

# Class Marketplace User Guide

Your Complete Guide to Placing  
and Managing Orders

## Need support?

Contact your Account Executive or email [migrationsupport@classvaluation.com](mailto:migrationsupport@classvaluation.com)

|                          |    |
|--------------------------|----|
| New Order Placement..... | 1  |
| Order Management .....   | 25 |

## New Order Placement

1. Navigate to [cmp.classvaluation.com](https://cmp.classvaluation.com)



CLASS VALUATION

@ ops.broker

\*\*\*\*\*

[Forgot password?](#) [Login](#) [Cancel](#)

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2. Input credentials into the "Username" field.



CLASS VALUATION

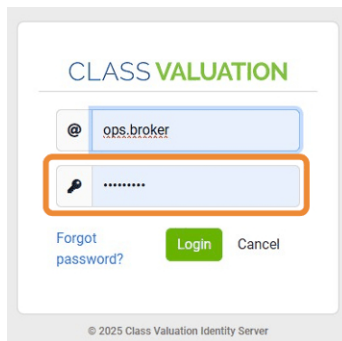
@ ops.broker

\*\*\*\*\*

[Forgot password?](#) [Login](#) [Cancel](#)

© 2025 Class Valuation Identity Server

3. Input credentials into the "Password" field.



CLASS VALUATION

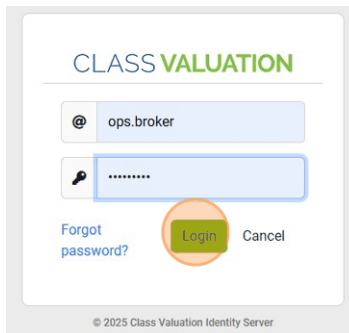
@ ops.broker

\*\*\*\*\*

[Forgot password?](#) [Login](#) [Cancel](#)

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4. Click "Login".



CLASS VALUATION

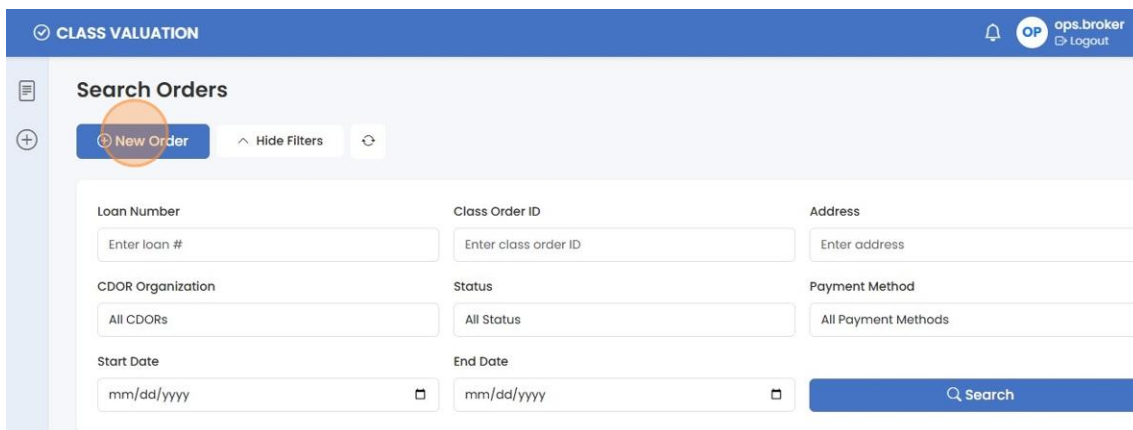
ops.broker

.....

Forgot password? **Login** Cancel

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5. Click "New Order".



CLASS VALUATION ops.broker Logout

**Search Orders**

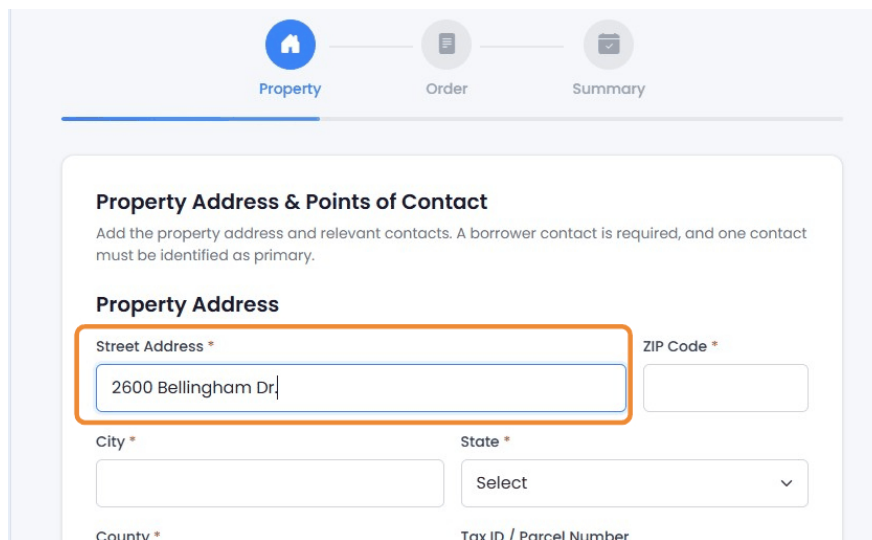
**New Order** Hide Filters

Loan Number: Enter loan # Class Order ID: Enter class order ID Address: Enter address

CDOR Organization: All CDORs Status: All Status Payment Method: All Payment Methods

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy Search

6. Input the Street Address for the subject property.



Property Order Summary

**Property Address & Points of Contact**

Add the property address and relevant contacts. A borrower contact is required, and one contact must be identified as primary.

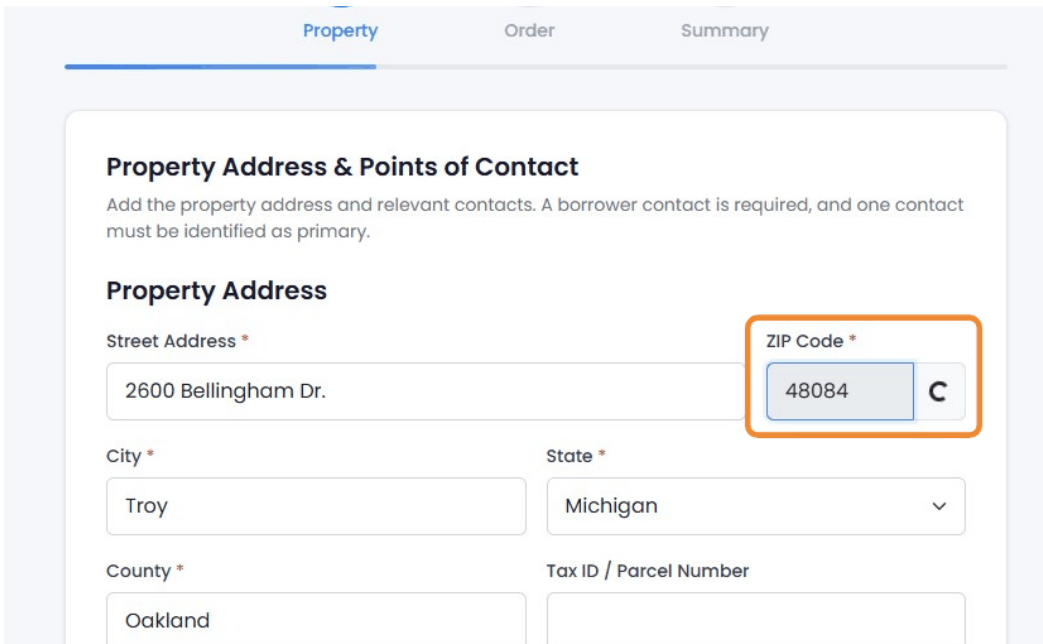
**Property Address**

Street Address \* 2600 Bellingham Dr. ZIP Code \*

City \* State \* Select

County \* Tax ID / Parcel Number

- Input the Zip Code for the subject property.



**Property Address & Points of Contact**  
Add the property address and relevant contacts. A borrower contact is required, and one contact must be identified as primary.

**Property Address**

Street Address \* 2600 Bellingham Dr.

ZIP Code \* 48084 C

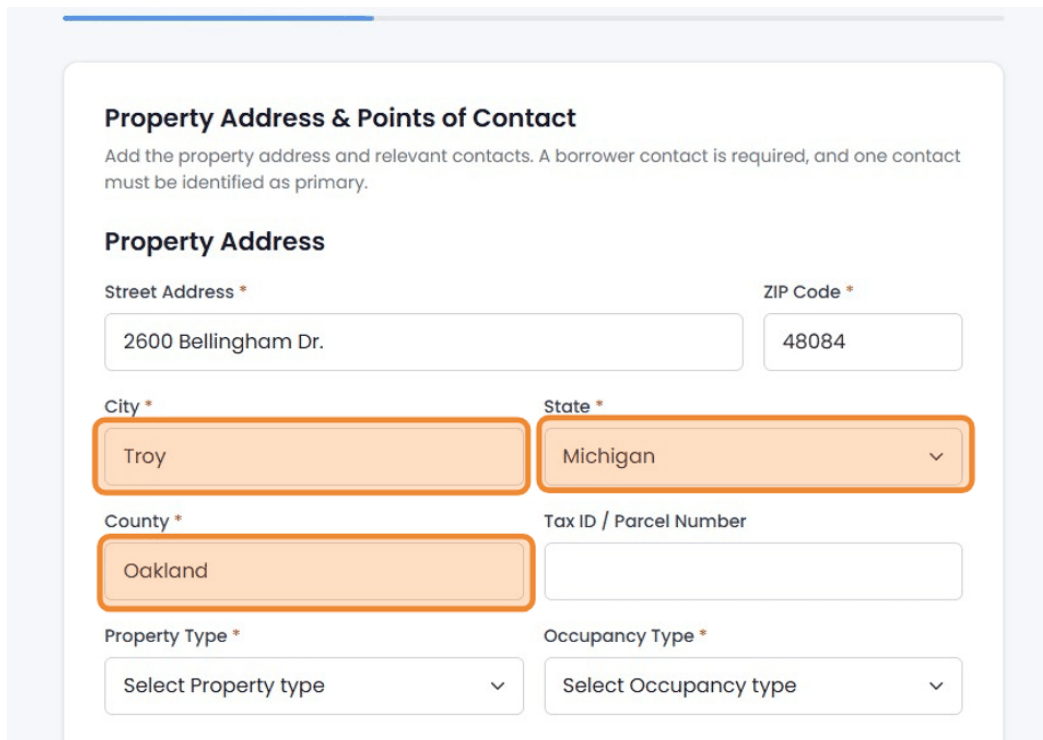
City \* Troy

State \* Michigan

County \* Oakland

Tax ID / Parcel Number

- The remaining address fields will automatically populate.



