



# 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)

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## New Order Placement

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



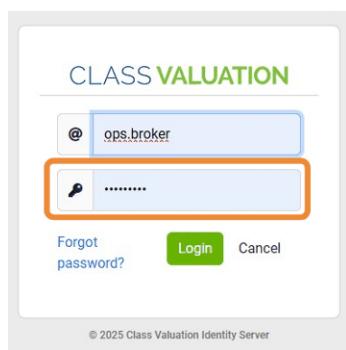
The screenshot shows the 'CLASS VALUATION' login page. It features two input fields: 'Username' (containing 'ops.broker') and 'Password' (containing '.....'). Below the fields are 'Forgot password?' and 'Login' buttons, and a 'Cancel' link. The page is footered with '© 2025 Class Valuation Identity Server'.

2. Input credentials into the "Username" field.



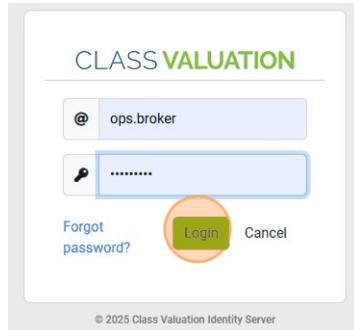
The screenshot shows the 'CLASS VALUATION' login page. The 'Username' field (containing 'ops.broker') is highlighted with an orange border. The 'Password' field, 'Forgot password?' link, 'Login' button, and 'Cancel' link are also visible. The page is footered with '© 2025 Class Valuation Identity Server'.

3. Input credentials into the "Password" field.

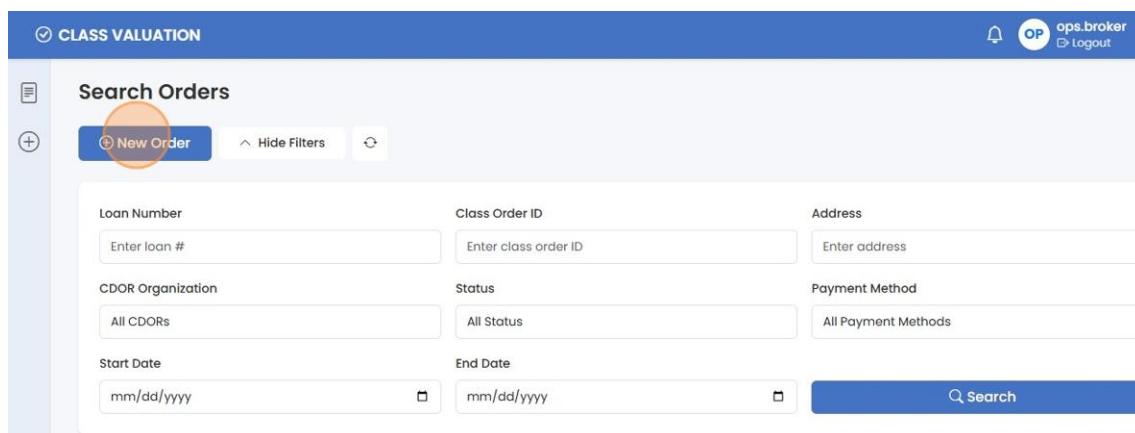


The screenshot shows the 'CLASS VALUATION' login page. Both the 'Username' field (containing 'ops.broker') and the 'Password' field (containing '.....') are highlighted with orange borders. The 'Forgot password?' link, 'Login' button, and 'Cancel' link are also visible. The page is footered with '© 2025 Class Valuation Identity Server'.

