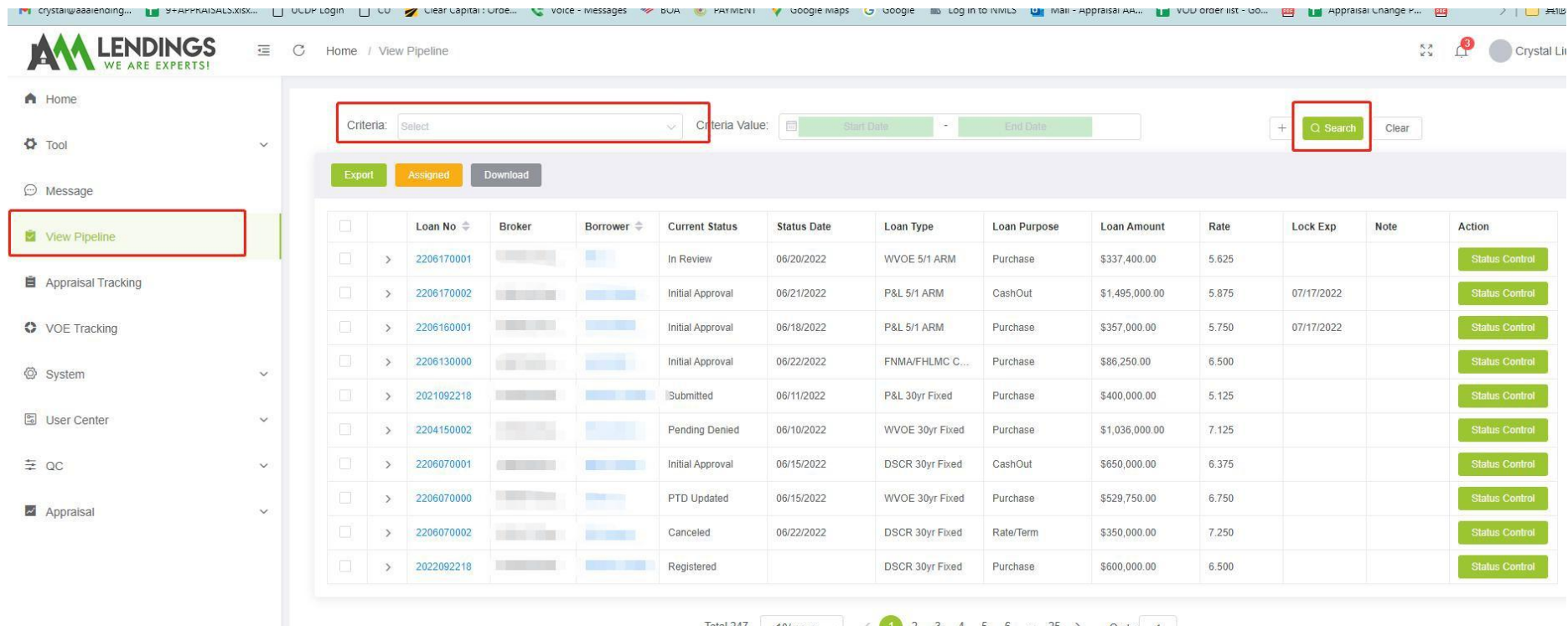


How to Request Appraisal via TPO Portal

1. Get into the TPO System(<https://main.aacapitalinvestment.com/#/>), input the user name, password and verification code. Then click **Log In**.
2. Click **View Pipeline** to search the file which you need to request appraisal order.



The screenshot shows the AAA LENDING TPO Portal interface. On the left sidebar, the 'View Pipeline' menu item is highlighted with a red box. The main content area displays a search filter with 'Criteria: Select' and 'Criteria Value: Start Date - End Date', and a 'Search' button also highlighted with a red box. Below the search filters are 'Export', 'Assigned', and 'Download' buttons. The main area contains a table of loan records with the following columns: Loan No, Broker, Borrower, Current Status, Status Date, Loan Type, Loan Purpose, Loan Amount, Rate, Lock Exp, Note, and Action. The 'View Pipeline' menu item is highlighted with a red box.

