USER GUIDE FOR BROKER

Contents

How to Register on Appraisal Link

Here are the general steps to sign up for an account on Appraisal Link:

1. Open your web browser and navigate to the website's homepage(https://appraisal-eta.vercel.app)
2. Click on the Register option.
3. Click on Choose user and select designated option. (Mortgage Broker, Mortgage Brokerage, Appraiser, Appraiser Company)
4. Enter E-mail Id.
5. Create password. Click on Sign-Up.

How to Log-in?

Go to log-in option on the website

1. Open your web browser on the homepage, locate the "Login" button.
2. Enter your username (Registered Email address) and password.
3. Click the "Login" button.

How to update profile?

1. Go to log-in option on the website
2. Click on the "Insight" option. You will be redirected to "My profile".
3. Enter the required details:

Field Name	Description
First name, middle name and last name	Please provide your first name, middle name and last name.
Company Name	Please provide your Company name.
Company Address (Address line 1 and Address line 2)	Please provide your Address.
City, Starte postal code	Please provide your city, State Zip code.
Phone Number	Please provide your Phone Number.
Mortgage Brokerage License No	Please provide your Mortgage Brokerage Licence No
Mortgage Broker License No	Please provide your Mortgage Broker Licence No

4. Click on update option.

Forgot Password

1. Access Login Page:
2. Navigate to forgot password link
3. Provide your registered email ID
4. Enter the OTP sent to registered email id
5. Set a New Password: Enter and confirm a new password on the reset page.
6. Confirm Changes: Submit the new password.

How to Change Password.
1. Go to the log-in option on the website. Click on the "Insight" option.
2. Click on your profile on the top-right side.
3. Click on Change password.
4. Click on drop-down arrow
5. Enter your old password and new password.
6. Click on Update Password.

Change language
1. Go to home page.
2. Click on EN option and select your preferred language.

How to subscribe plan
1. Go to the log-in option on the website. // You should be registered user to avail the services
2. Log-in to the website using your Mortgage broker/Mortgage brokerage account.
3. On the left navigation bar: Package --> Preferred Plans --> Select the Plan --> Check out.

What is the dashboard about?
Dashboard is designed to provide you with real-time insights into the performance and engagement metrics of your property listings. Whether you are a property owner, real estate agent, or a prospective buyer, this dashboard offers a quick and informative overview of the key statistics related to property listings.

Overview:

1. **All Properties:**
   Displays the total number of properties listed on the website. This metric gives you a quick snapshot of the inventory available to users.
2. **Total Views:**
   Tracks the overall number of views your properties have received. This metric helps you gauge the popularity and interest level in your listings.
3. **Bids:**
   Shows the total number of bids placed on properties. This data is crucial for understanding the level of engagement and interest from potential buyers.
4. **Favorites:**
   Indicates the total number of times properties have been marked as favorites by users. This metric reflects the appeal and desirability of your listings.
5. **5.View Statistics:**
   This section provides a more detailed breakdown of views and interactions with your listings. It includes data on daily, weekly, and monthly views, helping you identify trends and peak periods of activity.

How to Use:

- **Select Metrics:**
  Choose specific metrics you want to focus on, such as views, bids, or favorites, by using the customizable options.
- **Interact with Graphs:**
  Hover over graphs and charts to view detailed information for specific data points. This interactive feature enhances the analytical capabilities of the dashboard.

Where Can I find my properties?
Locate your properties by navigating to the "Insight" option on the homepage.

How to appraise new property?
To complete this action, please follow these steps:

1. Click on the "+ Appraise New Property" option.
2. Fill in the required property details.

Field Name	Description
Street Name *	Please provide Street Name
Street Number *	Please provide Street number
City *	Please provide City
State *	Please provide State
Postal Code *	Please provide Postal Code
Property Area (sq.ft)	Please provide Property Area (sq.ft)
Type of Building *	Please provide Type of Building
Other Information	
Maximum Appraisal Cost ($)	Please provide Maximum Appraisal Cost ($)
Community *	Please provide community
Urgency	Please provide Urgency
Applicant Information	
First Name	Please provide First Name
Last Name	Please provide Last Name
Phone Number	Please provide Phone Number
Email Address	Please provide Email Address

3. Submit the information to add the new property to your "My Property" section.

Where can I find the record of my transactions?
To view your transaction history, simply go to the "Insight" tab, then navigate to "Manage Account," and select the last option, which is "Transaction."

Where are the messages and updates available?

Simply go to the "Insight" option, locate the notification icon at the top right corner, and click on it. This will allow you to view any updates or messages related to your account or property interactions.