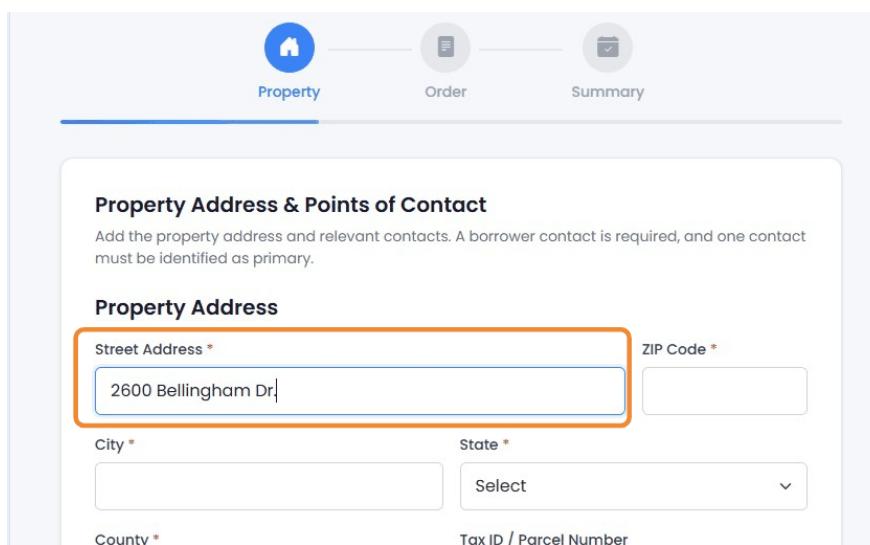
4. Click "Login".



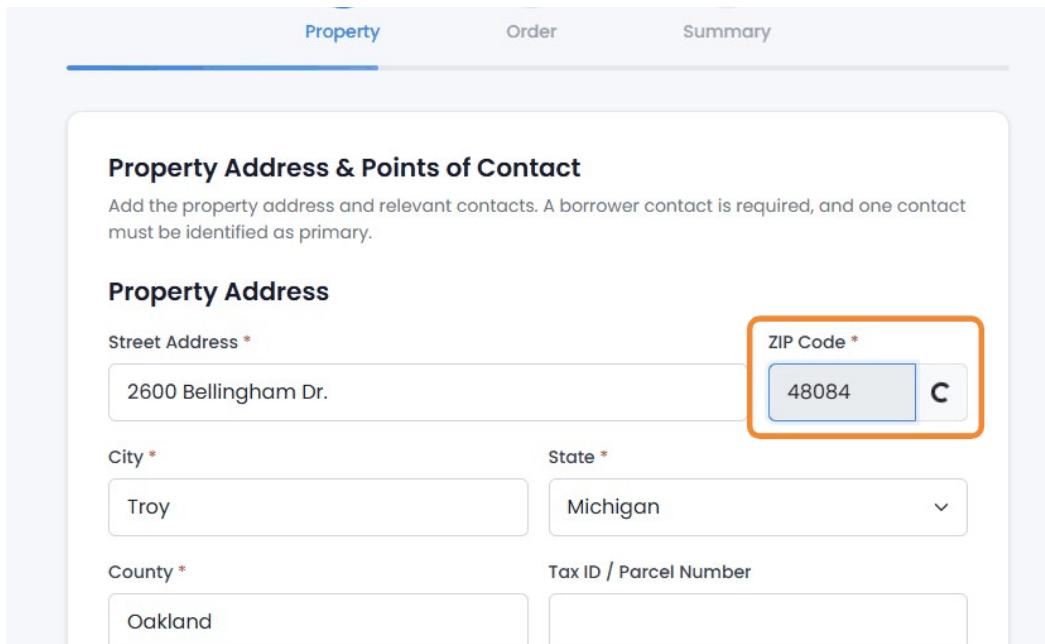
5. Click "New Order".



