

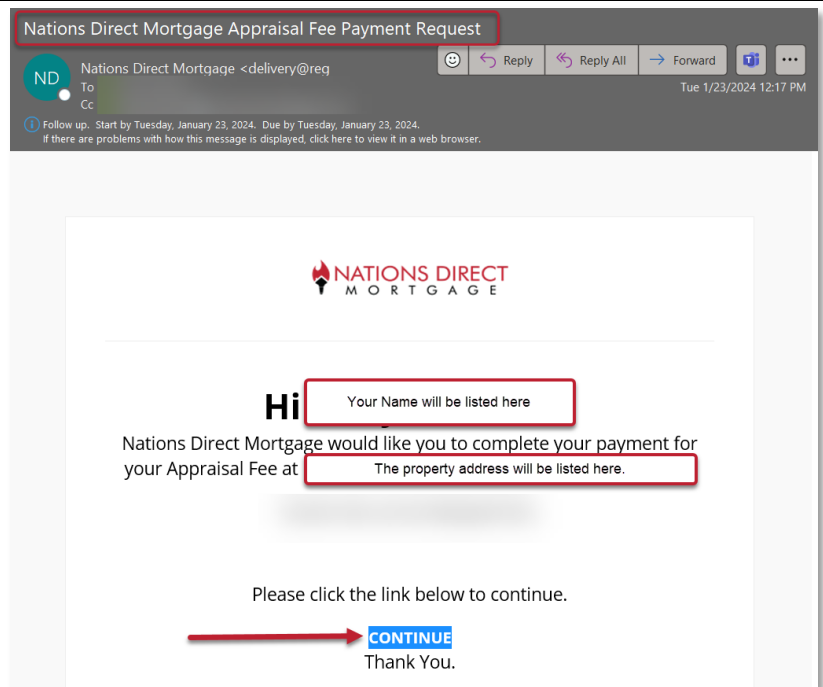
This job aid will assist you with walking through the process of paying for your appraisal along with what is required once the appraisal is delivered to you.

If you have any questions regarding this process, please reach out to the contact person at the organization you are working with.

Paying for Appraisal

STEP 1

- You will receive an email from delivery@reggora.com
- The subject line of this email will be **“Nations Direct Mortgage Appraisal Fee Payment Request”**
- Your name and property address will be listed in the body of the email
- Click **Continue**



STEP 2

- You will land on a page that looks like this. At the top, it will list the amount due for the appraisal
- Enter in the information from the card you will be using to pay for the appraisal and click on Submit Payment

Your Appraisal Fee is **Amount Due for Appraisal**

All payments must be made before proceeding with the appraisal.