**Property Address & Points of Contact**  
Add the property address and relevant contacts. A borrower contact is required, and one contact must be identified as primary.

**Property Address**

Street Address \* 2600 Bellingham Dr.

ZIP Code \* 48084

City \* Troy

State \* Michigan

County \* Oakland

Tax ID / Parcel Number

Property Type \* Select Property type

Occupancy Type \* Select Occupancy type

9. Select an option from the "Property Type" drop-down menu.

**Property Address & Contact**

Add the property address and relevant contacts. A borrower contact is required, and one contact must be identified as primary.

**Property Address**

Street Address \*  ZIP Code \*

City \*  State \*

County \*  Tax ID / Parcel Number

Property Type \*  Occupancy Type \*

**Borrower Contact\***

Full Name \*

Email Address \*

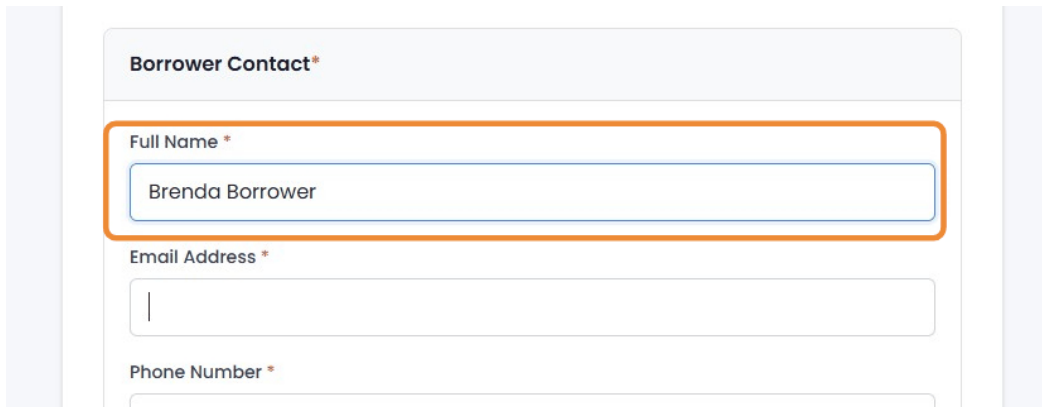
10. Select an option from the "Occupancy Type" drop-down menu.

City \*  State \*

County \*  Tax ID / Parcel Number

Property Type \*  Occupancy Type \*

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



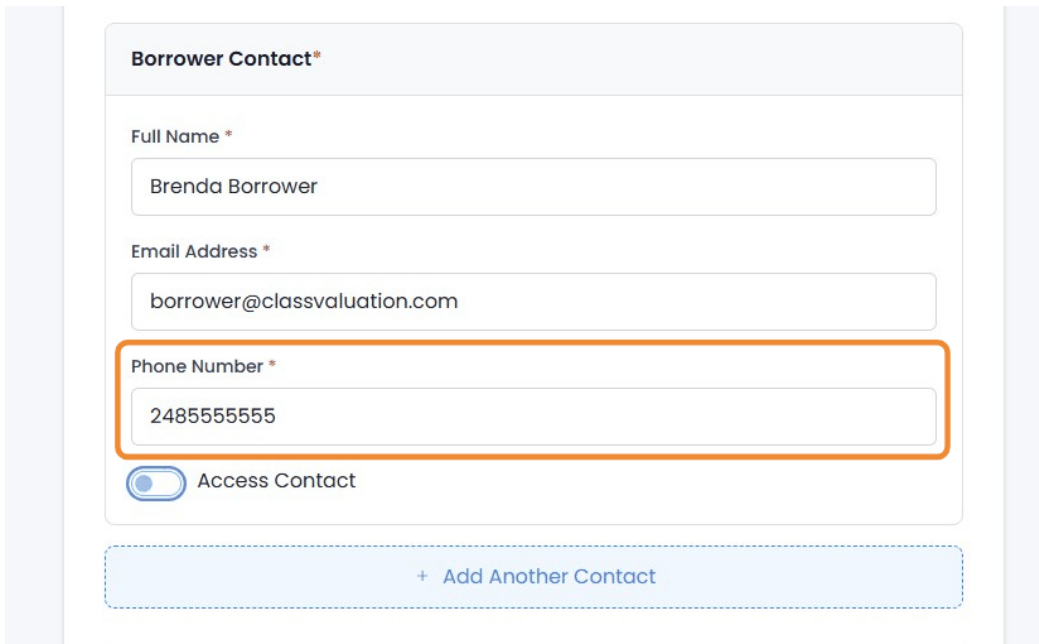
The screenshot shows a form titled "Borrower Contact\*". It contains three input fields: "Full Name \*", "Email Address \*", and "Phone Number \*". The "Full Name \*" field is highlighted with an orange border and contains the text "Brenda Borrower". The "Email Address \*" field is empty. The "Phone Number \*" field is empty.

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



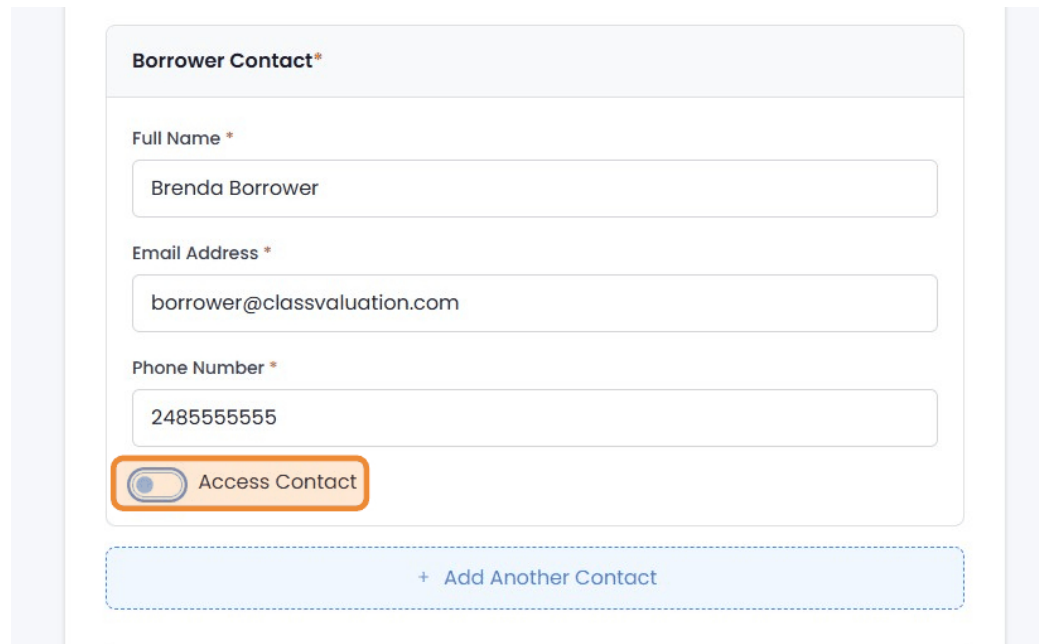
The screenshot shows the same "Borrower Contact\*" form. The "Full Name \*" field contains "Brenda Borrower". The "Email Address \*" field is highlighted with an orange border and contains the text "borrower@classvaluation.com". The "Phone Number \*" field is empty.

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



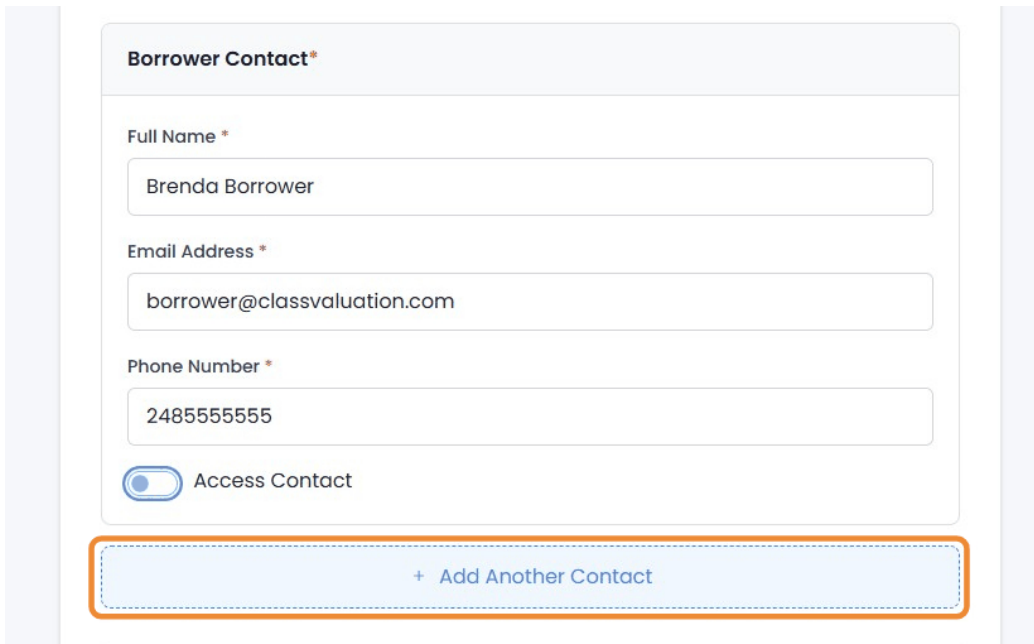
The screenshot shows a form titled "Borrower Contact\*". It contains three input fields: "Full Name \*" with the value "Brenda Borrower", "Email Address \*" with the value "borrower@classvaluation.com", and "Phone Number \*" with the value "2485555555". The "Phone Number \*" field is highlighted with an orange border. Below the fields is a toggle switch labeled "Access Contact" which is currently turned off. At the bottom is a button labeled "+ Add Another Contact".

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



The screenshot shows the same "Borrower Contact\*" form. The "Phone Number \*" field is no longer highlighted. Instead, the "Access Contact" toggle switch is highlighted with an orange border. The toggle is now turned on, indicated by a blue circle. The other fields and the "+ Add Another Contact" button remain the same.