6. Input the Street Address for the subject property.



7. Input the Zip Code for the subject property.



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

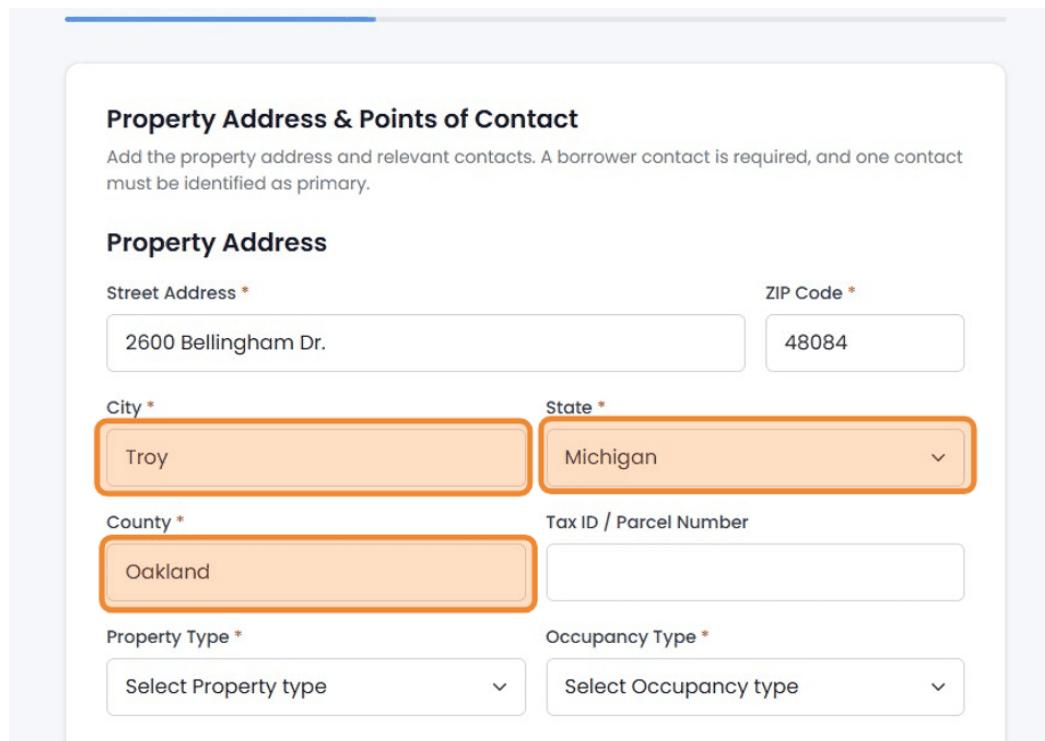
City \*  
Troy

State \*  
Michigan

County \*  
Oakland

Tax ID / Parcel Number

8. 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 *
2600 Bellingham Dr.	48083

City *	State *
Troy	Michigan

County *	Tax ID / Parcel Number
Oakland	

Property Type *	Occupancy Type *
Single Family	Select Occupancy type

**Borrower Contact\***

Full Name *
Email Address *

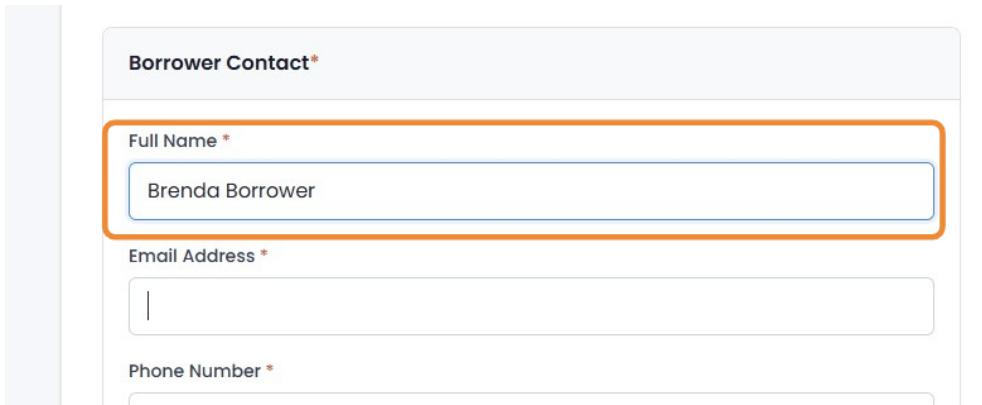
10. Select an option from the "Occupancy Type" drop-down menu.

