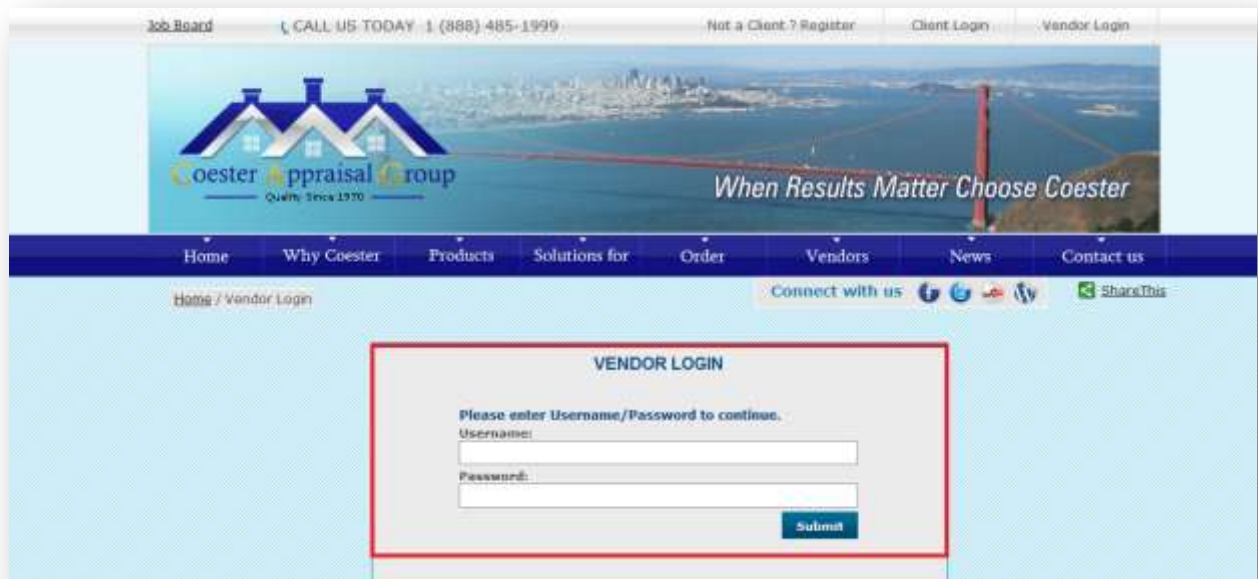


How to Properly Log-In and Update your open orders in the Coester Appraisal Group Database

1. Go to www.coesterappraisals.com
2. Click **VENDOR LOGIN**



3. Login with your username and password entered/provided to you upon initial registration and click **SUBMIT**. Please remember that both your username **AND** password are **CASE SENSITIVE**.



4. Upon successful login, you will see the following:

Welcome (your name) , click here for [Vendor Menu](#).

Click the link that says VENDOR MENU

5. The Vendor Menu main screen will appear with all of your OPEN orders displayed.

The screenshot shows the Coester Group Vendor Menu interface. On the left is a navigation menu with options: List All New, List All Open, Completed Orders, Canceled Orders, and All Orders. The main content area displays 'Open Orders' with '2 records found'. Below this is a sorting section with 'Sorted by:' and radio buttons for 'Ascending' (selected) and 'Descending'. A table of orders is shown with columns: File #, Loan #, Borrower, Address, Client, Date Due, Status, and Inspection Scheduled. The second row is highlighted in red, and a red arrow points to the 'File #' column.

File #	Loan #	Borrower	Address	Client	Date Due	Status	Inspection Scheduled
20823		Gateway Bank	5543 S. Wood St - Chicago, IL 60656	Gateway FSB		Refer To Comments	
23725	88893	EPHRAIM MOSS	7942 S WINCHESTER AVE - CHICAGO, IL 60620	James B. Natter & Co.	4/23/2010	On Hold	

