Class Marketplace User Guide

Your Complete Guide to Placing and Managing Orders

Need support?

Contact your Account Executive or email migrationsupport@classvaluation.com

New Order Placement

1. Navigate to cmp.classvaluation.com

2. Input credentials into the "Username" field.

3. Input credentials into the "Password" field.
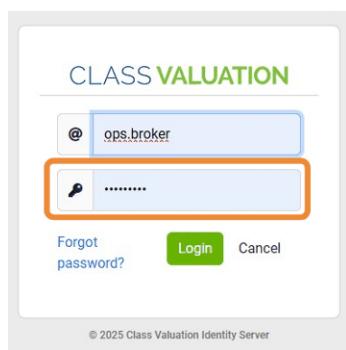
4. Click "Login".
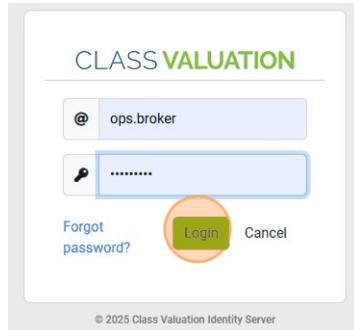
5. Click "New Order".
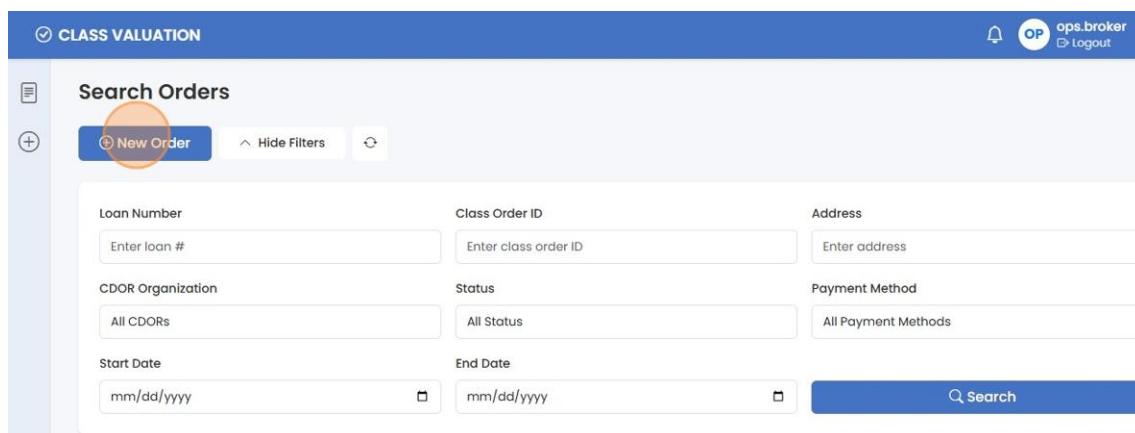
6. Input the Street Address for the subject property.
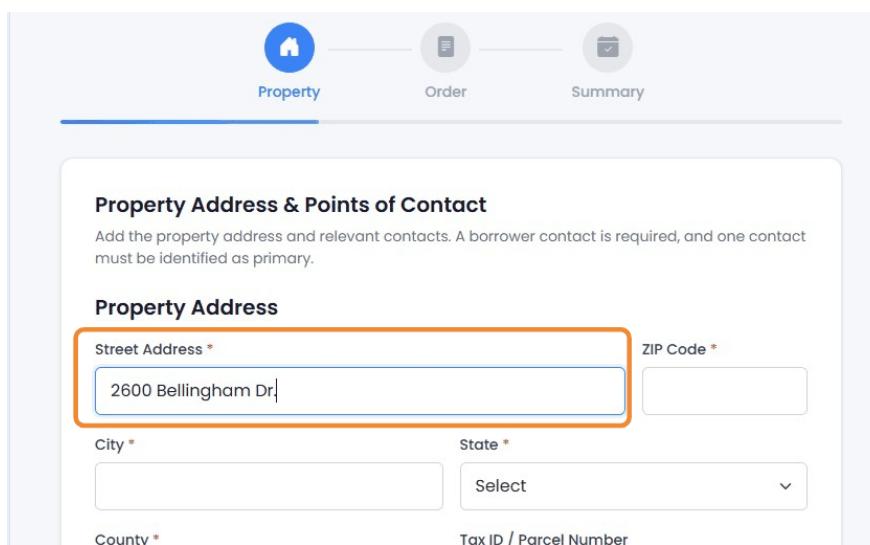
7. Input the Zip Code for the subject property.
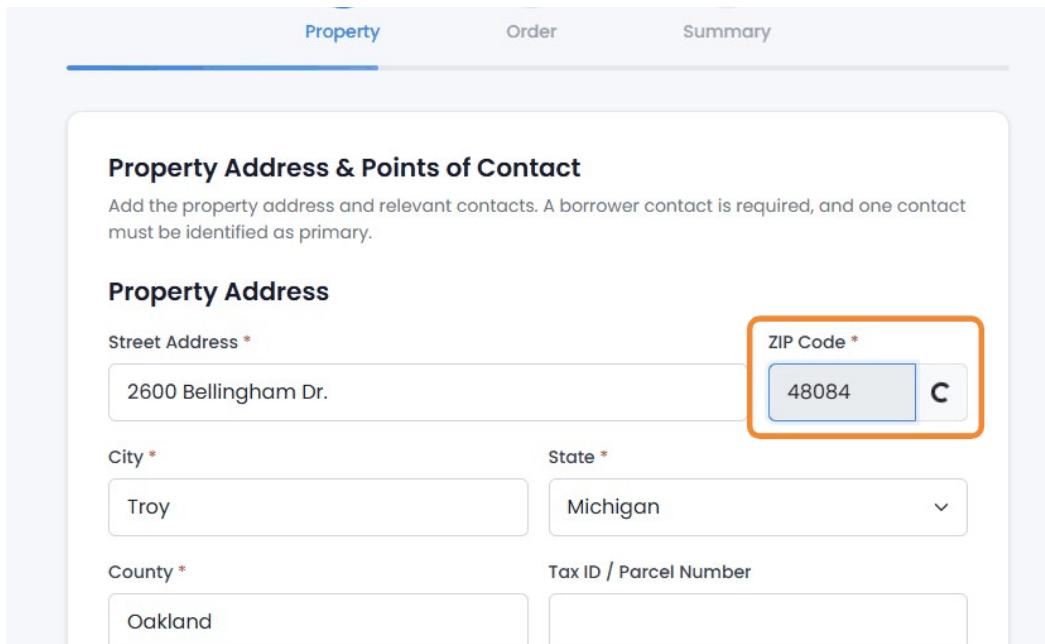
8. The remaining address fields will automatically populate.
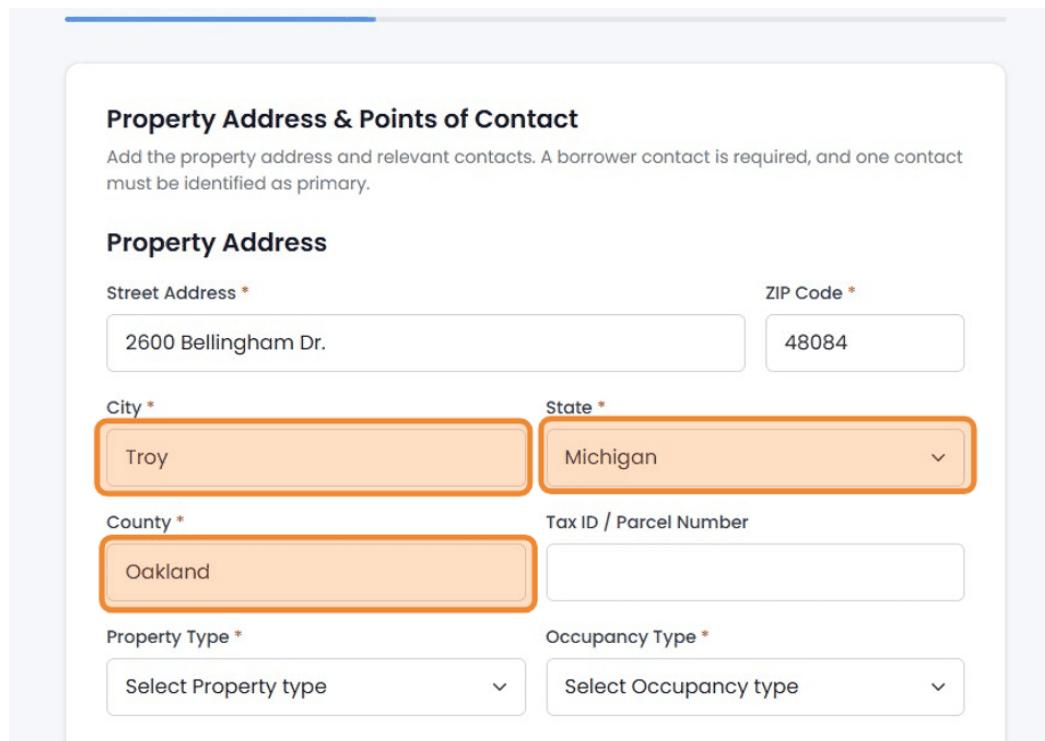
9. Select an option from the "Property Type" drop-down menu.