VISA MasterCard DISCOVER AMERICAN EXPRESS

Cardholder First Name Cardholder Last Name Cardholder Email

Card Number Expiration Date CVC

1234 1234 1234 1234 MM / YY CVC

Billing Street Billing City Billing State Billing Zip

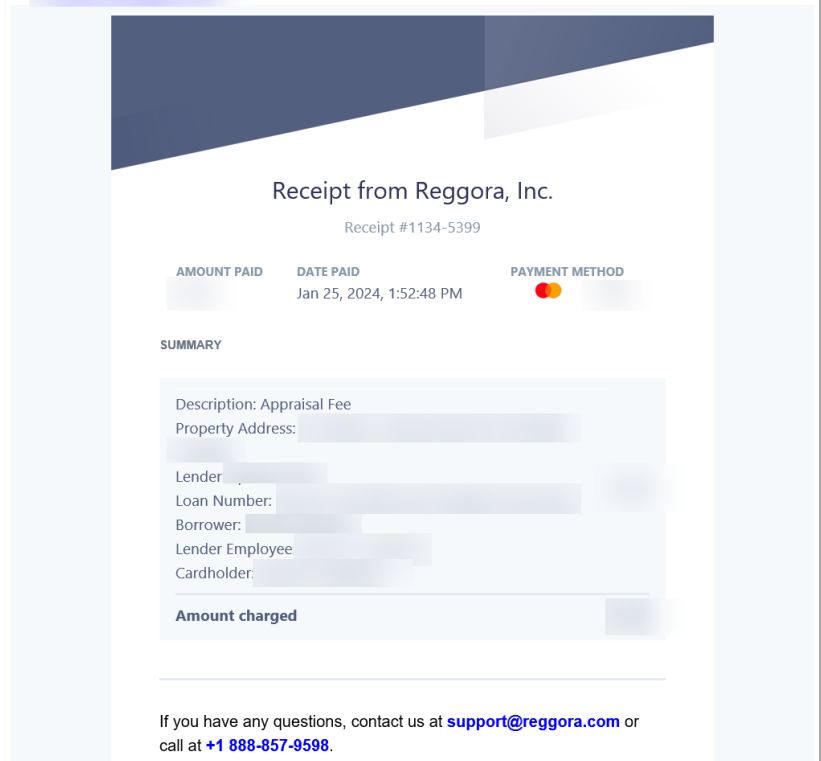
123 Main St. Boston MA 12345

[Submit Payment](#)


STEP 3

- You will receive a receipt from Reggora, Inc.
- Confirmation of the amount paid and a Summary of the order will be provided

From: Reggora, Inc. <receipts+acct_1CR4R0GXDzRTm7Tt@stripe.com>
Date: Thu, Jan 25, 2024 at 8:53 AM
Subject: Your Reggora, Inc. receipt [#1134-5399]
To:



Receipt from Reggora, Inc.
Receipt #1134-5399

| AMOUNT PAID | DATE PAID | PAYMENT METHOD |
|-------------|--------------------------|---|
| [REDACTED] | Jan 25, 2024, 1:52:48 PM |  |

SUMMARY

Description: Appraisal Fee
Property Address: [REDACTED]
Lender: [REDACTED]
Loan Number: [REDACTED]
Borrower: [REDACTED]
Lender Employee: [REDACTED]
Cardholder: [REDACTED]

Amount charged [REDACTED]

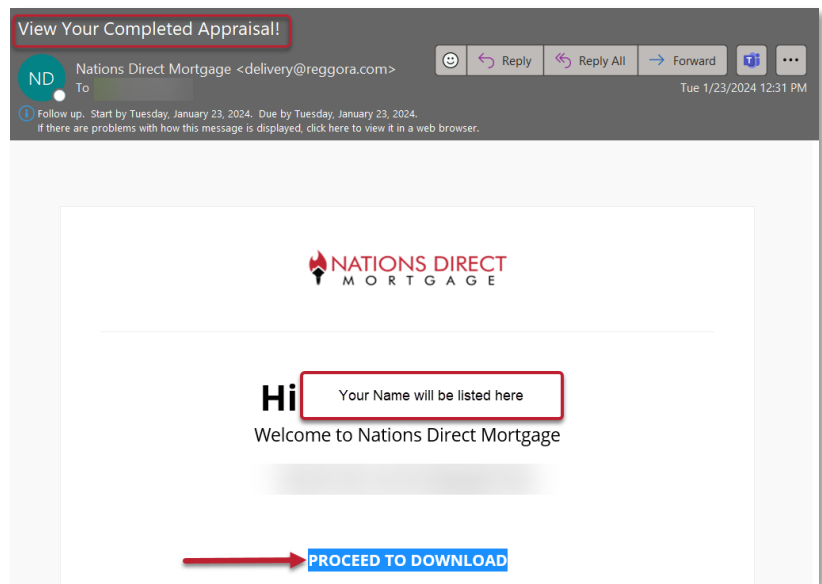
If you have any questions, contact us at support@reggora.com or call at **+1 888-857-9598**.

Appraisal Delivery

Once the appraisal has been completed, you will receive an email with a copy of the appraisal to view and/or download.

STEP 1

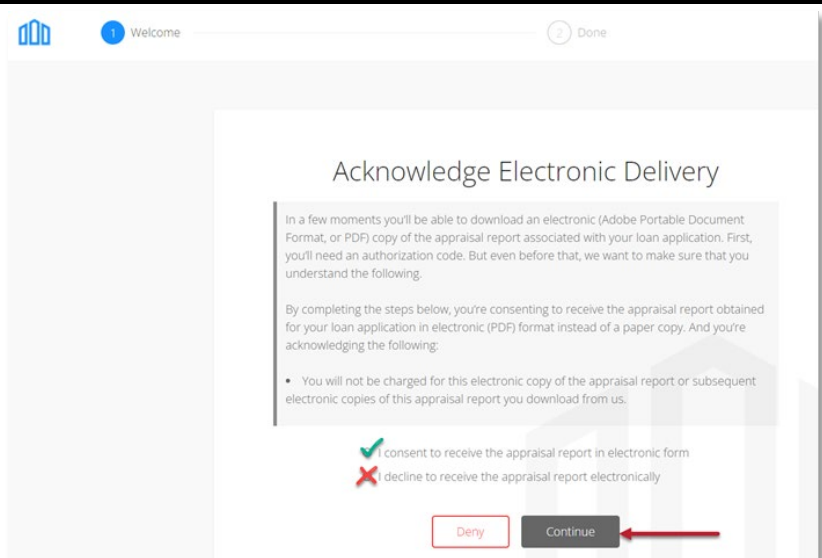
- You will receive an email from delivery@reggora.com
- The subject line will be **“View Your Completed Appraisal”**
- Your name will be listed in the body of the email
- Click on **Proceed to Download**