Loan No	Broker	Borrower	Current Status	Status Date	Loan Type	Loan Purpose	Loan Amount	Rate	Lock Exp	Note	Action
2206170001			In Review	06/20/2022	WVOE 5/1 ARM	Purchase	\$337,400.00	5.625			Status Control
2206170002			Initial Approval	06/21/2022	P&L 5/1 ARM	CashOut	\$1,495,000.00	5.875	07/17/2022		Status Control
2206160001			Initial Approval	06/18/2022	P&L 5/1 ARM	Purchase	\$357,000.00	5.750	07/17/2022		Status Control
2206130000			Initial Approval	06/22/2022	FNMA/FHLMC C...	Purchase	\$86,250.00	6.500			Status Control
2021092218			Submitted	06/11/2022	P&L 30yr Fixed	Purchase	\$400,000.00	5.125			Status Control
2204150002			Pending Denied	06/10/2022	WVOE 30yr Fixed	Purchase	\$1,036,000.00	7.125			Status Control
2206070001			Initial Approval	06/15/2022	DSCR 30yr Fixed	CashOut	\$650,000.00	6.375			Status Control
2206070000			PTD Updated	06/15/2022	WVOE 30yr Fixed	Purchase	\$529,750.00	6.750			Status Control
2206070002			Canceled	06/22/2022	DSCR 30yr Fixed	Rate/Term	\$350,000.00	7.250			Status Control
2022092218			Registered		DSCR 30yr Fixed	Purchase	\$600,000.00	6.500			Status Control


3. Click **Appraisal Request** on the left. Then click





- Home
- Tool
- Message
- View Pipeline
- Loan Main
- Loan Summary
- Upload Submission Files
- File Management
- Related Documents
- Lock Rate
- CD/Doc Request
- Contacts
- Condition List
- Appraisal Request
- Appraisal Refund Request
- Reserve Appraiser


Borrower	Program 30yr Fixed	Status Submitted	NoteRate 4.875%	DTI 0.000%	LTV / CLTV / HCLTV 75% / 75% / 0%
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System ID: [redacted] Loan No: [redacted]


 Upload Submission Files


 Related Documents


 File Management


 Rate Lock


 Contacts

Status Control





Home

Tool

Message

View Pipeline



Loan Main

Loan Summary

Upload Submission Files

File Management

Related Documents

Lock Rate

CD/Doc Request

Contacts

Condition List

Appraisal Request

Appraisal Refund Request

Reserve Appraiser

Request



No Data



4. Fill in the blanks with "*" and provide related documents.

Apply X

Payment proof

File# : test333	Subject Address : 16551 MERC LN, Lockport, IL 60441
Appraisal Value : \$ 482,000.00	Borrower : HE LI
Agent : Harold Yang	Loan Amount : \$ 200,000.00
FICO : 777	Type : SFR
Investment : No	LTV : 41 %
Rush : <input type="checkbox"/>	Unit : 1

* Appraisal Fee : \$ <input type="text"/>	* Comment : <input type="text" value="contact information,the client can speak English or not,other special information"/>
* Payment Method : <input type="text" value="Please select"/>	* Form : <input type="text" value="Please select"/>

Cont# : Received Payment :