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



**Borrower Contact\***

Full Name \*

Brenda Borrower

Email Address \*

borrower@classvaluation.com

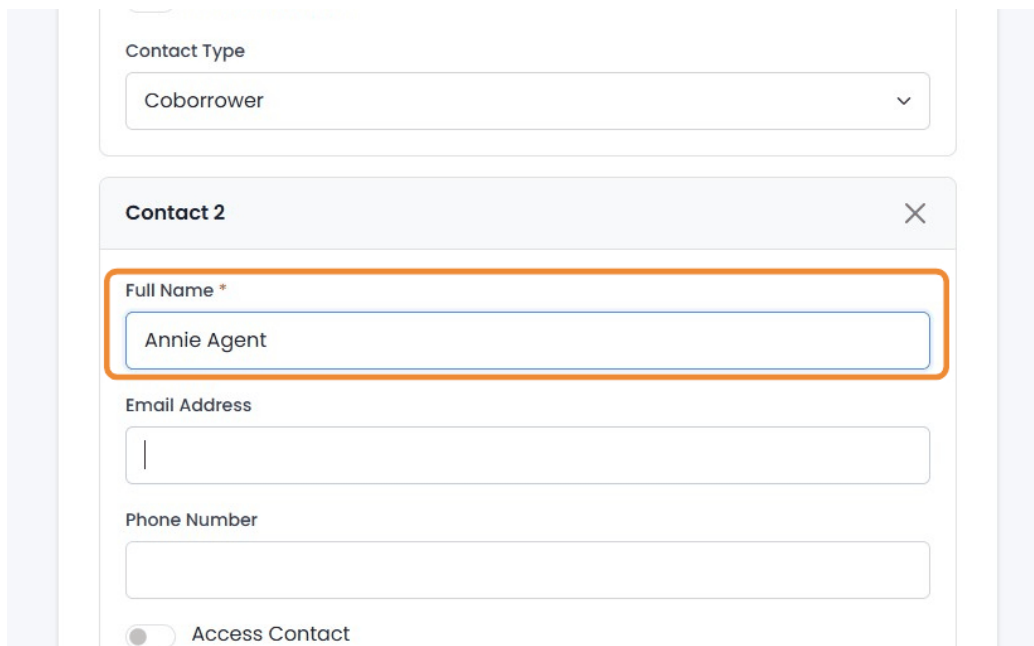
Phone Number \*

2485555555

☒ Access Contact

[+ Add Another Contact](#)

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



Contact Type

Coborrower

**Contact 2** ×

Full Name \*

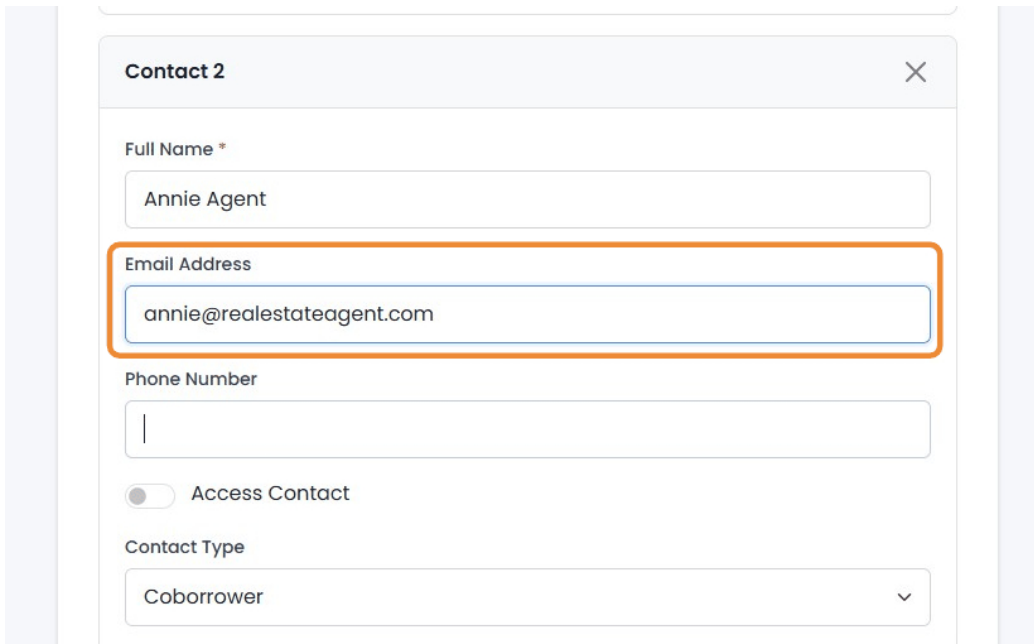
Annie Agent

Email Address

Phone Number

☐ Access Contact

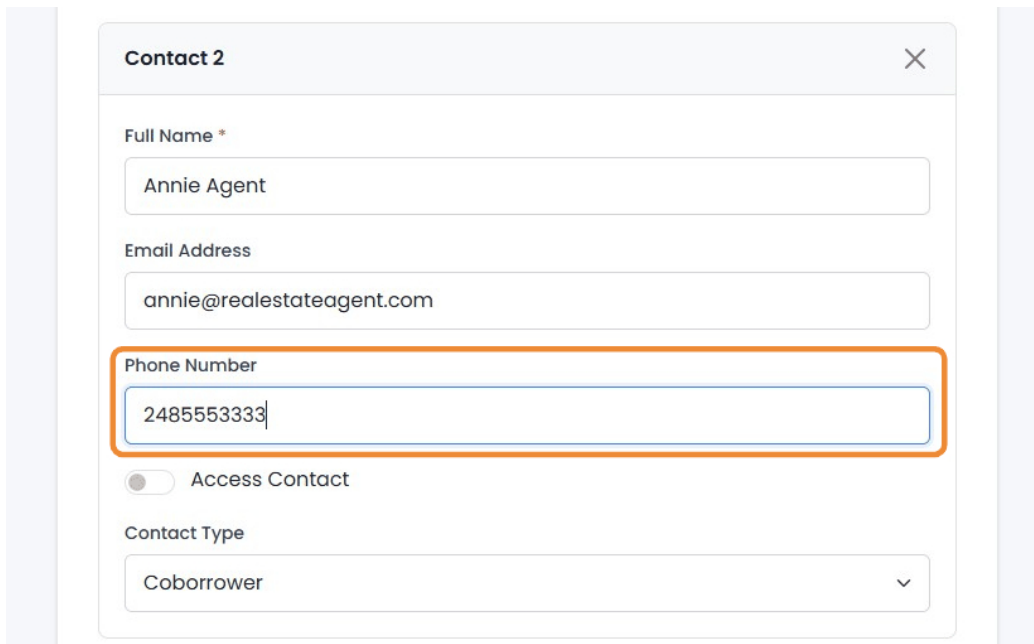
17. In the "Email Address" field, enter the email address for the contact.



The screenshot shows a modal window titled "Contact 2" with a close button (X) in the top right corner. The form contains the following fields:

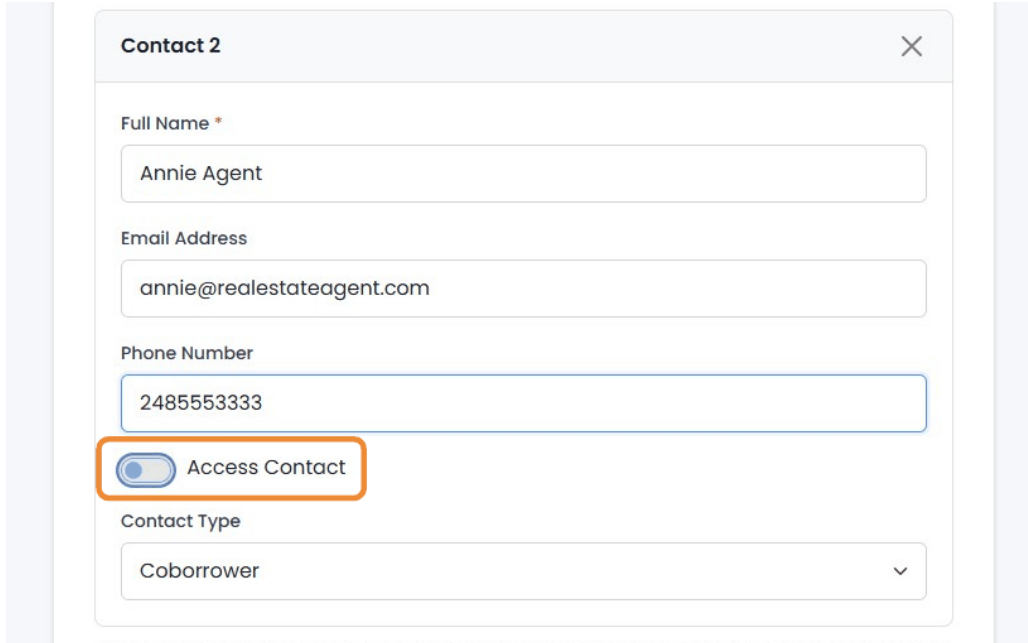
- Full Name \***: A text input field containing "Annie Agent".
- Email Address**: A text input field containing "annie@realestateagent.com". This field is highlighted with an orange border.
- Phone Number**: A text input field that is currently empty.
- Access Contact**: A toggle switch that is currently turned off.
- Contact Type**: A dropdown menu with "Coborrower" selected.

18. In the "Phone Number" field, input the phone number for the contact.



The screenshot shows the same "Contact 2" modal window. The "Phone Number" field is now highlighted with an orange border and contains the text "2485553333". The other fields remain the same as in the previous screenshot.