10. Select an option from the "Occupancy Type" drop-down menu.

11. In the "Borrower Contact" section, input the full name of the borrower.
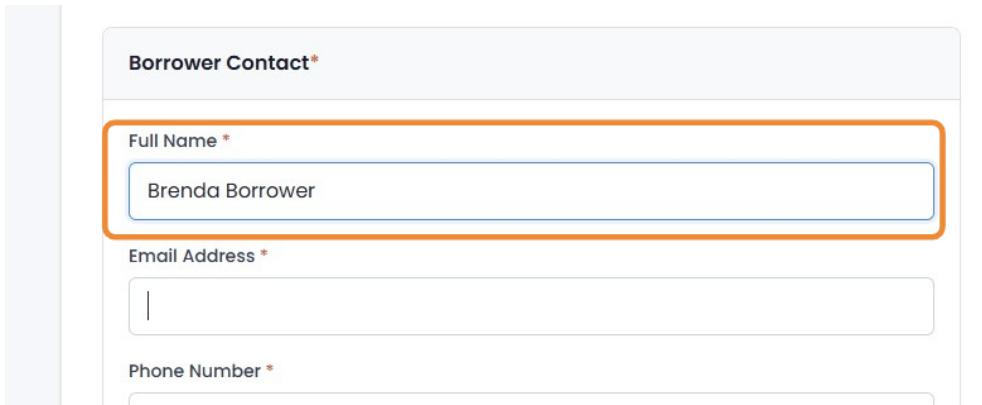
Borrower Contact*

Full Name *

Brenda Borrower

Email Address *

Phone Number *

12. In the "Email Address" field, input the borrower's email address.
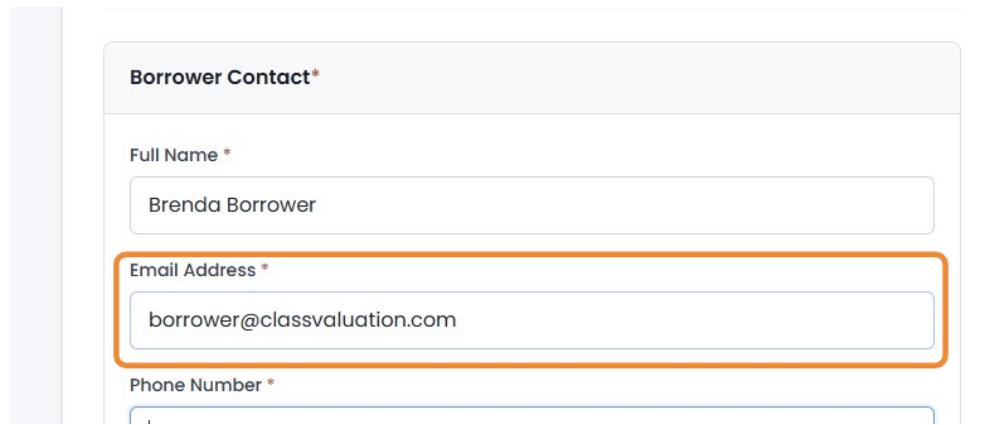
Borrower Contact*