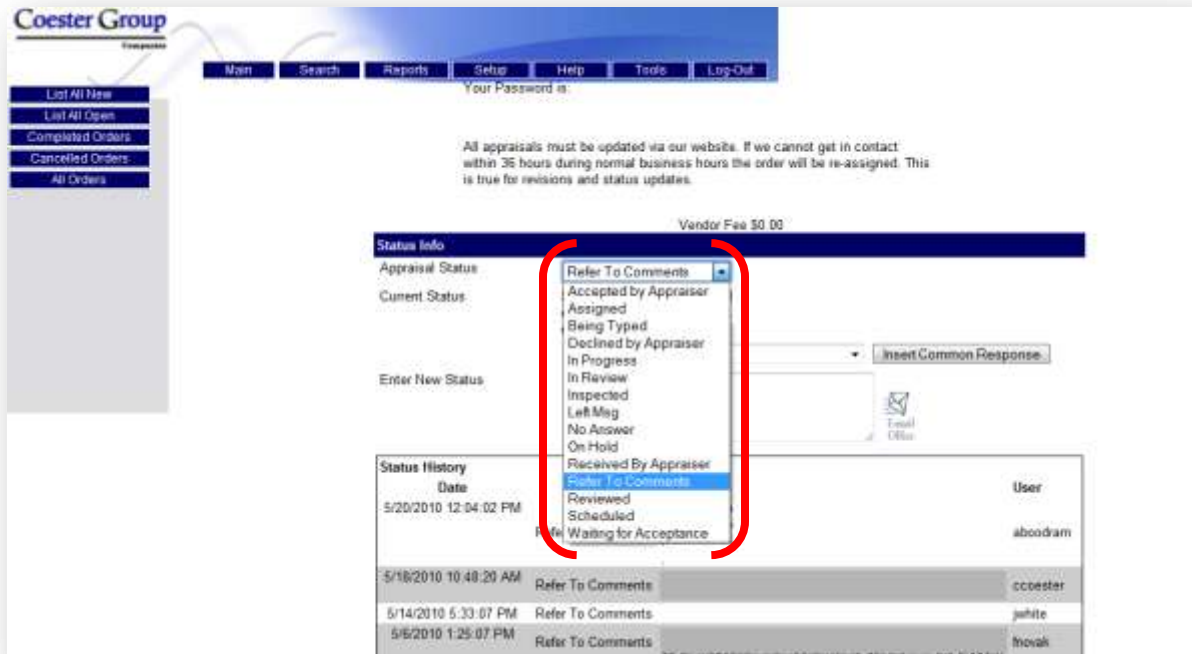
Click on the file number that matches the appraisal file you would like to update.

6. The system automatically scrolls down to the STATUS INFO section

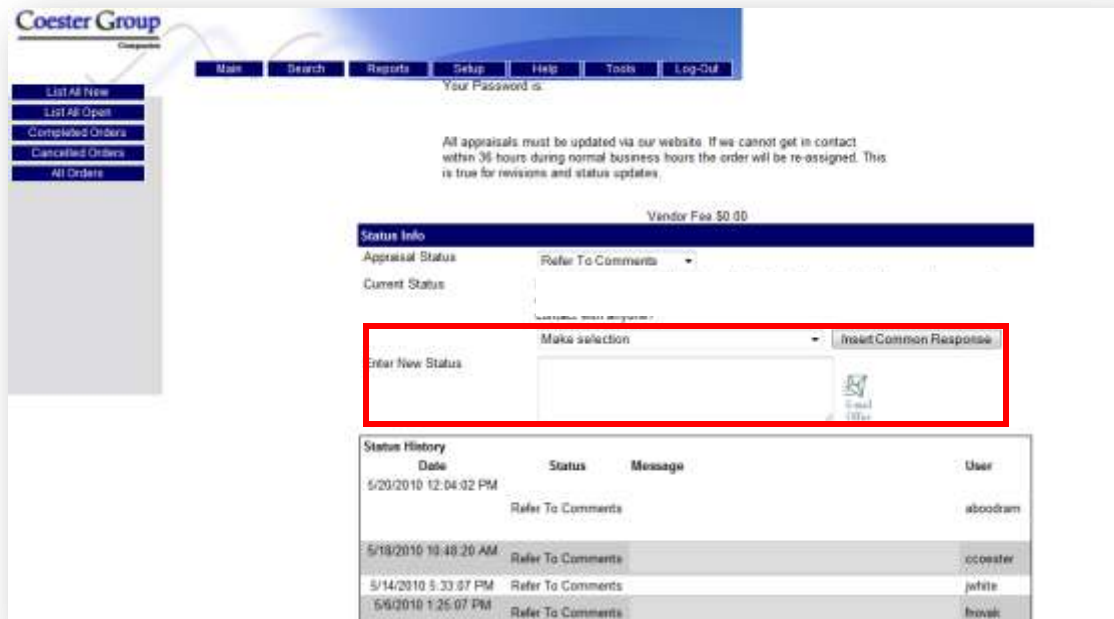
The screenshot shows the 'Status Info' section of the Coester Group interface. A red arrow points to the 'Status Info' header. Below the header, there is a 'Vendor Fee \$0.00' and a 'Refer To Comments' dropdown menu. The 'Current Status' is displayed as 'Refer To Comments'. There is a 'Make selection' dropdown menu and an 'Enter New Status' text box. A 'Status History' table is shown at the bottom, listing the date, status, message, and user for each update.


