



# **AD Appraisal Center**

## **User Guide for Clients:**

### ***Add a Supporting Document***

Powered by



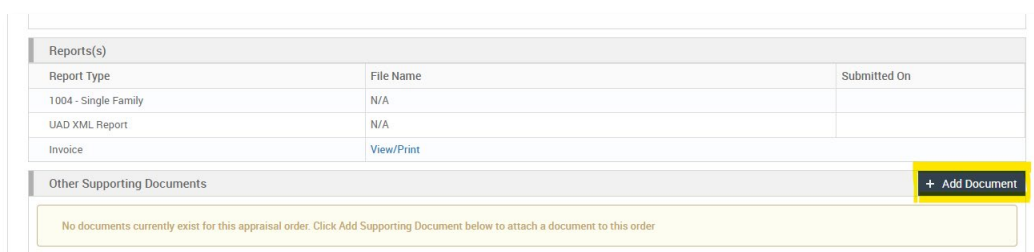
## Appraisal

### Add a Supporting Document to an Order

Users associated with an appraisal order can add supporting documents to it. Documents can be added to any Appraisal with the exception of those that are completed or cancelled.

To **Add a Document to an Order**, follow the steps below:

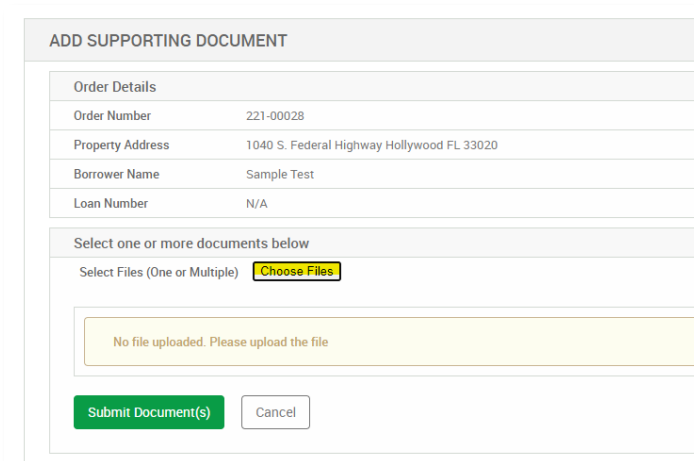
- 1) Log on to your AD Appraisal Center account.
- 2) **Search** for the Appraisal Order for which you want to add the document.
- 3) Open the Manage Order screen by clicking on the Order Number (e.g. R15-00000).



Reports(s)		
Report Type	File Name	Submitted On
1004 - Single Family	N/A	
UAD XML Report	N/A	
Invoice	<a href="#">View/Print</a>	

Other Supporting Documents + Add Document

No documents currently exist for this appraisal order. Click Add Supporting Document below to attach a document to this order



**ADD SUPPORTING DOCUMENT**

Order Details

Order Number: 221-00028

Property Address: 1040 S. Federal Highway Hollywood FL 33020

Borrower Name: Sample Test

Loan Number: N/A

Select one or more documents below

Select Files (One or Multiple) Choose Files

No file uploaded. Please upload the file

Submit Document(s) Cancel

- 6) Select the document type and browse your computer for the file you want to upload.
- 7) Click the **Submit Document** to add the document to the selected Appraisal.

**Note:** Uploaded documents can only be deleted by the System Administrator.