Instructions for Appraisal Order Request

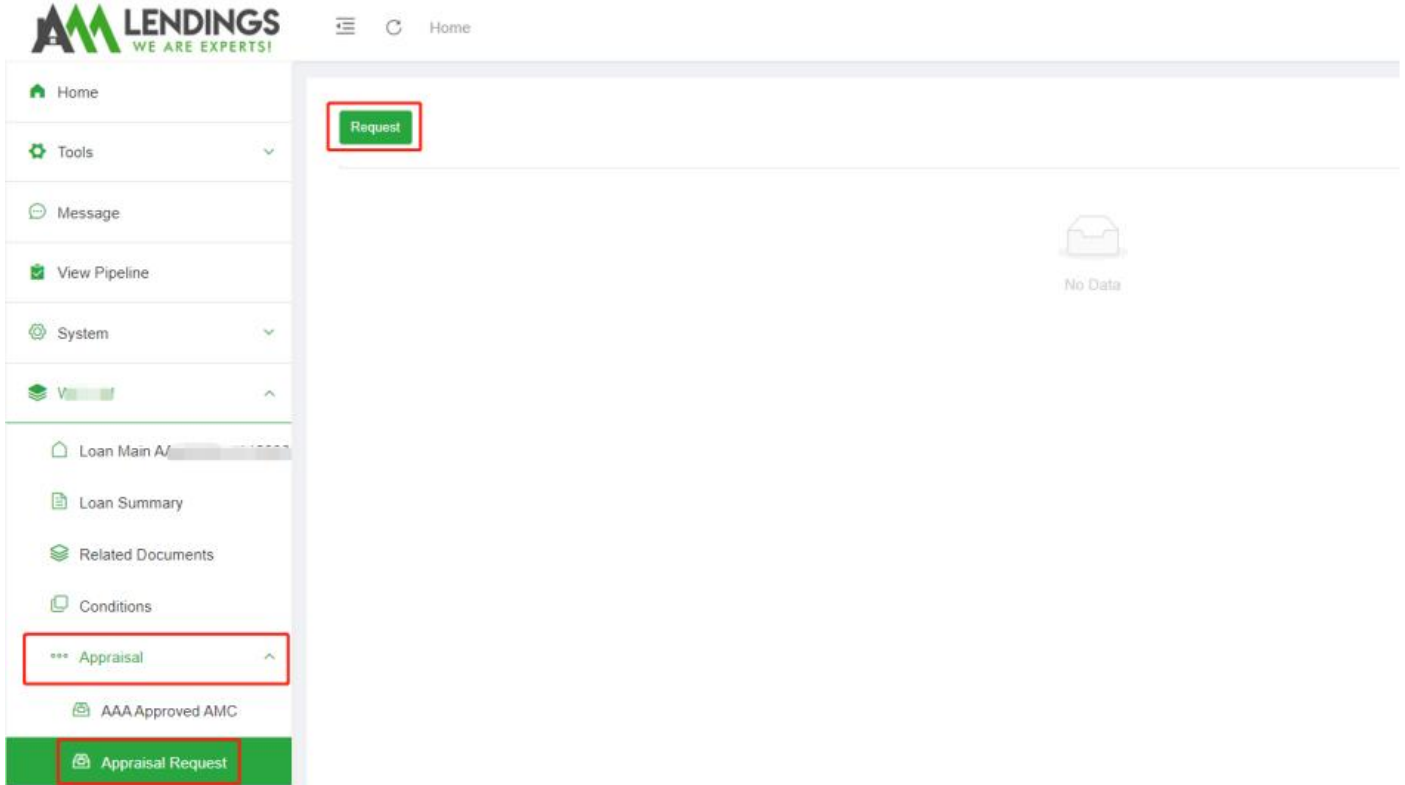1. Get into the **TPO System** (https://main.aaacapitalinvestment.com), input the username, password and verification code. Then click **Log In**.

2. Click **View Pipeline** to search the file which you need to request appraisal order.

3. Click on the loan number or borrower's name to access the file.
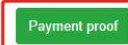
4. Click **Appraisal - Appraisal Request** on the left. Then click [Request] button.

5. Fill in the fields marked with "*****" and provide the related documents.

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; preferred language; or any other special information that the appraisal department or the appraiser needs to know.

Form: Choose the form you need.

Payment proof: Click [Payment proof] button to upload the RPA, payment proof etc. Click [Save] button after the related documents have been successfully uploaded.

6. Click [Request] button, our Appraisal Department will receive your appraisal order request.