19. Click on the "Access Contact" button if the added contact can provide access to the subject property.



**Contact 2** [X]

Full Name \*  
Annie Agent

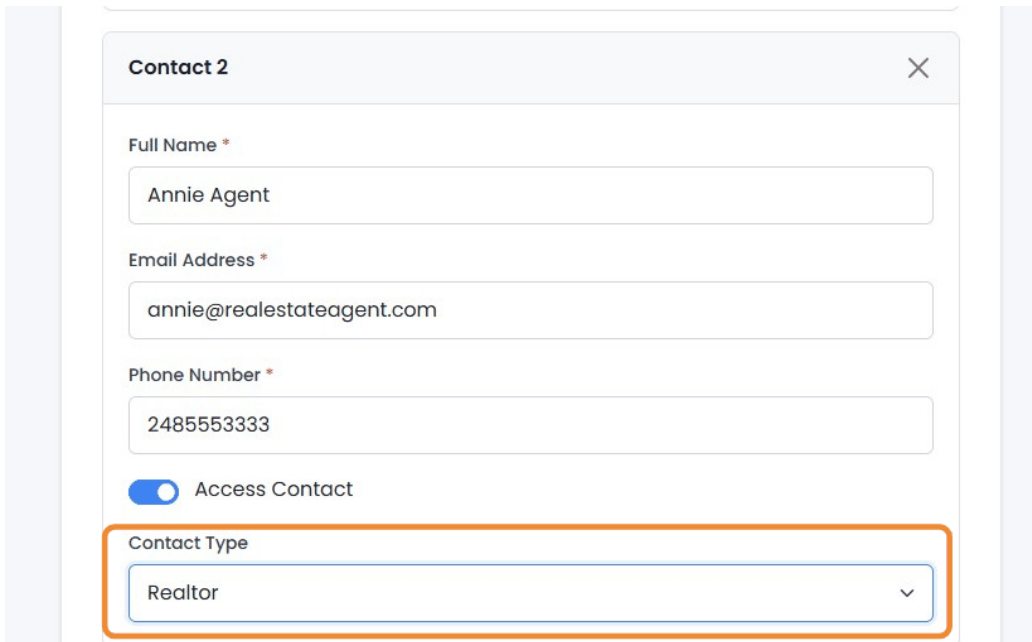
Email Address  
annie@realestateagent.com

Phone Number  
2485553333

☒ Access Contact

Contact Type  
Coborrower [v]

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



**Contact 2** [X]

Full Name \*  
Annie Agent

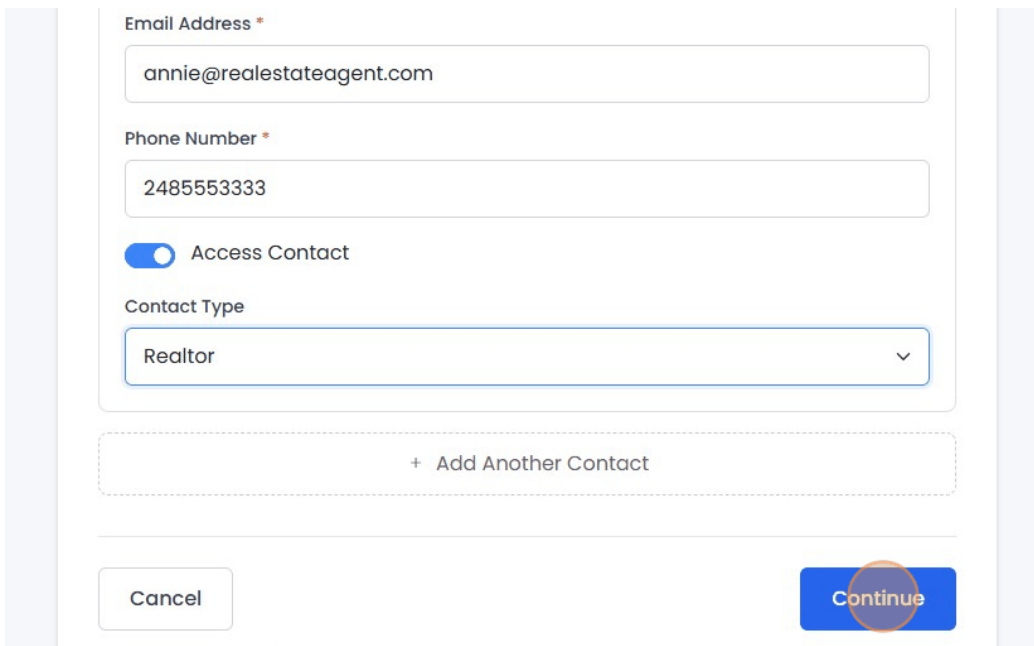
Email Address \*  
annie@realestateagent.com

Phone Number \*  
2485553333

☒ Access Contact

Contact Type  
Realtor [v]

21. Click "Continue".



Email Address \*

annie@realestateagent.com

Phone Number \*

2485553333

☒ Access Contact

Contact Type

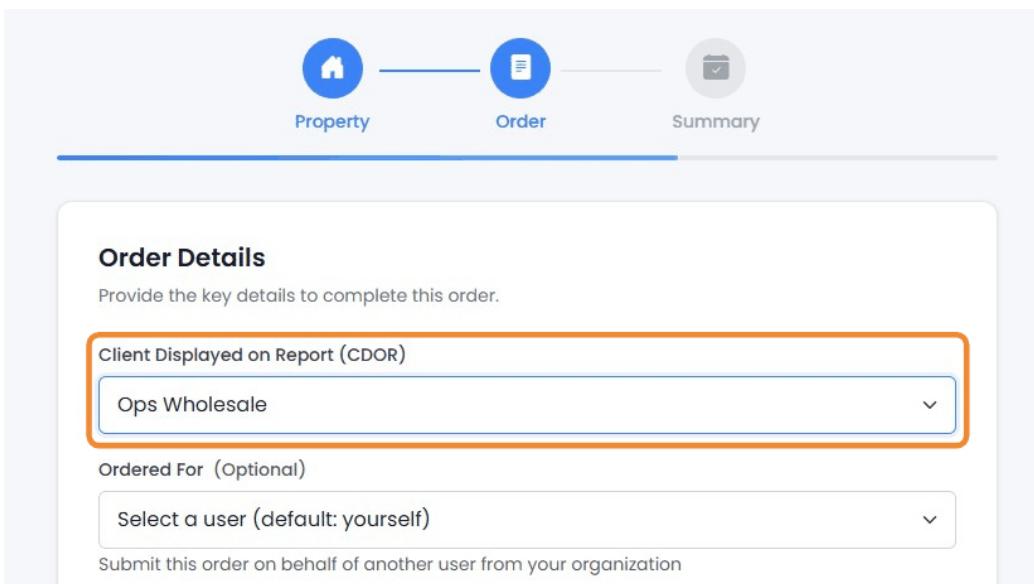
Realtor

+ Add Another Contact

Cancel

Continue

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



Property Order Summary

**Order Details**

Provide the key details to complete this order.

Client Displayed on Report (CDOR)

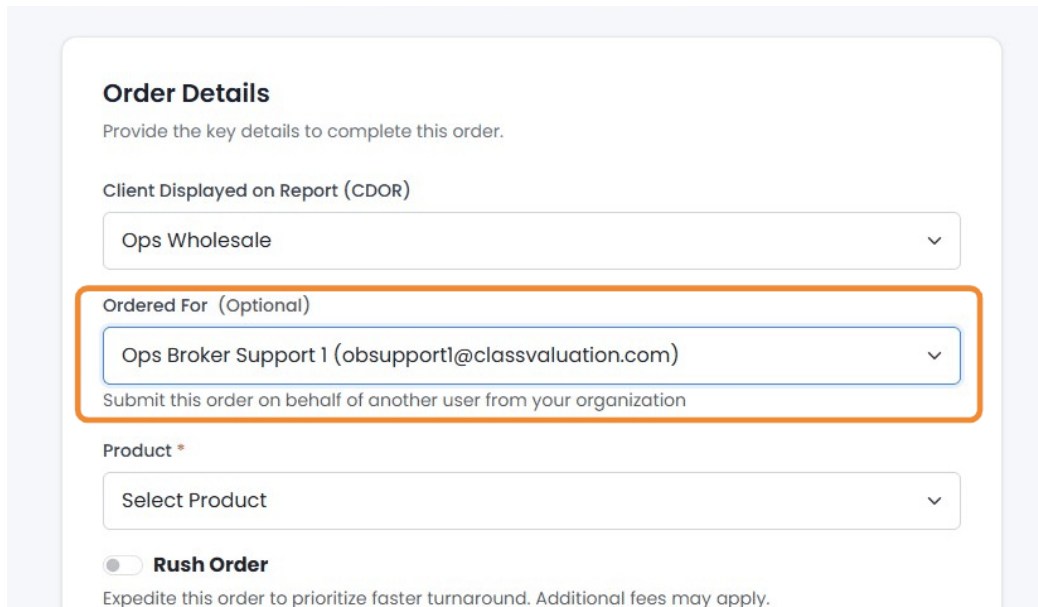
Ops Wholesale

Ordered For (Optional)

Select a user (default: yourself)

Submit this order on behalf of another user from your organization

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



**Order Details**  
Provide the key details to complete this order.

Client Displayed on Report (CDOR)  
Ops Wholesale

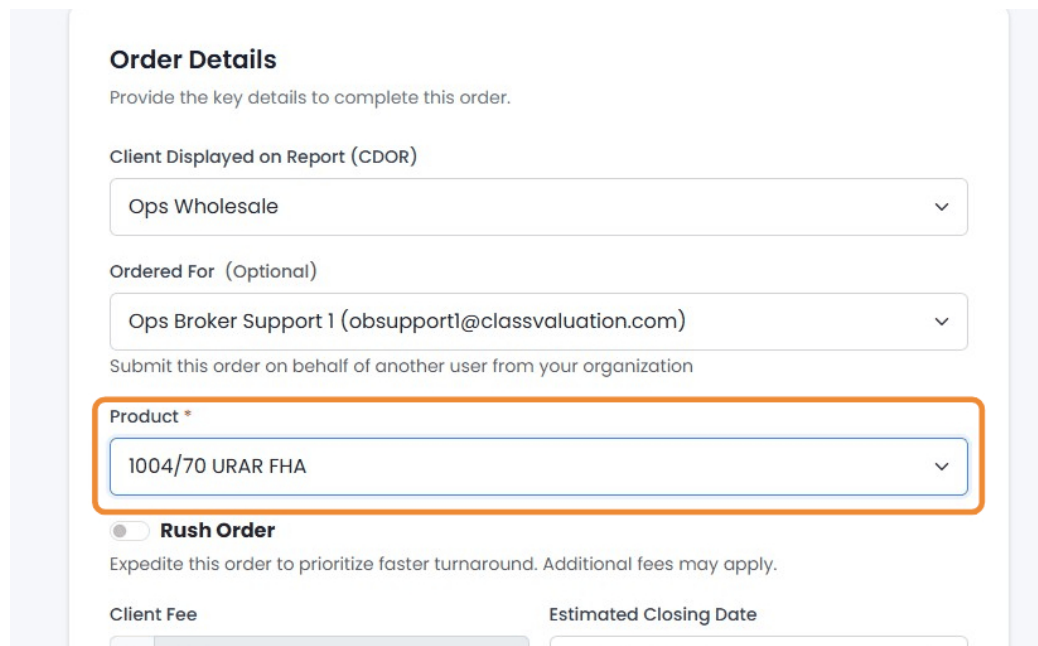
**Ordered For (Optional)**  
Ops Broker Support 1 (obsupport1@classvaluation.com)

Submit this order on behalf of another user from your organization

Product \*  
Select Product

☐ **Rush Order**  
Expedite this order to prioritize faster turnaround. Additional fees may apply.