Full Name *

Brenda Borrower

Email Address *

borrower@classvaluation.com

Phone Number *

13. In the "Phone Number" field, input contact information for the borrower.

14. Click the "Access Contact" button if the borrower can provide access to the subject property.

15. Click "Add Another Contact", to add co-borrowers or additional contacts to the order.

16. In the "Full Name" field, input the name of the contact.

17. In the "Email Address" field, enter the email address for the contact.
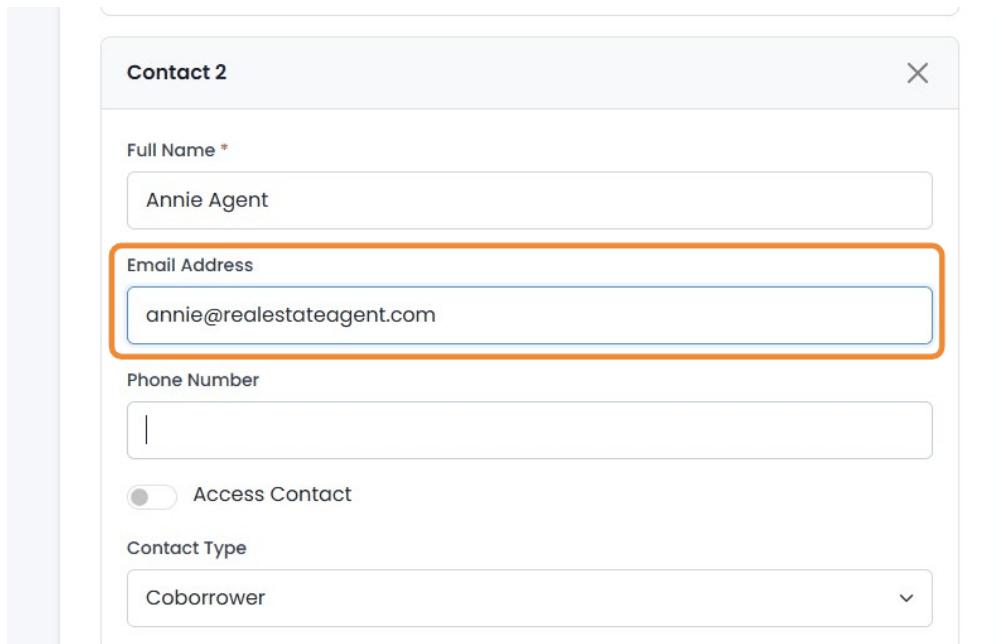
18. In the "Phone Number" field, input the phone number for the contact.
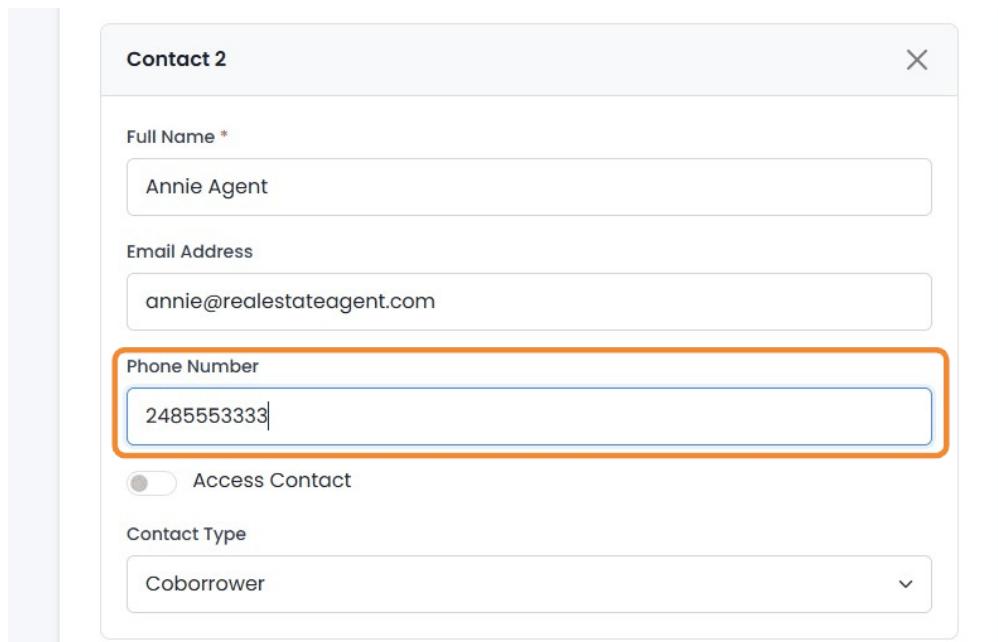
19. Click on the "Access Contact" button if the added contact can provide access to the subject property.


