

Encompass® Quick Reference Guide

Ordering Appraisals



The Appraisal service enables Encompass users to order appraisals electronically from providers from within Encompass. The appraiser logs in to the Appraisal Center to view and accept the order. The appraiser completes the appraisal and sends the completed report and related documents to the Encompass user. The Encompass user then imports the documents into the Encompass loan file and views them.

Encompass enables your company to configure the appraisal ordering process to conform with HVCC (Home Valuation Code of Conduct) guidelines. To view detailed instructions about how administrators configure the ordering process, including setting up a Merchant Account to manage order payments, refer to the *Appraisal Ordering Management* and *Appraisal Service* Encompass online help topics. For instructions about ordering appraisals using the various configuration options, refer to the *Appraisal Services* online help topic.