City *	State *
Troy	Michigan

County *	Tax ID / Parcel Number
Oakland	

Property Type *	Occupancy Type *
Single Family	Vacant

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



**Borrower Contact\***

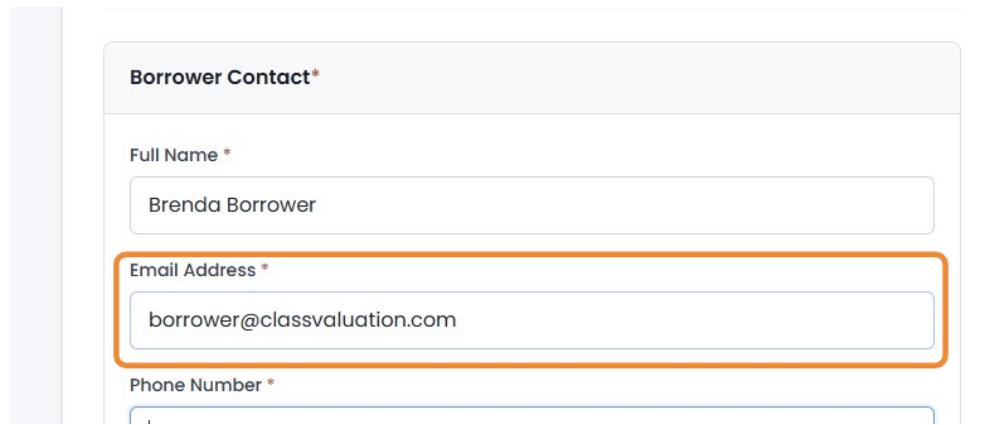
Full Name \*

Brenda Borrower

Email Address \*

Phone Number \*

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



**Borrower Contact\***

Full Name \*

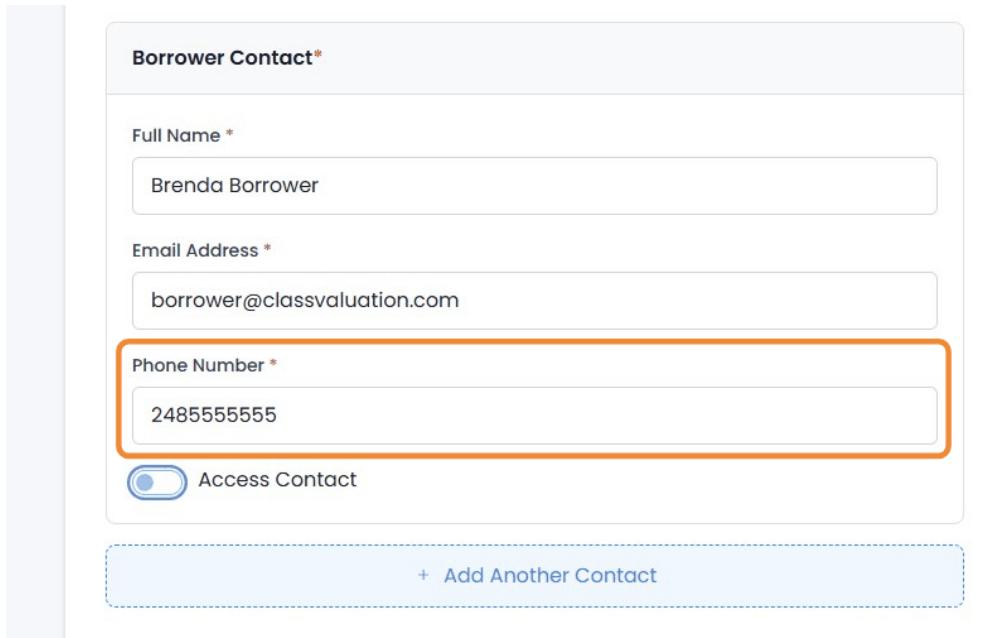
Brenda Borrower

Email Address \*

borrower@classvaluation.com

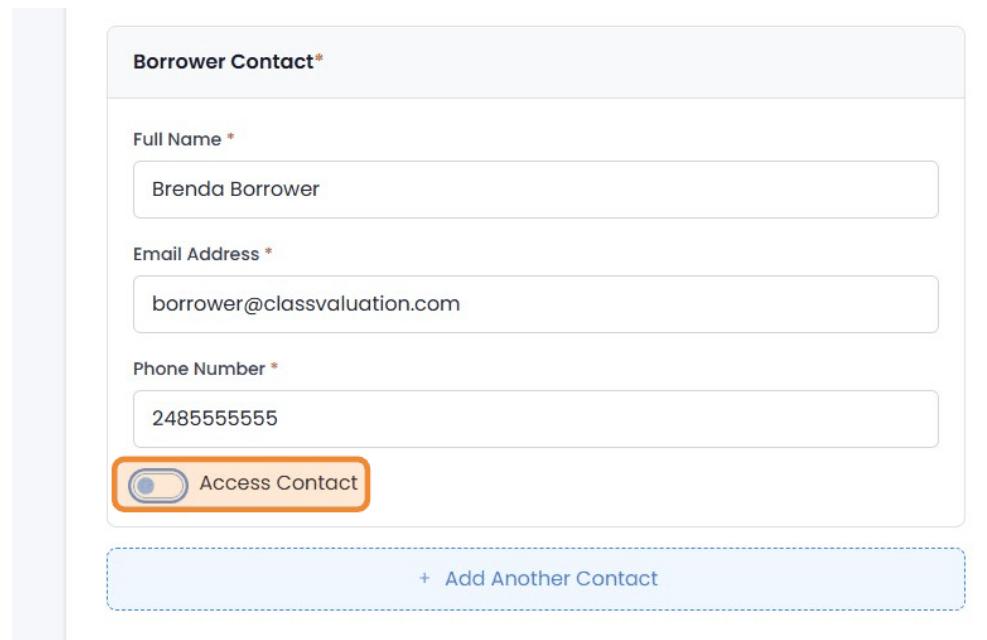
Phone Number \*

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



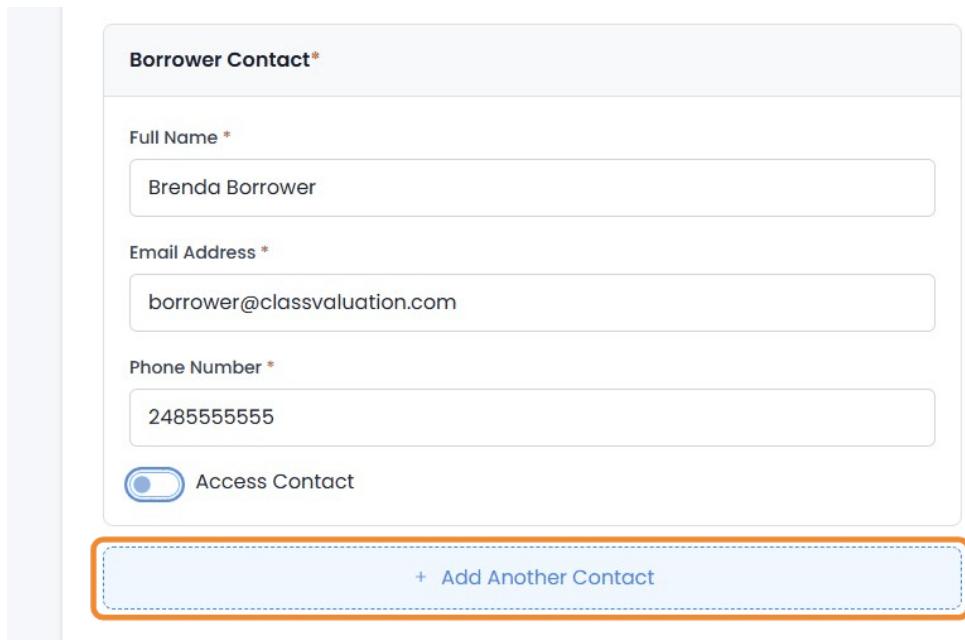
The screenshot shows a "Borrower Contact" form. It includes fields for "Full Name" (Brenda Borrower), "Email Address" (borrower@classvaluation.com), and "Phone Number" (2485555555). The "Phone Number" field is highlighted with an orange border. Below these fields is a "Access Contact" button with a blue toggle switch. At the bottom of the form is a dashed box containing a "+ Add Another Contact" button.

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



The screenshot shows the same "Borrower Contact" form as the previous image, but the "Access Contact" button is now highlighted with an orange border. The other fields (Full Name, Email Address, Phone Number) and the "+ Add Another Contact" button are visible but not highlighted.