STEP 2

- This will open up a web browser and you will be instructed to Acknowledge Electronic Delivery
- Click on “I consent to receive the appraisal report in electronic form” and click Continue

Note: If you choose to “decline to receive the appraisal report electronically”, the appraisal will be mailed to you; however, it is important to note that this may cause a delay in closing as we must confirm delivery prior to closing the loan.

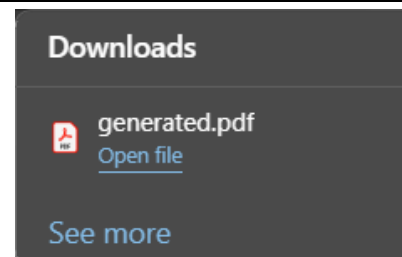
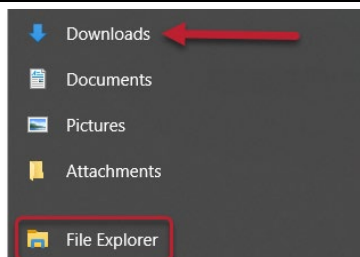


STEP 3

Complete the steps as indicated on the instructions

STEP 4

When you download the test pdf, it will appear in the “Downloads” of your File Explorer and may pop-up on your screen.



STEP 5

Within the pdf document, you will **highlight the code** and hit **Ctrl + C** to copy

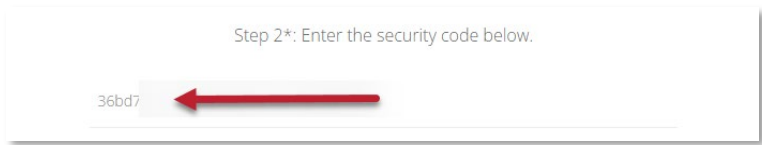
1. You're almost there! Copy the authorization code below.
2. Go **BACK** to enter the code and download your appraisal.

Your code:

Your code will be listed here. You can highlight and hit Ctrl + C to copy

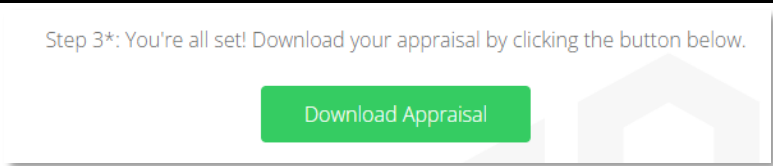
STEP 6

- Come back to the **“Download your Appraisal” form**
- Click on the area where it says **“Enter Auth Code”**
- Hit **Ctrl + V** to Paste



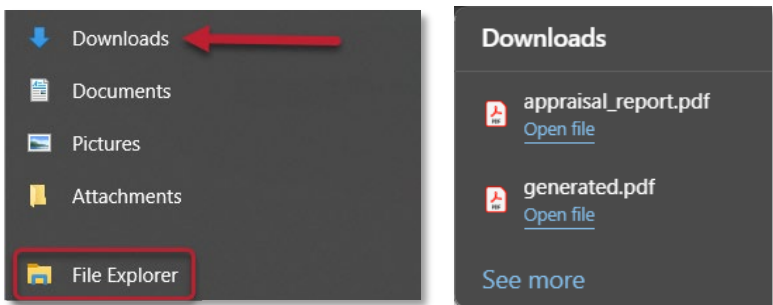
STEP 7

Once the code is entered, the **“Download Appraisal”** button will turn green, click on that button to download the appraisal



STEP 8

When you download the appraisal, it will appear in the **“Downloads”** of your File Explorer and may pop-up on your screen.



STEP 9

Once you have successfully downloaded, you will receive an **“Appraisal Downloaded”** confirmation.