Request

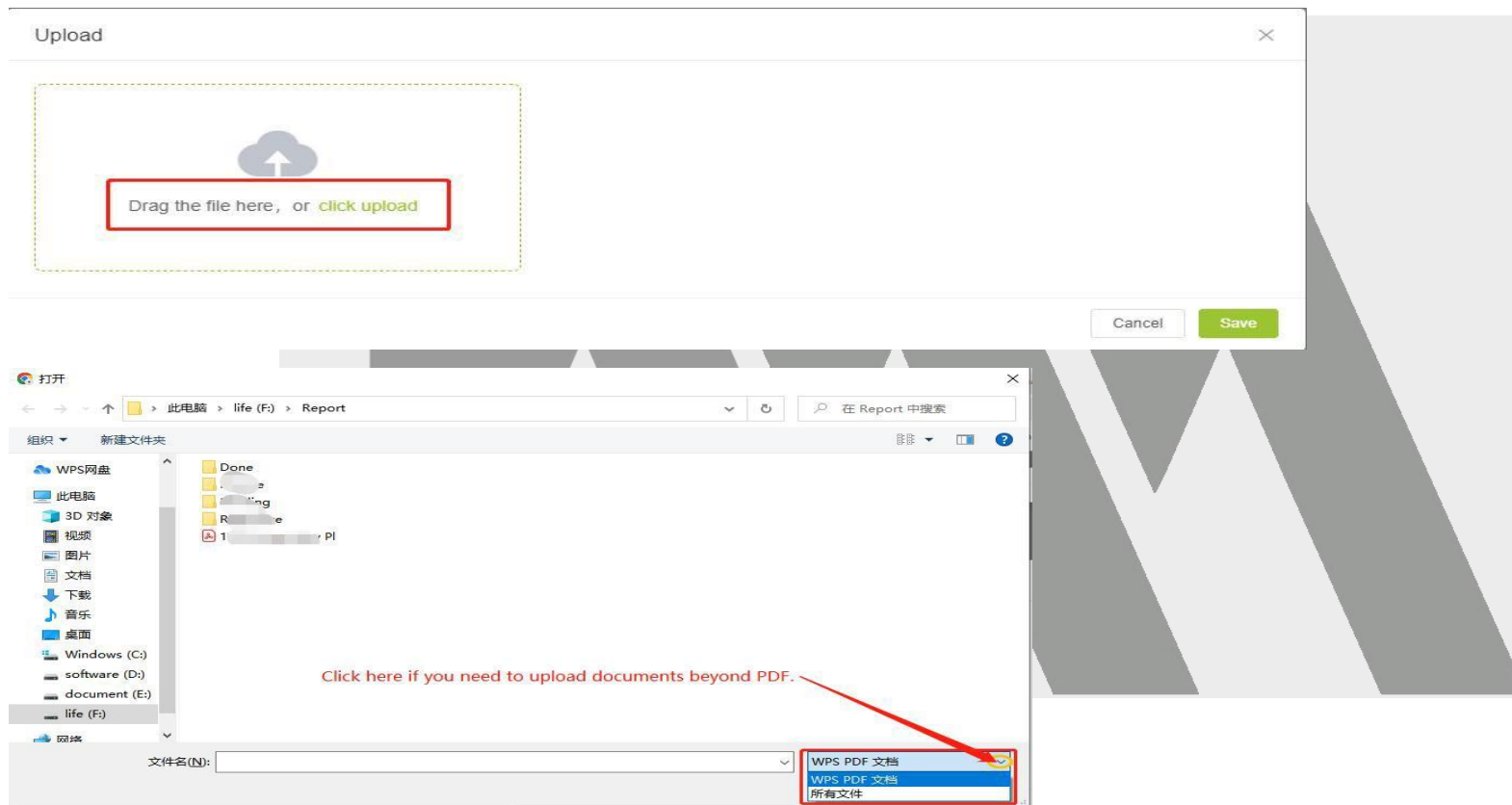
Appraisal Fee: The total fee of ordering appraisal for the file

Payment Method: Choose per the method you pay(Zelle/CC/Check/Cash/Other)

Comment: Contact for inspection; the client can speak English or not; or any other special information that needs appraisal department or the appraisal know.

Form: Choose the form you need.

Payment proof: Click **Payment proof** to upload the RPA, payment proof etc. Click **Save** after the related documents are uploaded successfully.



5. Click **Request**, the Appraisal Department will receive your appraisal request and order accordingly.