20. From the "Contact Type" drop-down menu, select the appropriate option for the contact.

21. Click "Continue".

22. From the "Client Displayed on Report" drop-down menu, select the lender for the order.

23. From the "Ordered For" drop-down menu, select any other individual who will need to access the order.

24. From the "Product" drop-down menu, select the required form.

25. Click on the "Rush Order" button if a rush turnaround time is needed (additional fees may apply).

26. In the "Estimated Closing Date" field, click on the calendar icon to input the closing date for the loan.

27. In the "Loan Amount" field, input the dollar amount of the loan.

28. In the "Loan Number" field, input the loan number provided by the lender.

29. From the "Loan Type" drop-down menu, select the type of loan being provided.

30. From the "Loan Intended Use/Purpose", select the type of transaction.

31. If the order is a purchase, in the "Purchase Amount" field, input the purchase price per the contract.

32. If the order is for an FHA Loan, in the "FHA Number" field, input the 10-digit FHA Case Number (format must be xxx-xxxxxxx).

33. In the "Note to Vendor" field, enter any special instructions for the vendor (ex. scheduling instructions, property complexities, etc.).


34. In the "Notes for the AMC" field, input any special instructions for Class Valuation (ex. instructions from lender, special requests, etc.).

35. Once all order information has been provided, click "Continue to Summary".
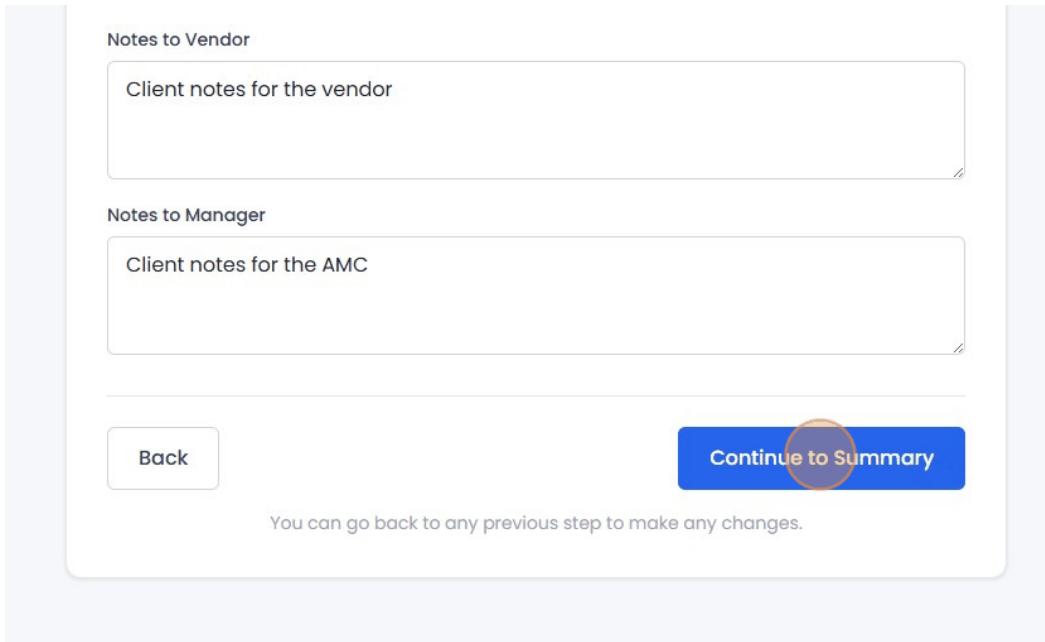
36. Review the "Order Summary" to ensure all information is provided and accurate. If changes are needed, click the edit button.