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



**Order Details**  
Provide the key details to complete this order.

Client Displayed on Report (CDOR)  
Ops Wholesale

**Ordered For (Optional)**  
Ops Broker Support 1 (obsupport1@classvaluation.com)

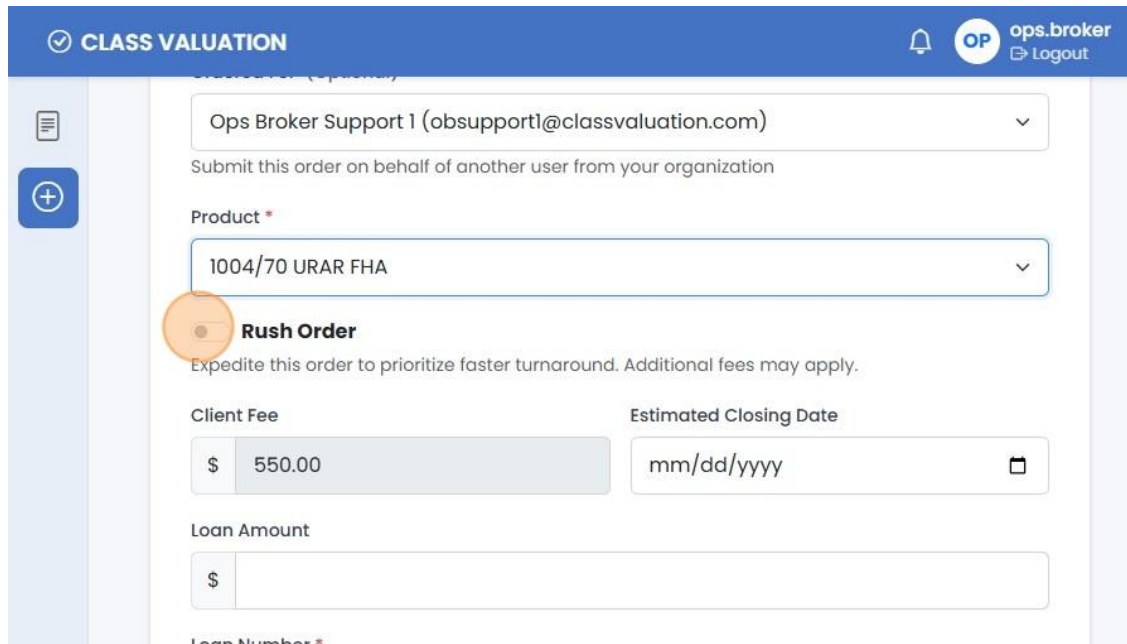
Submit this order on behalf of another user from your organization

**Product \***  
1004/70 URAR FHA

☐ **Rush Order**  
Expedite this order to prioritize faster turnaround. Additional fees may apply.

Client Fee  
Estimated Closing Date

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



CLASS VALUATION ops.broker Logout

Ops Broker Support 1 (obsupport1@classvaluation.com)

Submit this order on behalf of another user from your organization

Product \*  
1004/70 URAR FHA

☒ **Rush Order**  
Expedite this order to prioritize faster turnaround. Additional fees may apply.

Client Fee Estimated Closing Date

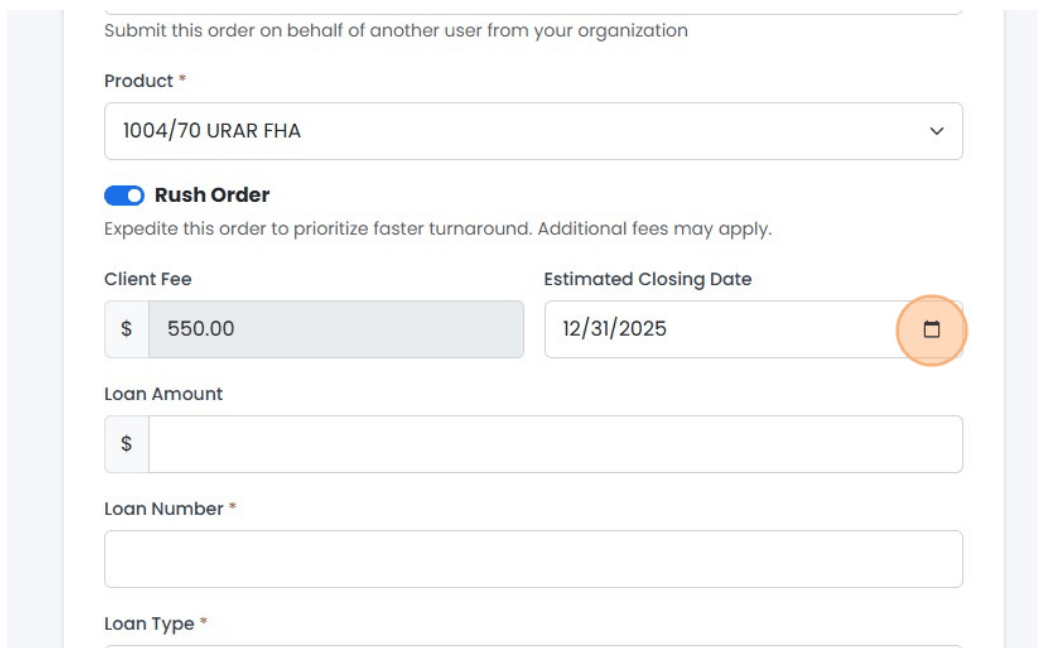
\$ 550.00 mm/dd/yyyy

Loan Amount

\$

Loan Number \*

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



Submit this order on behalf of another user from your organization

Product \*  
1004/70 URAR FHA

☒ **Rush Order**  
Expedite this order to prioritize faster turnaround. Additional fees may apply.

Client Fee Estimated Closing Date

\$ 550.00 12/31/2025

Loan Amount

\$

Loan Number \*

Loan Type \*

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

☒ **Rush Order**

Expedite this order to prioritize faster turnaround. Additional fees may apply.

Client Fee

\$ 550.00

Estimated Closing Date

12/31/2025

Loan Amount

\$ 350000

Loan Number \*

Loan Type \*

Select Loan Type

Loan Intended Use / Purpose \*

Select Purpose

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

☒ **Rush Order**

Expedite this order to prioritize faster turnaround. Additional fees may apply.

Client Fee

\$ 550.00

Estimated Closing Date

12/31/2025

Loan Amount

\$ 350000

Loan Number \*

1234567890

Loan Type \*

Select Loan Type

Loan Intended Use / Purpose \*

Select Purpose

Purchase Amount

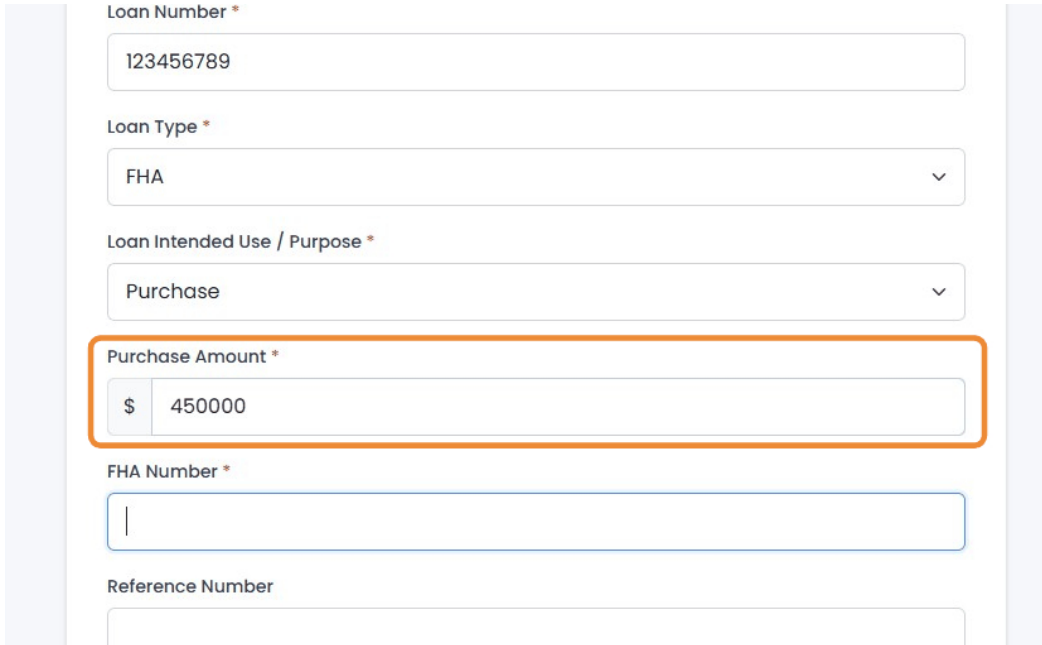
29. From the "Loan Type" drop-down menu, select the type of loan being provided.

|                               |                        |
|-------------------------------|------------------------|
| Client Fee                    | Estimated Closing Date |
| \$ 550.00                     | 12/31/2025             |
| Loan Amount                   |                        |
| \$ 350000                     |                        |
| Loan Number *                 |                        |
| 123456789                     |                        |
| Loan Type *                   |                        |
| FHA                           |                        |
| Loan Intended Use / Purpose * |                        |
| Select Purpose                |                        |
| Purchase Amount               |                        |
|                               |                        |

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

|                               |
|-------------------------------|
| Loan Number *                 |
| 123456789                     |
| Loan Type *                   |
| FHA                           |
| Loan Intended Use / Purpose * |
| Purchase                      |
| Purchase Amount *             |
| \$ 0.00                       |
| FHA Number *                  |
|                               |
| Reference Number              |
|                               |

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



Loan Number \*

123456789

Loan Type \*

FHA

Loan Intended Use / Purpose \*

Purchase

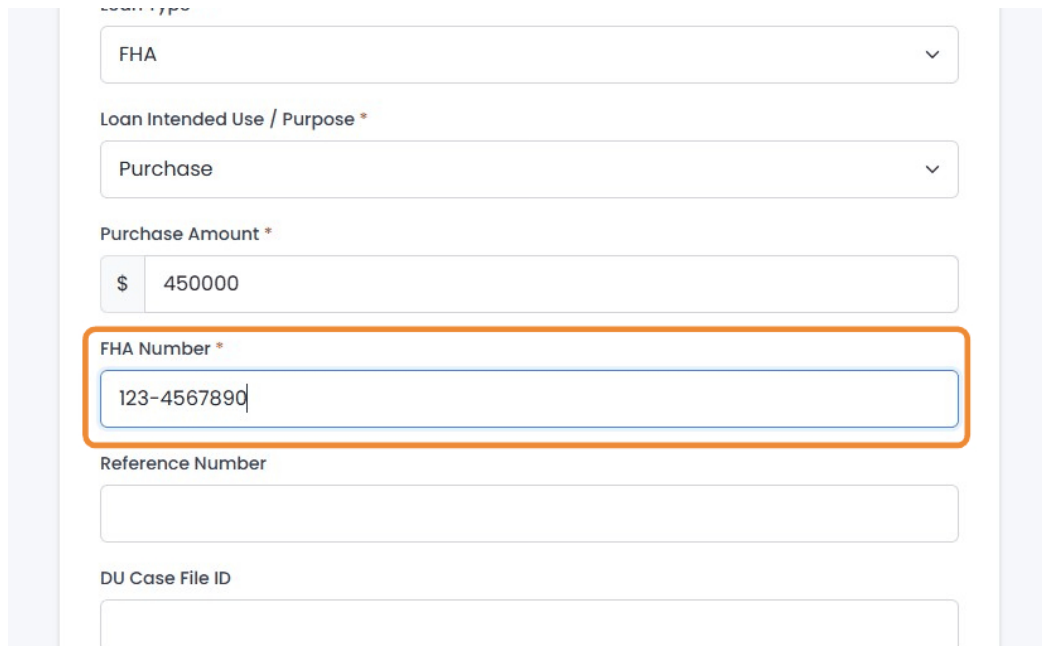
Purchase Amount \*

\$ 450000

FHA Number \*

Reference Number

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).



