

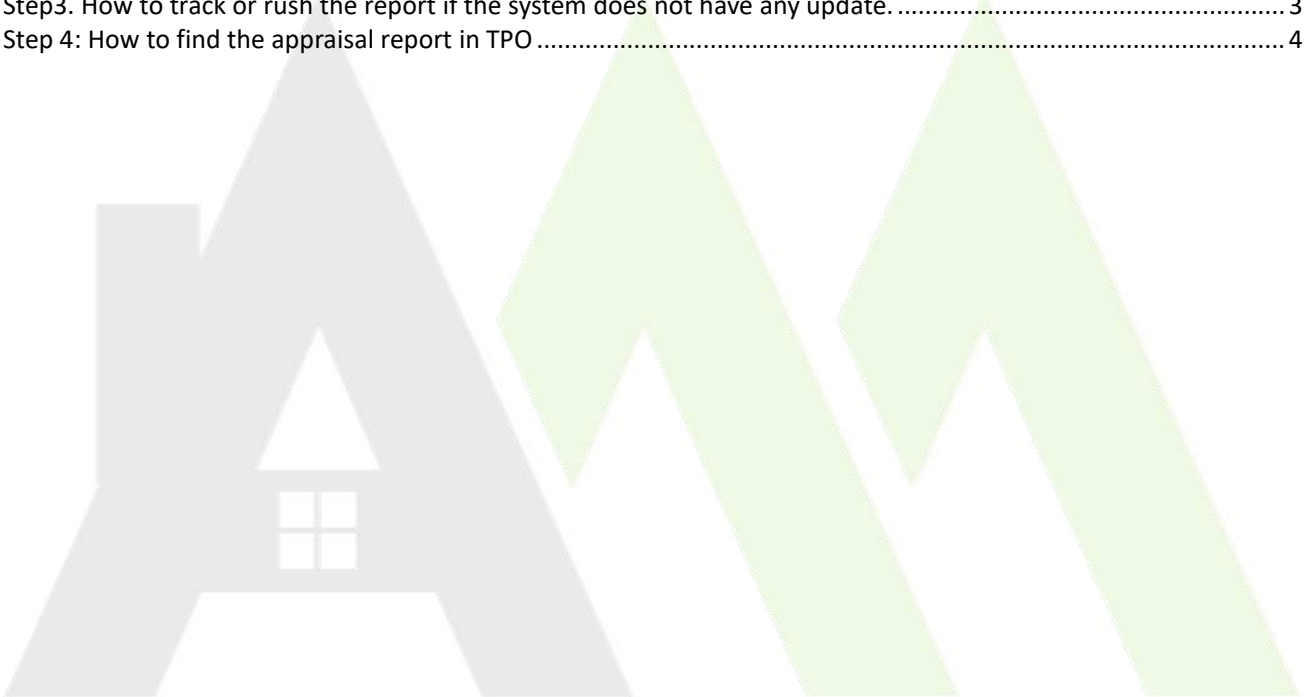
How to use the appraisal tracking in TPO Portal

Thank you for choosing AAA LENDINGS. It is our goal to provide you with the best possible service. Please use this guide to help with the loan process about how to use the appraisal tracking in TPO Portal.

If you have any questions, please contact your Account Executive or Loan Coordinator (wholesaleprocessing@aaalendings.com).

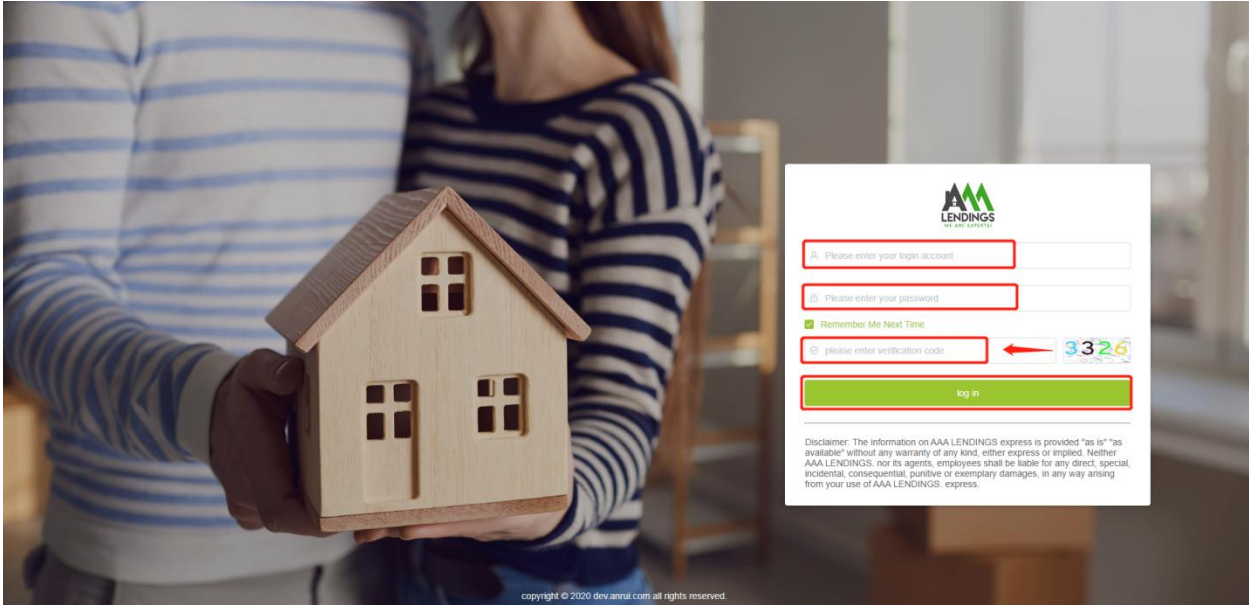
Note: If you do not know how to use the appraisal tracking in TPO Portal, you can also email your questions to Appraisal Department (appraisal@aaalendings.com) for help.

