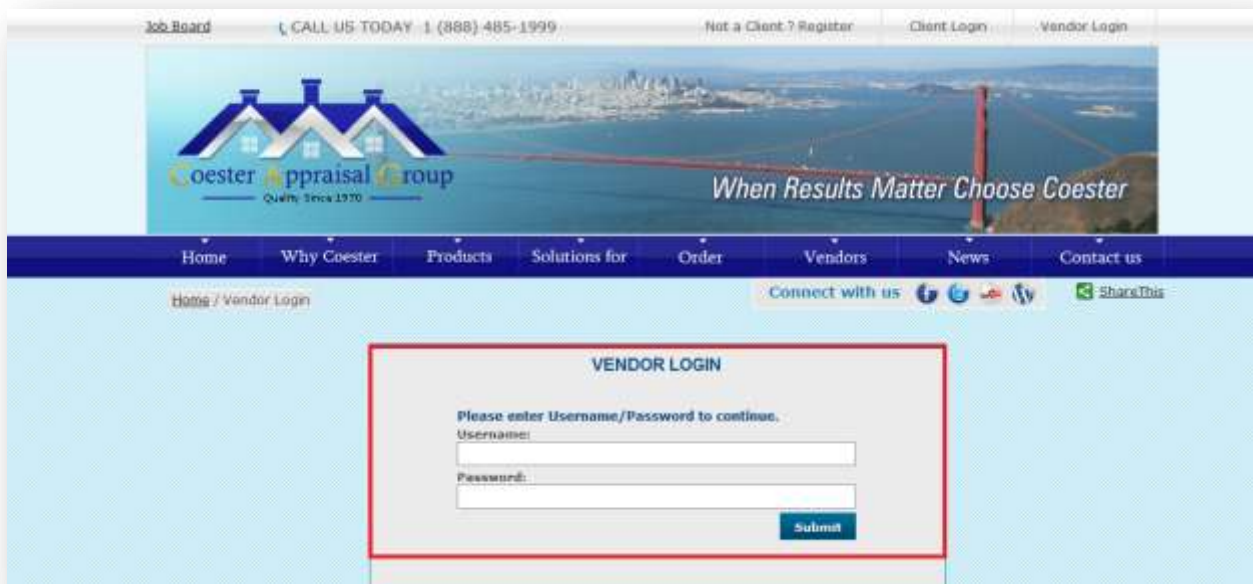


How to Properly Log-In and Upload Appraisals to the Coester Appraisal Group Database

1. Go to www.coesterappraisals.com
2. Click on **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, Cancelled 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' and 'Descending'. A table of orders is shown with the following data:

File #	Loan #	Borrower	Address	Client	Date Due	Status	Inspection Scheduled
20823		Gateway Bank	5543 S. Wood St - Chicago, IL 60636	Gateway FSB		Refer To Comments	
23715	88893	EPHRAIM MOSS	7942 S WINCHESTER AVE - CHICAGO, IL 60620	James B. Natter & Co.	4/23/2010	On Hold	

A red arrow points to the 'File #' column header.

Click on the file number that matches the appraisal file you would like to upload and submit.

6. Scroll down to the bottom of the order and click CHOOSE FILE. Choose the file name of the final appraisal report from your desktop and click OPEN. ***IMPORTANT!:** PLEASE MAKE SURE THE FILE IS IN PDF FORMAT*

The screenshot shows the Coester Group Vendor Menu interface for a specific order. The top navigation bar includes 'Main', 'Search', 'Reports', 'Setup', 'Help', 'Tools', and 'Log-Out'. The main content area displays a table of orders with the following data:

Date	Time	Status	Assigned To
2/12/2010	1:20:25 PM	Assigned	jwhite
2/11/2010	5:15:12 PM	Assigned	fnovak
2/10/2010	3:54:53 PM	Assigned	fnovak

Below the table are fields for 'Estimated Delivery', 'Inspection Scheduled', and 'Appraised Value'. There are buttons for 'Update Status', 'Download ACI', and 'Print'. At the bottom, there is a 'Choose File' button highlighted with a red box, and a 'Send To Office' checkbox. A note states: 'This is the final appraisal/report. (status will be changed to In Review)'. There is also a 'Files Available For Download' button.

7. Your file will now appear next to the **CHOOSE FILE** button and an **UPLOAD FILE(S)** button will appear below. Click **UPLOAD FILE(S)**.

The screenshot shows the Coester Group appraiser interface. On the left is a navigation menu with options: List All New, List All Open, Completed Orders, Cancelled Orders, and All Orders. The top navigation bar includes: Main, Search, Reports, Setup, Help, Tools, and Log-Out. The main content area displays order details for two entries, both with a status of 'Assigned' and assigned to 'fnovak'. Below the order details are fields for 'Estimated Delivery', 'Inspection Scheduled', and 'Appraised Value'. There are buttons for 'Update Status', 'Download ACI', and 'Print'. The 'Update Status' button shows 'Last updated on: 5/14/2010 5:33:00 PM'. The file upload section includes two 'Choose File' buttons, one of which has 'your file.pdf' selected. There are checkboxes for 'Send To Office' and 'This is the final appraisal/report (status will be changed to In Review)'. The 'Upload File(s)' button is highlighted with a red box. At the bottom, there is a 'Files Available For Download' button.

8. If successfully uploaded, your file will appear on the following screen:

The screenshot shows the 'File Available For Download' screen in the Coester Group appraiser interface. The navigation menu and top bar are the same as in the previous screenshot. The main content area displays a table with the following data:

Sr.No	File Name	File Size	Uploaded By	Date & Time
1	dd9e1607-bef7-4a2e-8af8-42720b1fd98.htm	6463	System	2/10/2010 1:39:17 PM
2	your file.pdf	50266		5/17/2010 11:55:08 AM

CONGRATULATIONS! You have successfully uploaded your appraisal file. It has now been marked as **IN REVIEW** and after it undergoes our internal review process, it will be sent to the client. Thank you for working with Coester Appraisal Group and we look forward to working with you again in the near future.