37. To include documents with the order, in the "Attachments" section, click on "Add Attachment".

38. From the "Upload File" pop-up box, select the type of document being uploaded from the "File Category" drop-down menu.
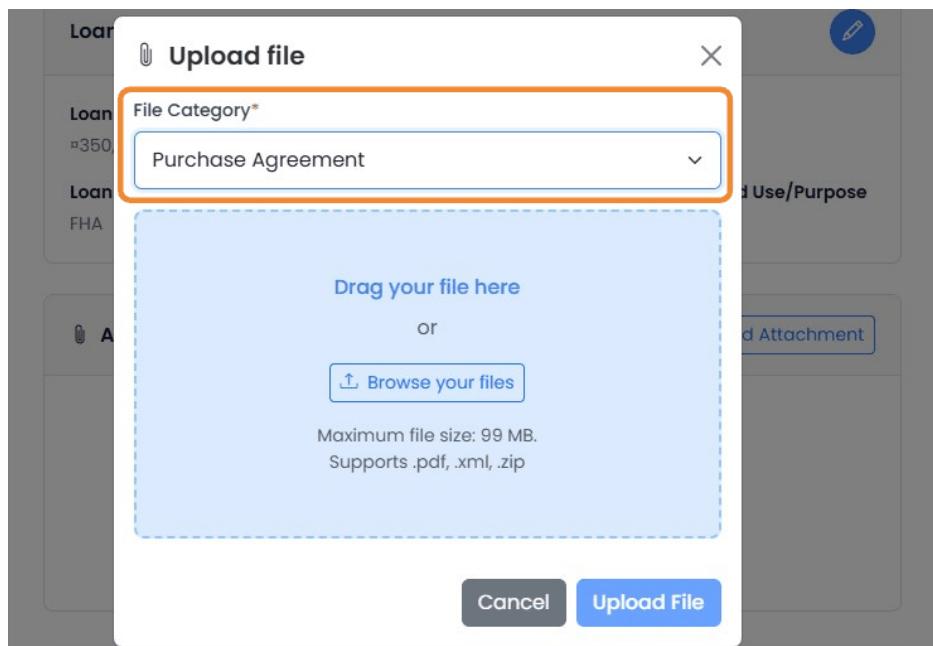
39. Click "Browse your files" to select the document.
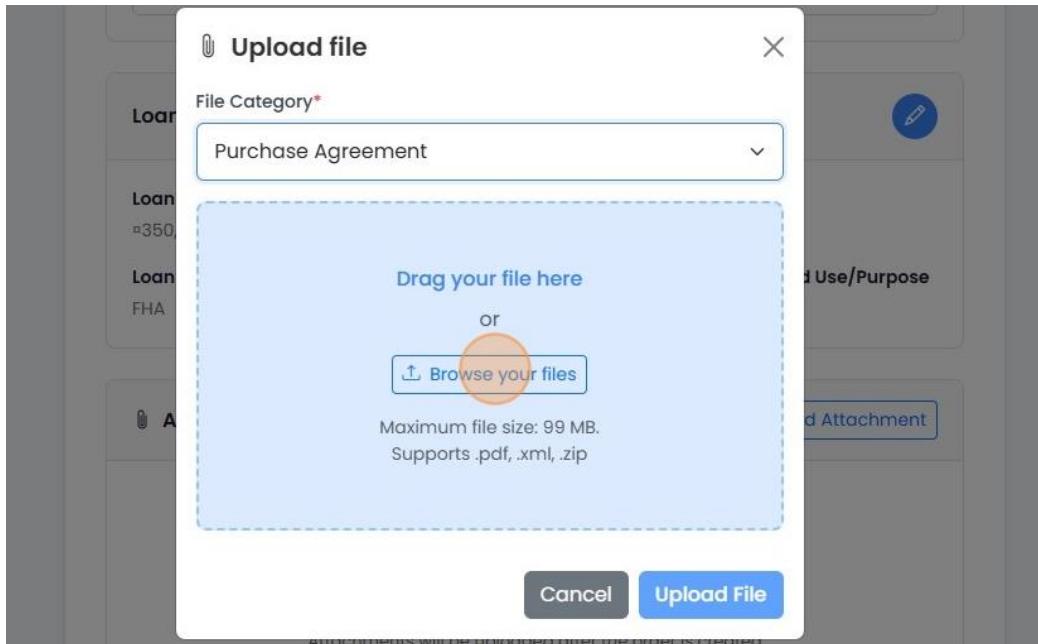