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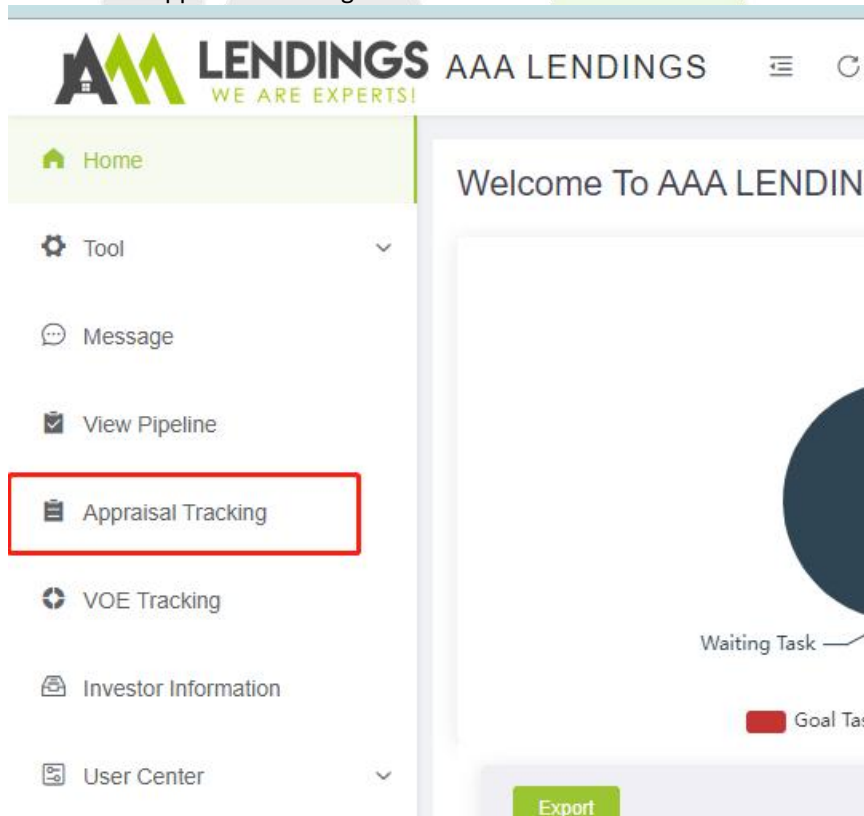


Step1: How to find the Appraisal Tracking

1. Navigate to TPO Portal (<https://main.aacapitalinvestment.com>) and login.






2. Find the Appraisal Tracking on the left list.



Step2: How to check the appraisal status

1. Search by Progress/Loan ID/Address to find the file you want to check status.

Progress: Loan ID: Address: Canceled:




<input type="checkbox"/>	Loan ID	Progress	Address	Borrower
<input type="checkbox"/>	AAAR20220331001	 03/31/2022 Submit	680 NILE RIVER DR Oxnard CA 93036	PHUONG ANH HOANG
<input type="checkbox"/>	AAAR20220331000	 03/31/2022 Submit	1631 ALMANOR ST Oxnard CA 93030	HAI DUC DUO NG
<input type="checkbox"/>	AAAR20220330002	 03/30/2022 Submit	2782 E HOWLETT LN Ontario CA 91762	TRAVIS SMITH

Step3. How to track or rush the report if the system does not have any update.

