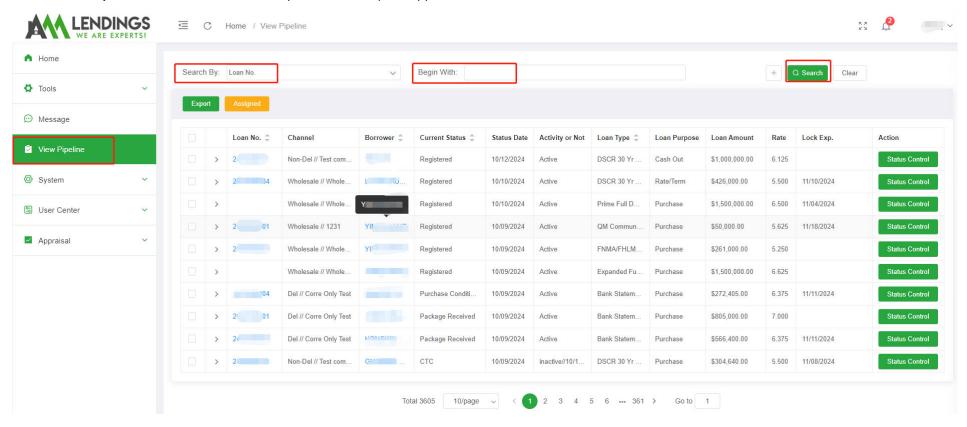


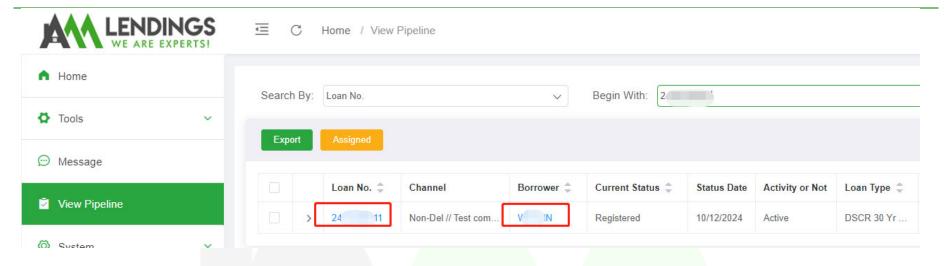
Instructions for Appraisal Request

- 1. Get into the **TPO System**(https://main.aaacapitalinvestment.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.



3. Click on the loan number or borrower's name will grant you access to the file

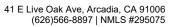




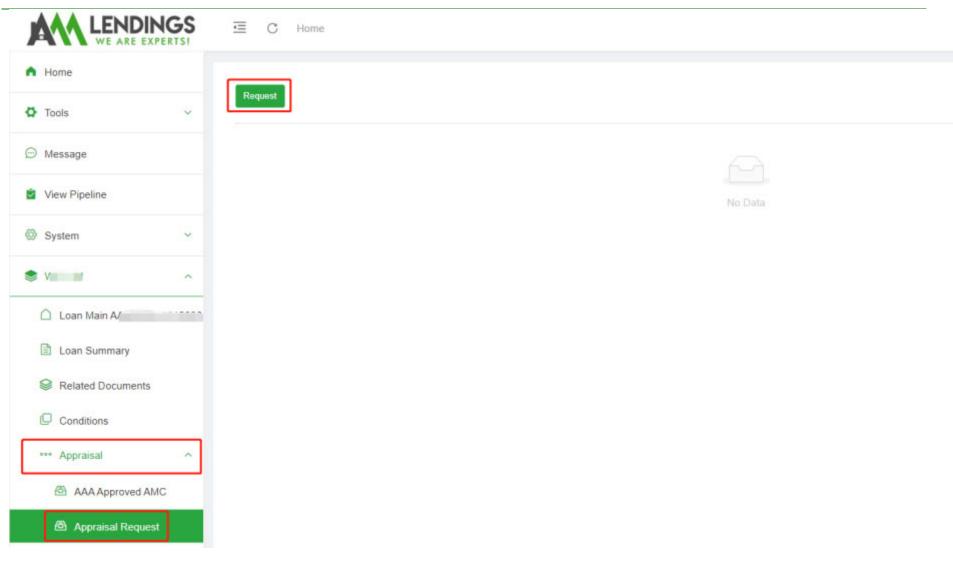
4. Click Appraisal - Appraisal Request on the left. Then click

Request

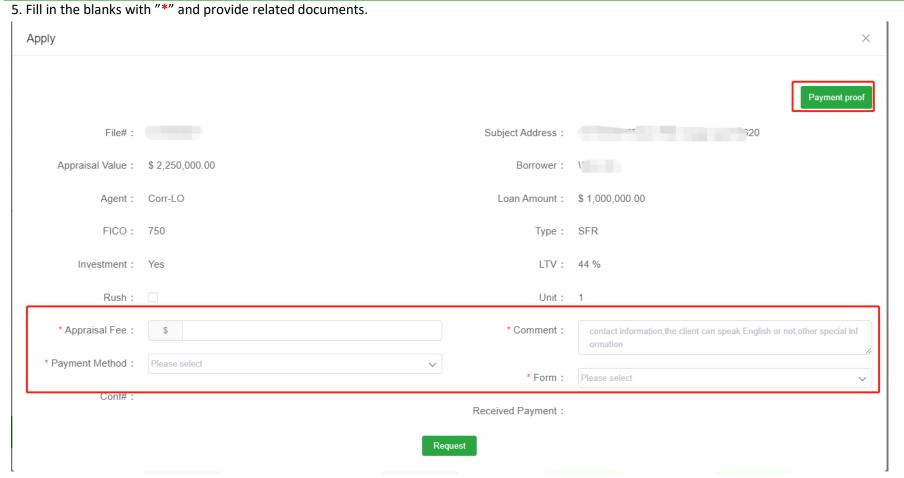












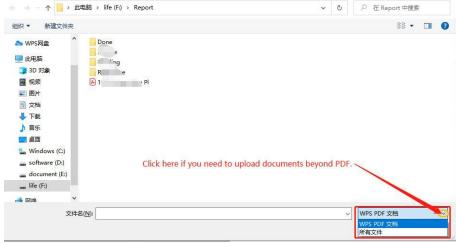
Appraisal Fee: The total fee of ordering appraisal for the file

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.





6. Click Request , the Appraisal Department will receive your appraisal request.