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



**Borrower Contact\***

Full Name \*

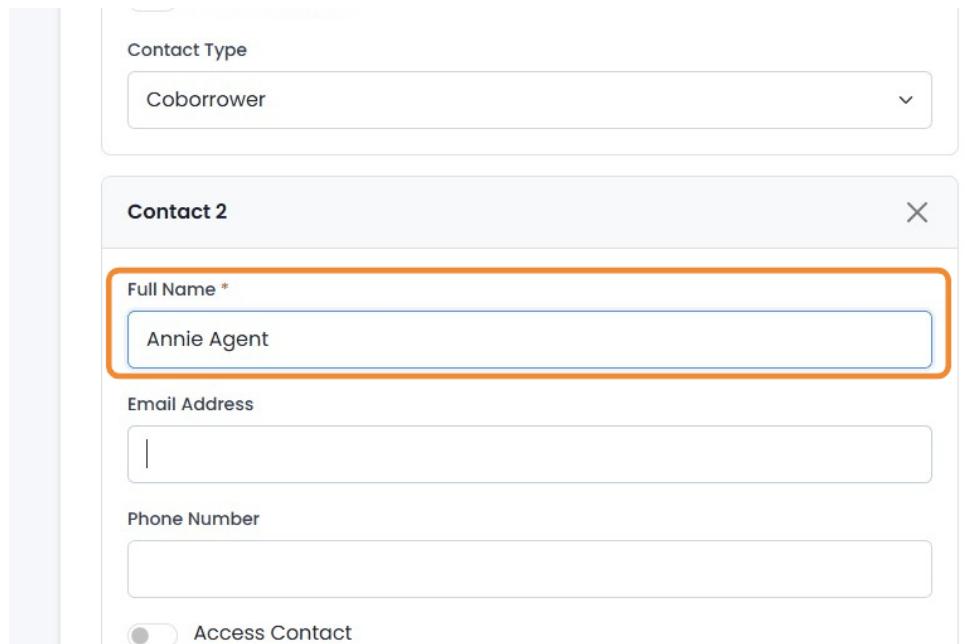
Email Address \*

Phone Number \*

Access Contact

[+ Add Another Contact](#)