Date	Status	Message	User
5/20/2010 12:04:02 PM	Refer To Comments		absodram
5/18/2010 10:48:20 AM	Refer To Comments		ccoester
5/14/2010 5:33:07 PM	Refer To Comments		jwhza
5/6/2010 1:25:07 PM	Refer To Comments		trlovak

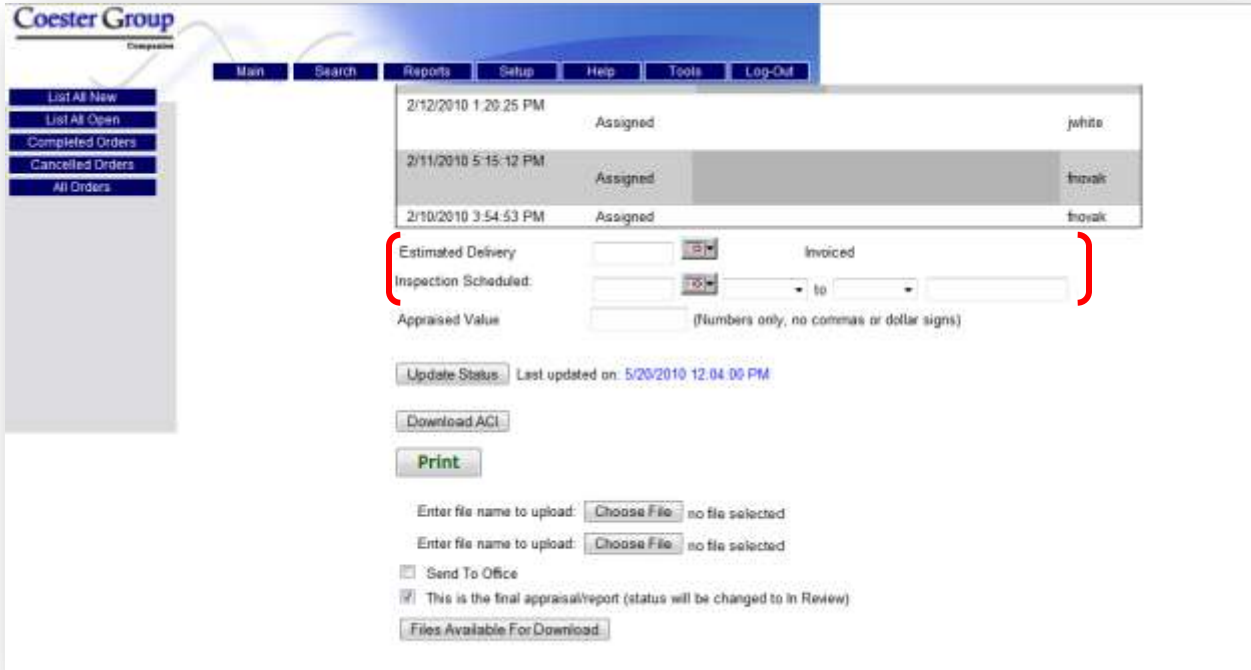
7. Change the APPRAISAL STATUS dropdown menu to the appropriate status option (i.e. LEFT MSG if you left a voicemail for the borrower to schedule an appointment). PLEASE READ ALL OPTIONS AND MAKE THE MOST APPROPRIATE CHOICE. ****IMPORTANT: IF YOU DO NOT CHANGE THIS DROPDOWN MENU, YOUR UPDATE WILL NOT REGISTER PROPERLY****



8. In the ENTER NEW STATUS box, please type in your update details containing any pertinent information we and/or the client needs to know.