Loan Type \*

FHA

Loan Intended Use / Purpose \*

Purchase

Purchase Amount \*

\$ 450000

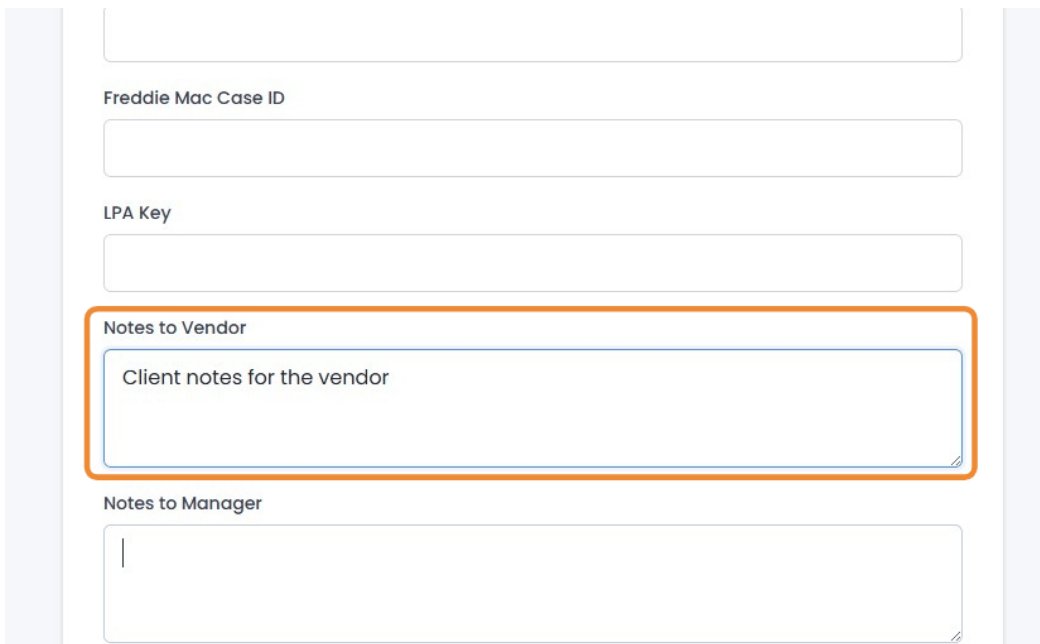
FHA Number \*

123-4567890

Reference Number

DU Case File ID

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



Freddie Mac Case ID

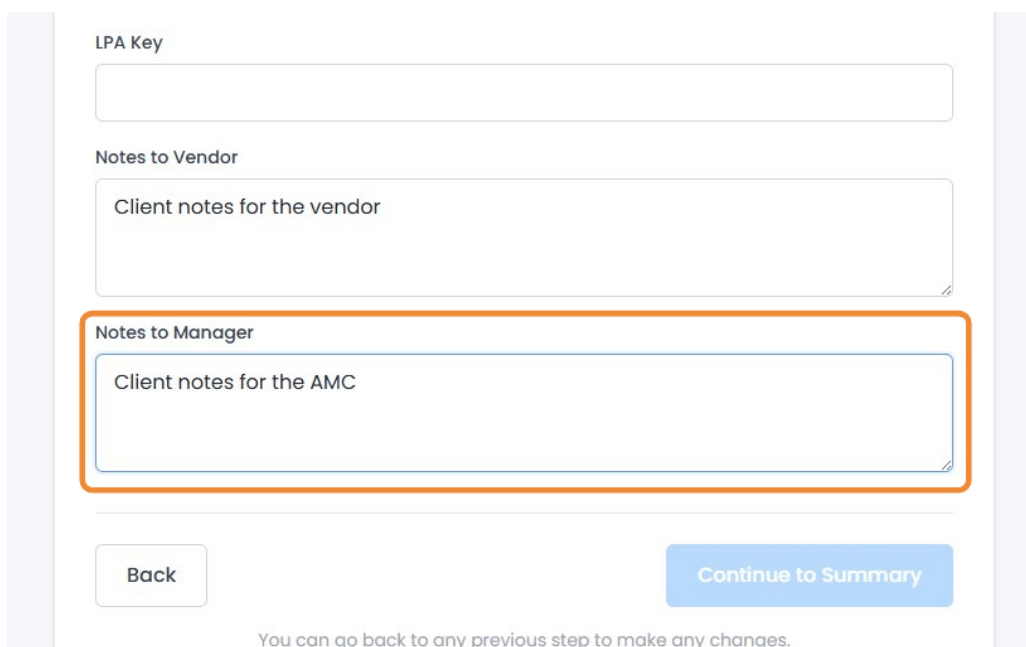
LPA Key

Notes to Vendor

Client notes for the vendor

Notes to Manager

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



LPA Key

Notes to Vendor

Client notes for the vendor

Notes to Manager

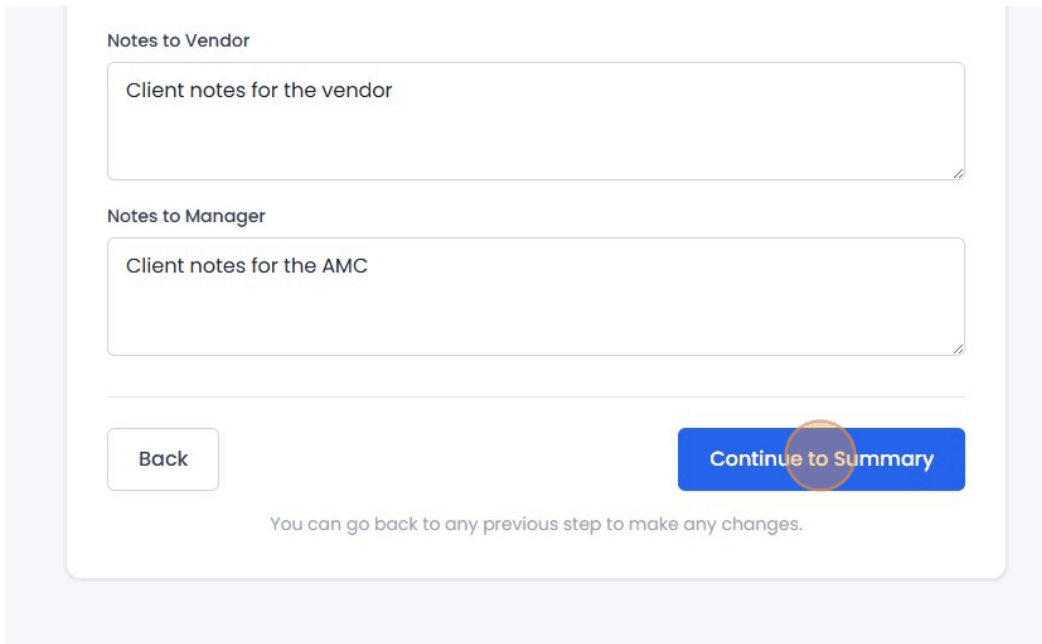
Client notes for the AMC

Back

Continue to Summary

You can go back to any previous step to make any changes.

35. Once all order information has been provided, click "Continue to Summary".



Notes to Vendor

Client notes for the vendor

Notes to Manager

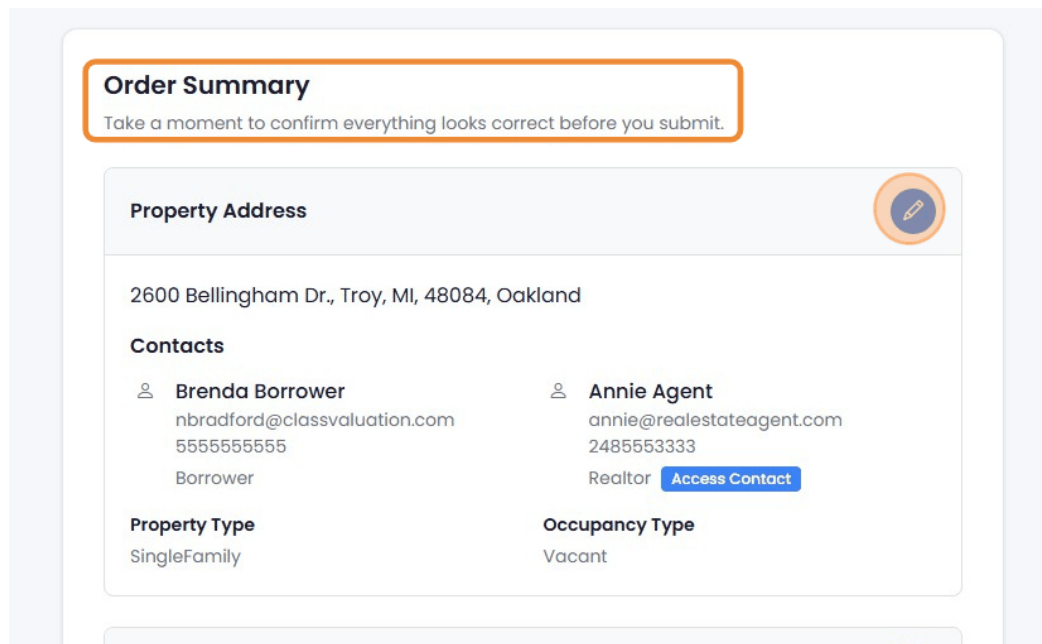
Client notes for the AMC

Back

Continue to Summary

You can go back to any previous step to make any changes.

36. Review the "Order Summary" to ensure all information is provided and accurate. If changes are needed, click the edit button.





