

User Guide for Appraisers

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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 visit the homepage of the website (<https://appraisal-eta.vercel.app>).
2. Select the "Register" option.
3. Choose your user type by selecting the designated option (Appraiser or Appraiser Company).
4. Enter your email address.
5. Create a password, then click on "Sign-Up" to complete the registration process.

How to Log-in?

Go to log-in option on the website

1. Open your web browser and find the "Login" button on the homepage of the website.
2. Input your username (Registered Email address) and password.
3. Select the "Login" button to access your account.

Forgot Password

1. Visit the Login Page.
2. Click on the "Forgot Password" link.
3. Enter your registered email ID.
4. Input the OTP sent to your registered email.
5. Create a New Password: Enter and confirm the new password on the reset page.
6. Confirm Changes: Submit the new password to finalize the update.

How to Change Password.

Here's how you can modify your password:

1. Access the website and navigate to the login section, then select "Insight."
2. Locate and click on your profile at the top-right corner.
3. Choose "Change Password."
4. Click on the dropdown arrow.
5. Input both your old and new passwords.
6. Complete the process by selecting "Update Password."

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 enter your first name, middle name and last name.
Company Name	Please enter your Company name.

Company Address (Address line 1 and Address line 2)	Please enter your Address.
City, State Zip code	Please enter your city, State Zip code.
Phone Number	Please enter your Phone Number.
Mortgage Brokerage License No	Please enter your Mortgage Brokerage Licence No
Mortgage Broker License No	Please enter your Mortgage Broker Licence No

4. Click on update option.

How to Manage property

1. Go to log-in option on the website
2. Click on the "Insight" option. You will be redirected to "Dashboard".
3. On the left navigation bar: Manage Property--> Appraised properties, My properties, Wishlisted properties, Biding history--> If you select
 - Appraised properties: This section contains a list of properties uploaded by brokers.
 - My Properties: Here, you can see a list of the properties you've evaluated.
 - Wishlisted properties: The properties that you have tagged as "Favourite" by clicking the heart icon will be displayed here.
 - Biding History: You can review the properties you've successfully submitted by entering the bidding price.

Change language

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

Check Notification

1. Navigate to the home page.
2. Select the "Bell" icon located on the top-right corner.
3. Access all notifications associated with your property.
4. An Overview of Our Dashboard

Our Dashboard

- **Property Overview:** Displays the total count of properties listed on the website, giving a quick glance at available inventory.
- **Total Views:** Tracks the collective number of views your properties have garnered, indicating interest and popularity.
- **Bids:** Reveals the total count of bids placed on properties, providing insight into engagement from potential buyers.
- **Favourites:** Reflects the total times properties have been marked as favourites, showcasing the appeal of your listings.
- **View Statistics:** Offers a detailed breakdown of views and interactions, including daily, weekly, and monthly data to identify activity trends.