40. Once the document has been added, click "Upload File".
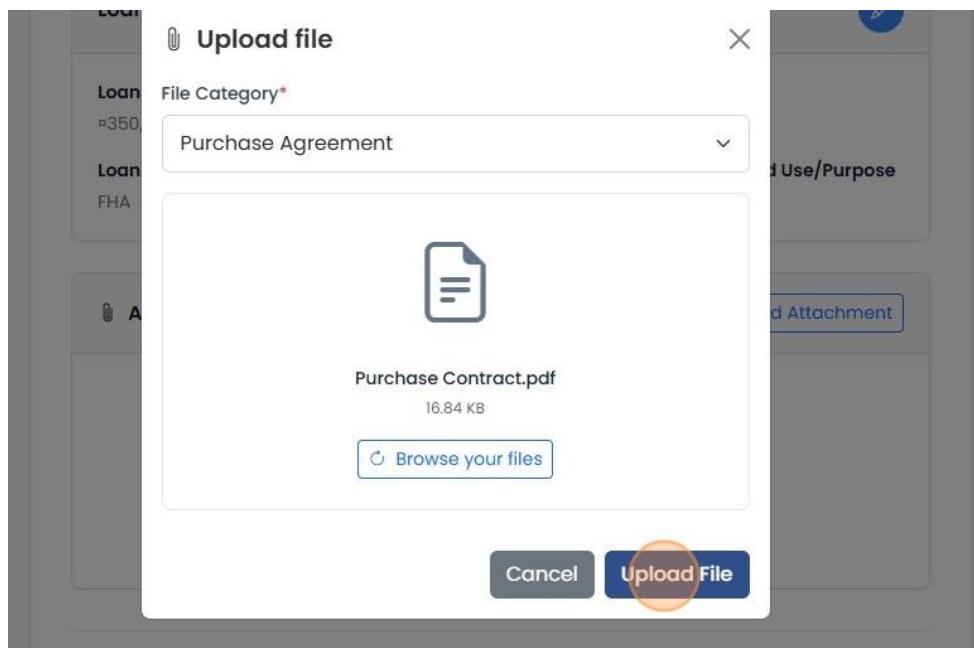
41. The document will then be added to the order.


42. In the "Payment Details" section, select how payment will be provided from the "Payment Options" drop-down menu.
    a. To send a payment link on the order, select "email the borrower for payment account."

i. If a payment link is being sent, enter the email address in the "Recipient Email" field.
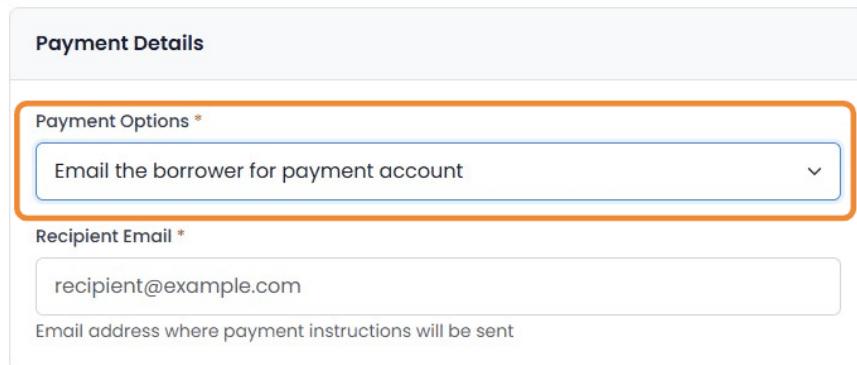
Payment Details

Payment Options *

Email the borrower for payment account   ⌄

Recipient Email *

borrower@classvaluation.com

Email address where payment instructions will be sent
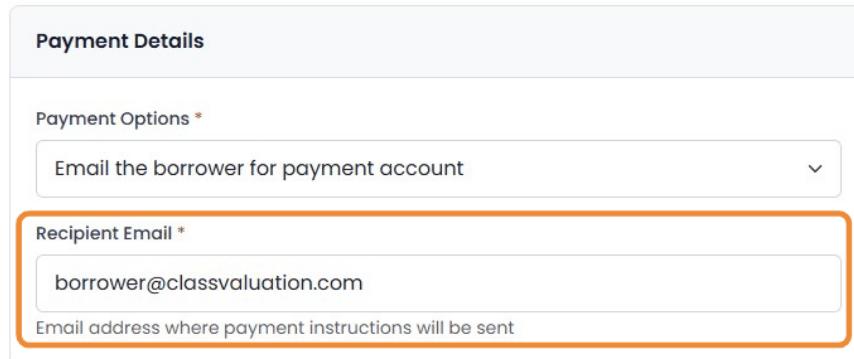
b. To pay for the order now, select "I will provide payment account".

i. Enter your email address into the "Payment Email" field and click "Finish & Send".

ii. You will be directed to a confirmation page while the order loads.

Order Created Successfully!

Your appraisal order has been submitted

Loan Number
1234567980

Generating your payment link...