**Order Summary**

Take a moment to confirm everything looks correct before you submit.

**Property Address**

2600 Bellingham Dr., Troy, MI, 48084, Oakland

**Contacts**

|   |  |
|---|--|
| <p> <b>Brenda Borrower</b></p> <p>nbradford@classvaluation.com</p> <p>5555555555</p> <p>Borrower</p> | <p> <b>Annie Agent</b></p> <p>annie@realestateagent.com</p> <p>2485553333</p> <p>Realtor <a href="#">Access Contact</a></p> |
|---|--|

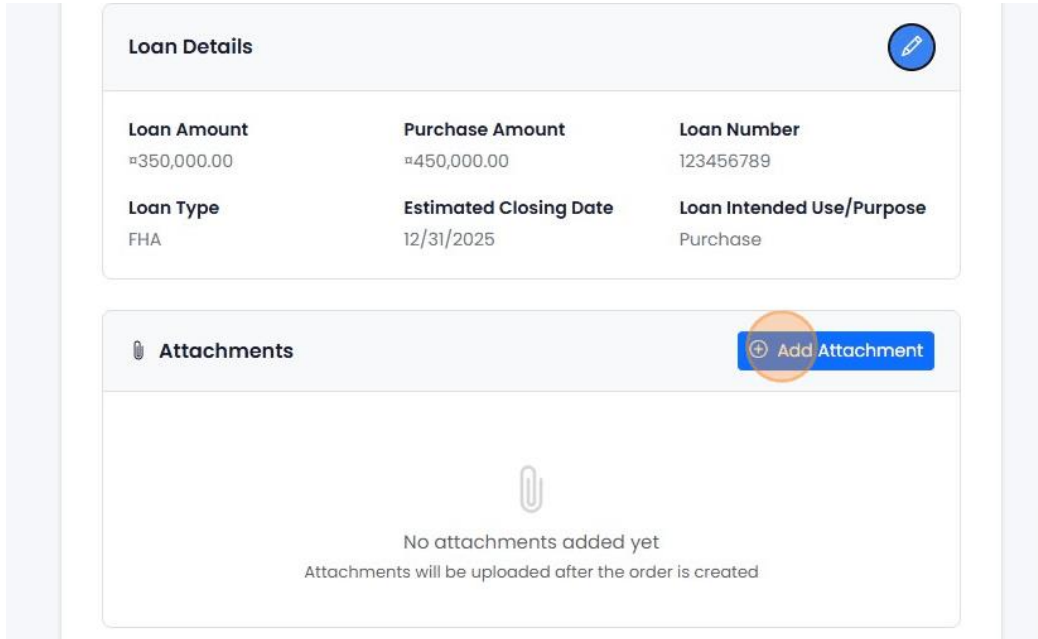
**Property Type**

SingleFamily

**Occupancy Type**

Vacant

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



**Loan Details**

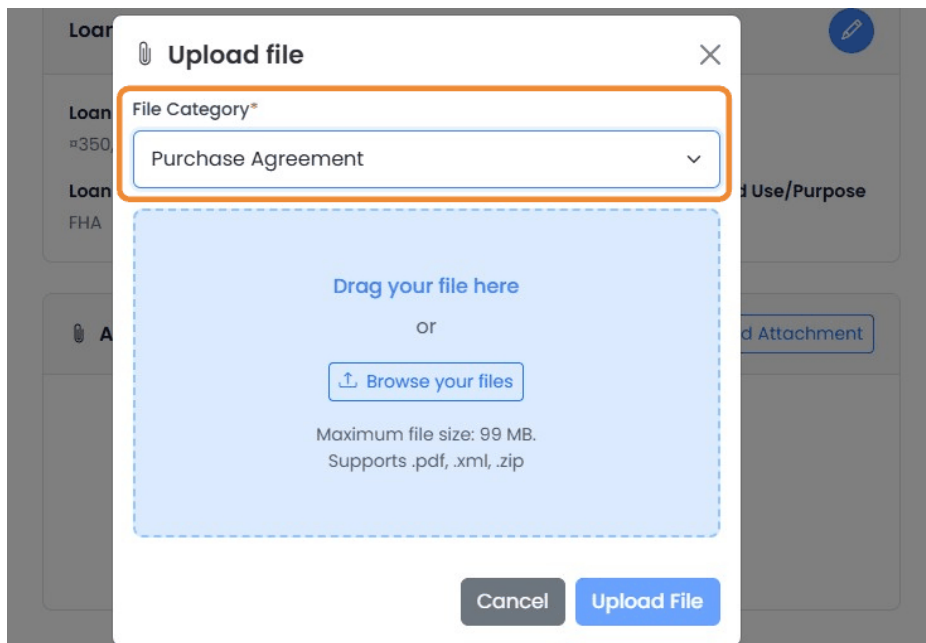
|                                    |   |  |
|------------------------------------|---|--|
| <b>Loan Amount</b><br>\$350,000.00 | <b>Purchase Amount</b><br>\$450,000.00      | <b>Loan Number</b><br>123456789              |
| <b>Loan Type</b><br>FHA            | <b>Estimated Closing Date</b><br>12/31/2025 | <b>Loan Intended Use/Purpose</b><br>Purchase |

**Attachments**

No attachments added yet  
Attachments will be uploaded after the order is created

[Add Attachment](#)

38. From the "Upload File" pop-up box, select the type of document being uploaded from the "File Category" drop-down menu.



**Upload file**

File Category\*

Purchase Agreement

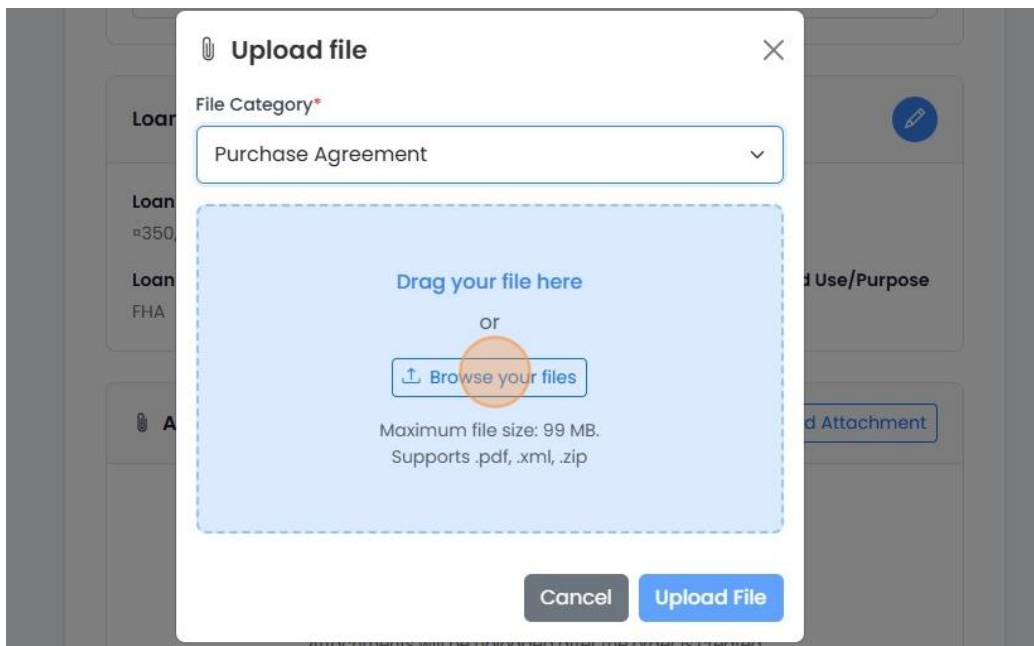
Drag your file here  
or

[Browse your files](#)

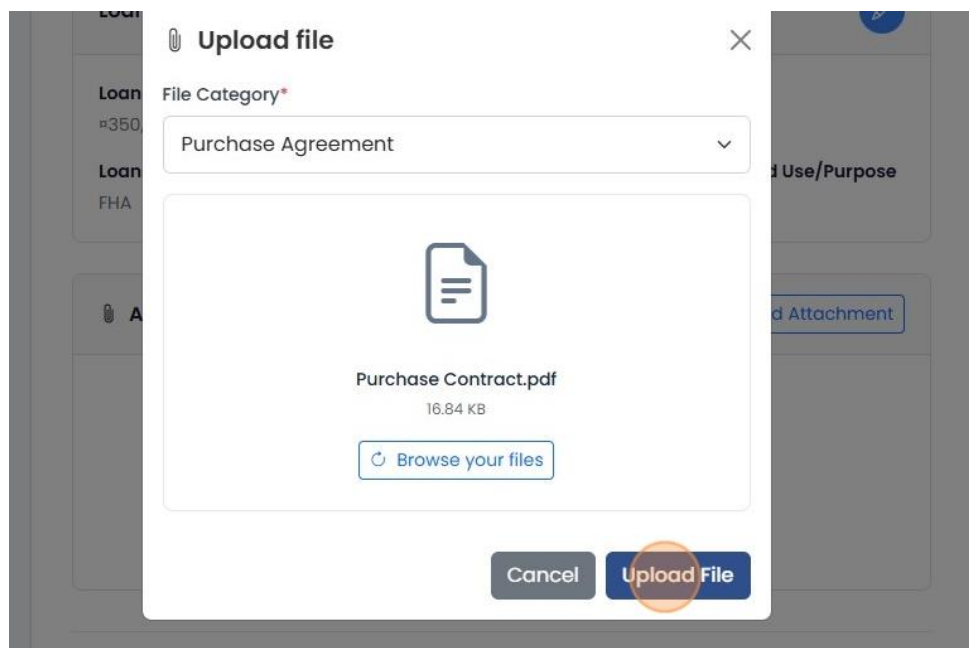
Maximum file size: 99 MB.  
Supports .pdf, .xml, .zip

[Cancel](#) [Upload File](#)

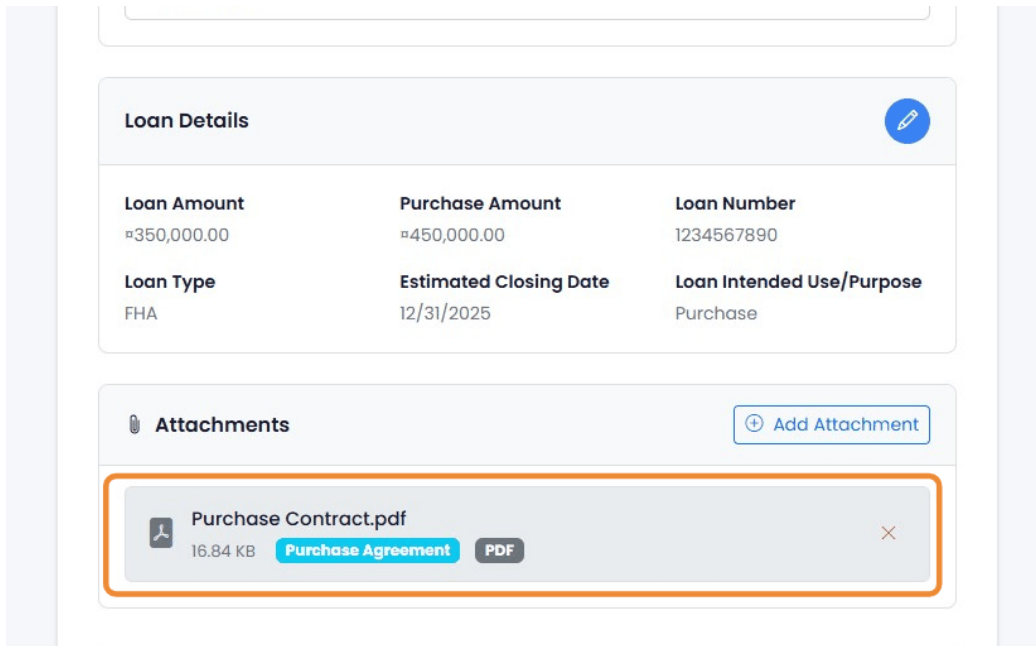
39. Click "Browse your files" to select the document.



