

## Log In

Please go to [affiliates.propsci.com](http://affiliates.propsci.com). You may enter your user name and password here.

## Navigate

The ORDERS tab will provide you access to all of your current and historical orders. To view your current orders, go to “My Orders”. You may enter an order by clicking on the order you would like to go into.

## Find Associated Documents

Purchase agreements and other associated order documents (if any) can be found within the order’s DOCUMENTS tab.

## Communicate

Click on an order and go to the COMMUNICATION tab. Through this tool you can keep us notified any time you encounter difficulties throughout the appraisal process, such as when you encounter difficulty reaching the inspection contact or when you have questions related to the assignment.

## Schedule Inspection

Once your inspection has been scheduled, update the order’s status by:

1. Go to the order’s PROCESSING tab;
2. Enter INSPECTION DATE and TIME;
3. Click “Inspection Scheduled”.

Once status has been updated correctly, the order’s status will change from “AID” (Awaiting Inspection Date) to “AIN” (Awaiting Inspection).

## Complete Inspection

Once your inspection has been completed, update the order’s status by:

1. Go to the order’s PROCESSING tab;
2. Click “Property Inspected”.

Once status has been updated correctly, the order’s status will change from “AIN” (Awaiting Inspection) to “FIN” (Finalizing Report).

## Submit Report

To upload your report, please first ensure that your report is in the correct status (“FIN”), then:

1. Go to the order's PROCESSING tab;
2. Input your appraised value within the "Appraised Values" field, and click “Save”;
3. Switch to the DOCUMENTS tab;
4. Upload your report within the "Internal Documents" section.

If you refresh your page (click F5 on your keyboard) it should reflect a status that indicates your report is now in the Review Queue.

## Support Information

If you have general questions or need further assistance, email [affiliates@propsci.com](mailto:affiliates@propsci.com) or call 925-246-7300.