This may take a few moments

    iii.   Once loaded, click "Complete Payment" to input card information.

💳 **Payment Required**

Amount Due: ¤550.00

A payment link has been sent to:

nbradford@classvaluation.com

https://api.uat.classvaluation.com/payments/links/6

🖳 **Complete Payment**
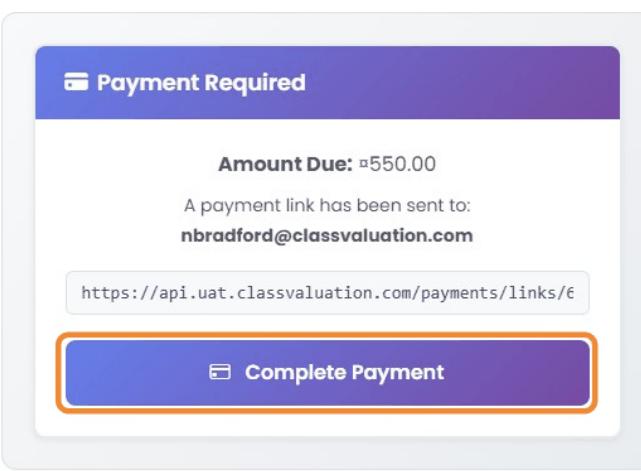
Create Another Order

Track Order

    iv.   Click "Pay".
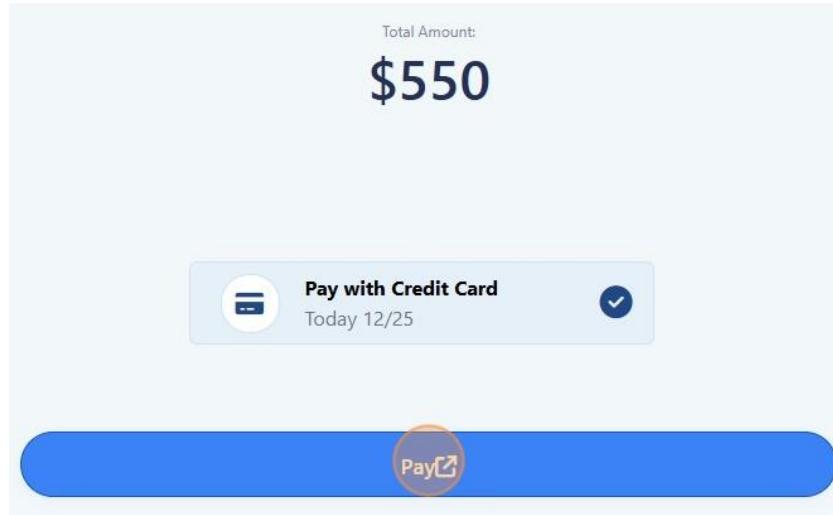
v. Input the card information and click "Pay" to submit payment.

43. You will then be directed to a confirmation page, and you can close the browser and return to the order screen to track your order.
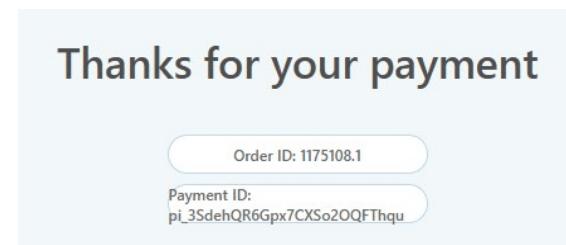
Order Management

1. Use search filters or the list to locate and track your orders.

2. Click the arrow to view the order.

3. View the Order ID, Status, Due Date, Inspection Date or take action on the file (add a comment, upload a document, request a revision).

4. View the order details.

5. Check fee, payment status, or download/upload a document.
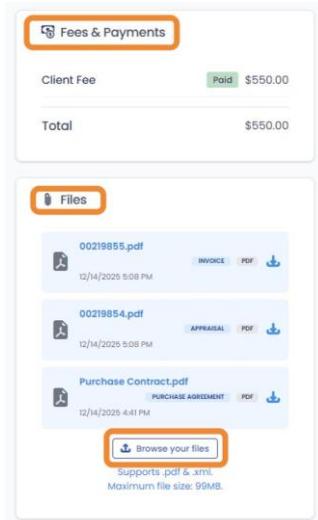
6. View order updates or send a message.