40. Once the document has been added, click "Upload File".




41. The document will then be added to the order.



**Loan Details**

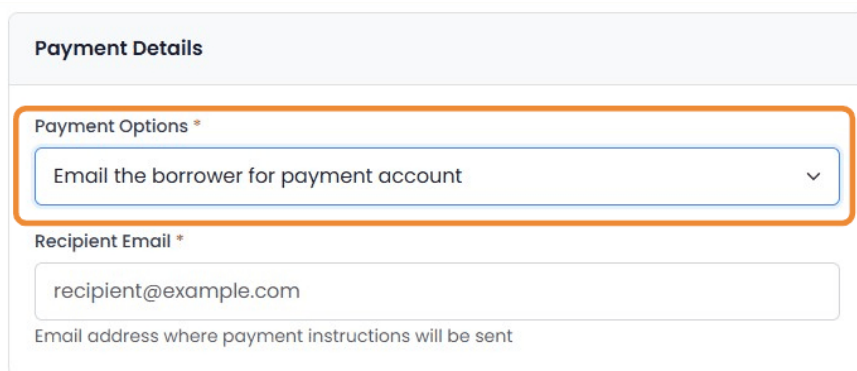
|                                    |   |  |
|------------------------------------|---|--|
| <b>Loan Amount</b><br>\$350,000.00 | <b>Purchase Amount</b><br>\$450,000.00      | <b>Loan Number</b><br>1234567890             |
| <b>Loan Type</b><br>FHA            | <b>Estimated Closing Date</b><br>12/31/2025 | <b>Loan Intended Use/Purpose</b><br>Purchase |

**Attachments** [Add Attachment](#)

 **Purchase Contract.pdf**  
16.84 KB [Purchase Agreement](#) [PDF](#)

42. In the "Payment Details" section, select how payment will be provided from the "Payment Options" drop-down menu.

- To send a payment link on the order, select "email the borrower for payment account."



**Payment Details**

**Payment Options \***

Email the borrower for payment account

**Recipient Email \***

recipient@example.com

Email address where payment instructions will be sent

- 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".

**Payment Details**

**Payment Options \***

I will provide payment account

**Payment Email \***

johndoe@mail.com

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

**Payment Details**

**Payment Options \***

I will provide payment account

**Payment Email \***

nbradford@classvaluation.com

Back

Finish & Send

You can go back to any previous step to make any changes.

- 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".

Total Amount:

# \$550






**Pay with Credit Card**  
 Today 12/25
 



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


Card information

1234 1234 1234 1234

MM / YY


CVC


123


Cardholder name


Full name on card

Country or region

United States


ZIP



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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.

## Thanks for your payment

Order ID: 1175108.1

Payment ID:  
pi\_3SdehQR6Gpx7CXSo2OQFThqu

## Order Management

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

Search Orders

New Order
Filters
Refresh

Loan Number

CMP Order ID

Address

Class Order ID

Client Displayed on Report (CDOR)

Status

Payment Method

Payment Status

Start Date

End Date

Search
Clear

| Status | Borro...  | CMP Or... | Loan N...  | Organization | Property Address | Prope... | C... | Create...   | Inspect... | Due Date   | Class ... |   |
|--------|-----------|-----------|------------|--------------|------------------|----------|------|-------------|------------|------------|-----------|---|
| Active | ed fet... | 1175336.1 | ef12342... | Ops Broker   |                  | Com...   | O... | 12/13/20... | -          | 12/23/2... | 10286...  | <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 4px;">→</span> |
| Active | Edmo...   | 1175324.1 | 242342     | Ops Broker   |                  | Multi... | O... | 12/13/20... | -          | 12/23/2... | 10286...  | <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 4px;">→</span> |
| Active | Edmo...   | 1175114.1 | 3242432    | Ops Broker   |                  | Cond...  | -    | 12/12/20... | -          | 12/23/2... | 10286...  | <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 4px;">→</span> |

2. Click the arrow to view the order.

New Order
Filters
Refresh

Loan Number

CMP Order ID

Address

Class Order ID

Client Displayed on Report (CDOR)

Status

Payment Method

Payment Status

Start Date

End Date


Search
Clear

| Status | Borro...  | CMP Or... | Loan N... | Organization | Property Address      | Prope...  | C... | Create...   | Inspect... | Due Date    | Class ... |   |
|--------|-----------|-----------|-----------|--------------|-----------------------|-----------|------|-------------|------------|-------------|-----------|---|
| Active | Nichol... | 1175108.1 | 123456... | Ops Broker   | 2600 Bellingham Dr... | Single... | V... | 12/12/20... | -          | 12/18/20... | 10286...  | <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 4px;">→</span> |

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).

← Search Orders / Order Details

Class Order ID #1028696

 **CMP ORDER ID #1175468.1** Completed

Created December 14, 2025 at 4:41 PM

Refresh Actions

**Due Date**  
December 19, 2025

**Inspection Date**  
December 14, 2025 at 5:00 PM

4. View the order details.

**Product Information**

Product  
**1004/70 URAR FHA**

Occupancy  
**Vacant**

**Loan Information**

Loan Amount  
**\$350,000.00**

Loan Type  
**FHA**

Loan Number  
**1234567890**

Purpose  
**Purchase**




**Property Information**

Address  
**2600 Bellingham Dr., Troy, MI 48083**

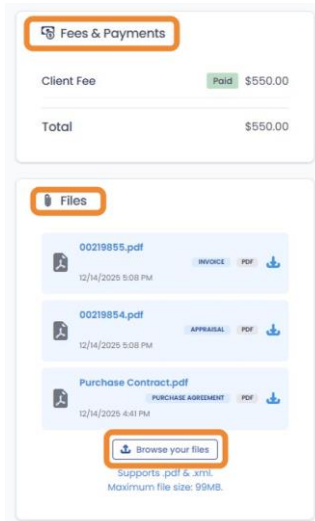
County  
**Oakland**

Property Type  
**Single Family**

**Contacts**

|  |                        |   |                             |
|--|------------------------|---|-----------------------------|
|  <b>Annie Agent</b>     | <b>Property Access</b> | annie@realestateagent.com<br>2485553333 | <span>Access Contact</span> |
|  <b>Brenda Borrower</b> | <b>Borrower</b>        | brenda@classvaluation.com<br>5555555555 |                             |
|  <b>Annie Agent</b>     | <b>Realtor</b>         | annie@realestateagent.com<br>2485553333 |                             |

5. Check fee, payment status, or download/upload a document.



**Fees & Payments**

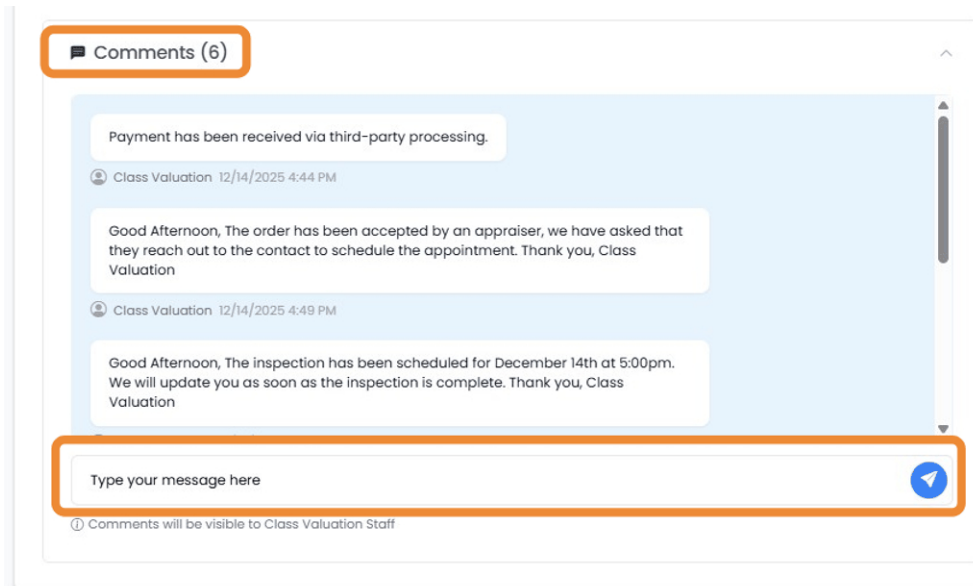
|              |      |                 |
|--------------|------|-----------------|
| Client Fee   | Paid | \$550.00        |
| <b>Total</b> |      | <b>\$550.00</b> |

**Files**

- 00219855.pdf (INVOICE) PDF Download
- 00219854.pdf (APPRAISAL) PDF Download
- Purchase Contract.pdf (PURCHASE AGREEMENT) PDF Download

**Browse your files**  
Supports .pdf & .xml  
Maximum file size: 99MB.

6. View order updates or send a message.



**Comments (6)**

Payment has been received via third-party processing.

Class Valuation 12/14/2025 4:44 PM

Good Afternoon, The order has been accepted by an appraiser, we have asked that they reach out to the contact to schedule the appointment. Thank you, Class Valuation

Class Valuation 12/14/2025 4:49 PM

Good Afternoon, The inspection has been scheduled for December 14th at 5:00pm. We will update you as soon as the inspection is complete. Thank you, Class Valuation

Type your message here

Comments will be visible to Class Valuation Staff