1. Click the Action Tracking

Home / Appraisal Tracking Admin

Progress: Loan ID: Address: Canceled:

<input type="checkbox"/>	Loan ID	Progress	Address	Borrower	Is Canceled	Action
<input type="checkbox"/>	shirley1	 Submit	16551 MERC LN Lockport IL 60441	HE LI		<input type="button" value="Tracking"/>
<input type="checkbox"/>	test444	 Submit	10022 NE 110TH ST KIRKLAND WA 98033	HE LI		<input type="button" value="Tracking"/>
<input type="checkbox"/>	2021040905	 06/21/2022 Submit	1717 LOUISE AVE Arcadia CA 91006	LEI TANG		<input type="button" value="Tracking"/>

2. Complete the information and click send email

Tracking ✕

Loan no: 2021040905

Current status: Coc In

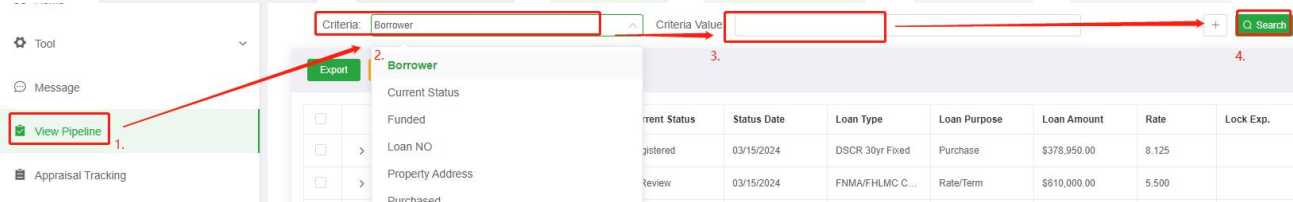
Reason For Tracking:

Date of Report Back:

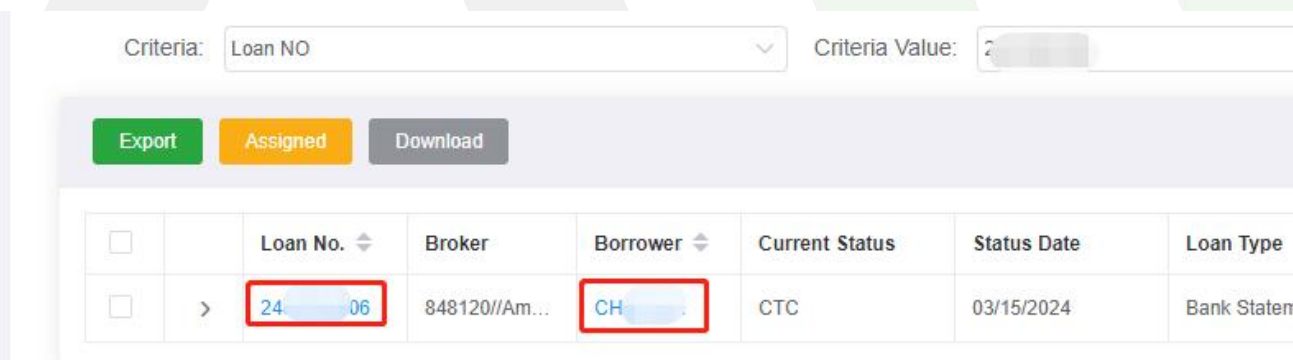
3. Our appraisal department will reply to you when they receive the tracking request.

Step 4: How to find the appraisal report in TPO

1. Click on **View Pipeline**, then select **Criteria**. Choose either **Borrower**, **Property Address**, or **Loan NO** from the drop-down list, and enter the corresponding content in the **Criteria Value** field. Finally, click on **Search**.



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



Criteria:	Loan NO	Criteria Value:				
<input type="button" value="Export"/>	<input type="button" value="Assigned"/>	<input type="button" value="Download"/>				
<input type="checkbox"/>	Loan No. ↕	Broker	Borrower ↕	Current Status	Status Date	Loan Type
<input type="checkbox"/>	> 24...06	848120//Am...	CH...	CTC	03/15/2024	Bank Statem

3. Navigate to **File Management** in the left-hand panel. Then, on the right-hand side, find **Appraisal Packages** and click on it to view all uploaded appraisal reports and files submitted during the appraisal request.

File Management

Submission Packages (1)

CD & Docs Request (0)

QC-TRID Conditions (0)

Final Packages (0)

Lender Conditions (42)

Appraisal Packages (6)

[Upload File](#) [Download](#) [Delete](#)

<input type="checkbox"/>	File
<input type="checkbox"/>	cc-signed.pdf_01.19.2024_19.31.21.pdf
<input type="checkbox"/>	cc-signed.pdf_01.22.2024_10.50.31.pdf
<input type="checkbox"/>	2 [redacted] AVE_01.26.2024_16.00.36.pdf
<input type="checkbox"/>	Credit Card Authorization - final inspeccion.pdf_02.01.2024_15.42.05.pdf
<input type="checkbox"/>	2 [redacted] VE_02.06.2024_15.16.37.pdf
<input type="checkbox"/>	3 [redacted] _CITO AVE_02.06.2024_21.18.03.pdf