.

TIP: Click **Do not ask me this question again** to suppress this message in the future. The selected option is used for all subsequent submissions.

AppraisalPort Options

1. Click **Options > Environment** and select **Web/eServices**.
2. Select options and click **OK**.

AIRD/AppraisalPort

Include Signatures in Report

Select this option to include signatures on reports uploaded through AIRD/AppraisalPort.