9. If and only if you have scheduled an inspection, please enter the inspection date by clicking on the small calendar icon that looks like  followed by the inspection time and estimated delivery date of the report in the appropriate fields.

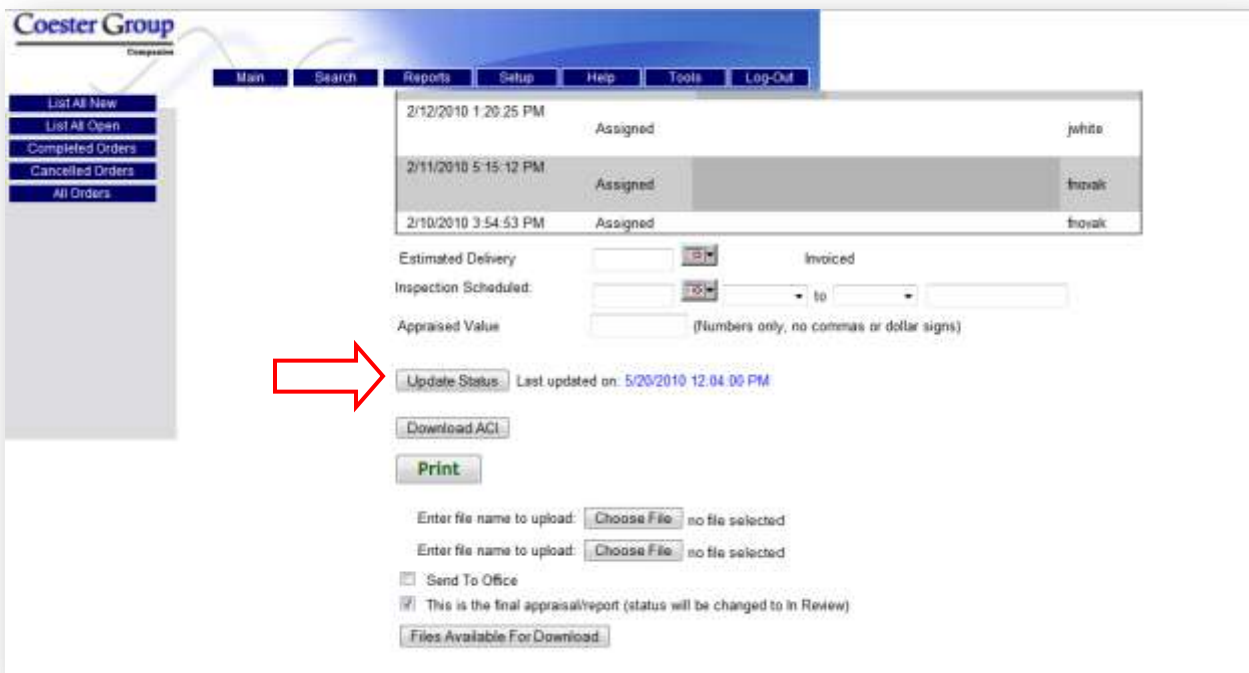


The screenshot shows the Coester Group web application interface. On the left is a navigation menu with options: List All New, List All Open, Completed Orders, Cancelled Orders, and All Orders. The main content area features a table with three rows of inspection data:

2/12/2010 1:20:25 PM	Assigned	white
2/11/2010 5:15:12 PM	Assigned	trvak
2/10/2010 3:54:53 PM	Assigned	trvak

Below the table are several form fields: "Estimated Delivery" with a calendar icon, "Inspection Scheduled:" with a date range selector, and "Appraised Value" with a text input field. A red bracket highlights the "Estimated Delivery" and "Inspection Scheduled:" fields. Below these are buttons for "Update Status", "Download ACL", and "Print". There are also two "Enter file name to upload:" fields with "Choose File" buttons, a "Send To Office" checkbox, and a checked checkbox for "This is the final appraisal/report (status will be changed to In Review)". A "Files Available For Download:" button is at the bottom.

10. Click the UPDATE STATUS button to submit.



This screenshot is identical to the one above, but with a red arrow pointing to the "Update Status" button. The "Update Status" button is located below the "Appraised Value" field and above the "Download ACL" button. The text next to the button reads "Last updated on: 5/20/2010 12:04:00 PM".