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



Contact Type

Coborrower

**Contact 2** X

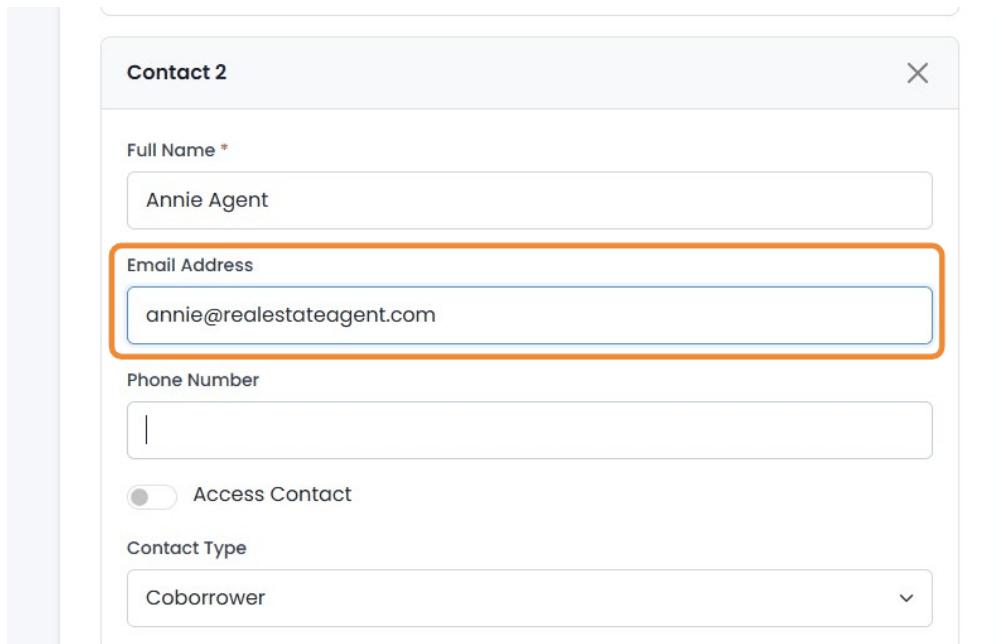
Full Name \*

Email Address

Phone Number

Access Contact

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



Contact 2

Full Name \*

Annie Agent

Email Address

annie@realestateagent.com

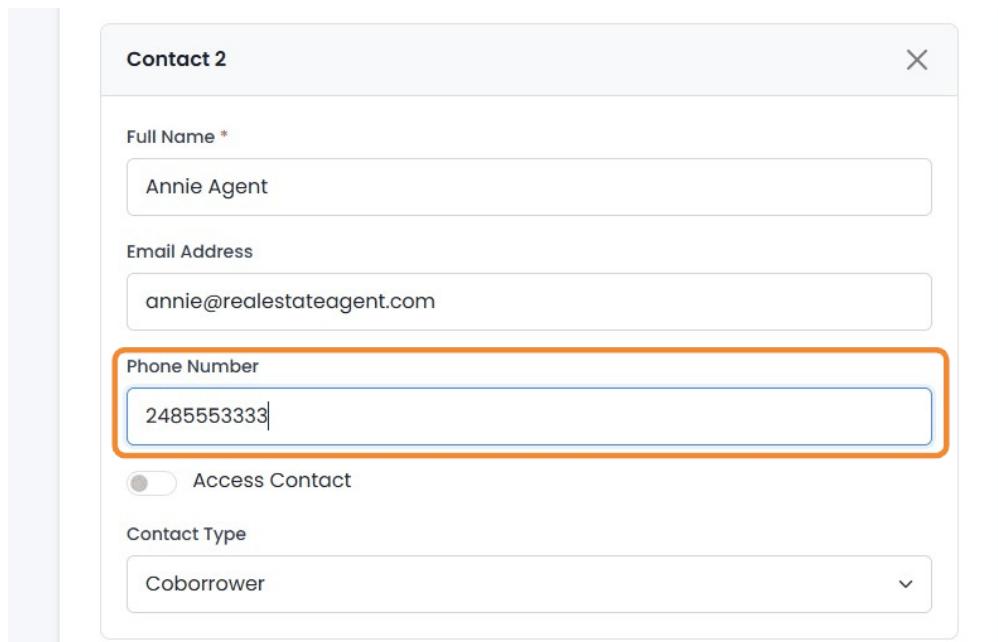
Phone Number

Access Contact

Contact Type

Coborrower

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



Contact 2

Full Name \*

Annie Agent

Email Address

annie@realestateagent.com

Phone Number

2485553333

Access Contact

Contact Type

Coborrower

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

**Contact 2**

Full Name \*

Annie Agent

Email Address

annie@realestateagent.com

Phone Number

2485553333

Access Contact

Contact Type

Coborrower

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

**Contact 2**

Full Name \*

Annie Agent

Email Address \*

annie@realestateagent.com

Phone Number \*

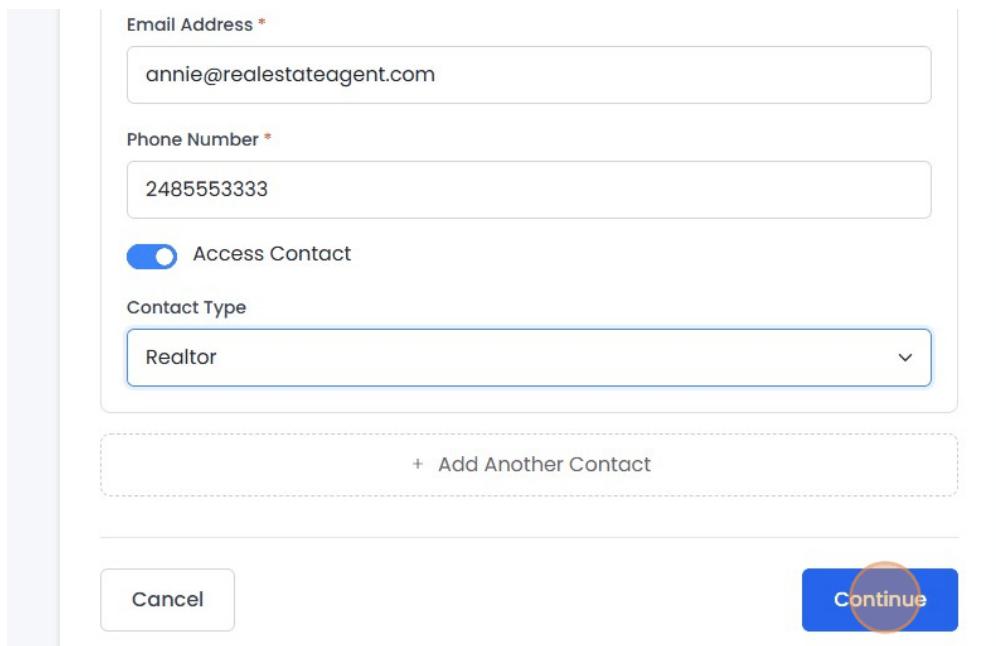
2485553333

Access Contact

Contact Type

Realtor

21. Click "Continue".



Email Address \*

Phone Number \*

Access Contact

Contact Type

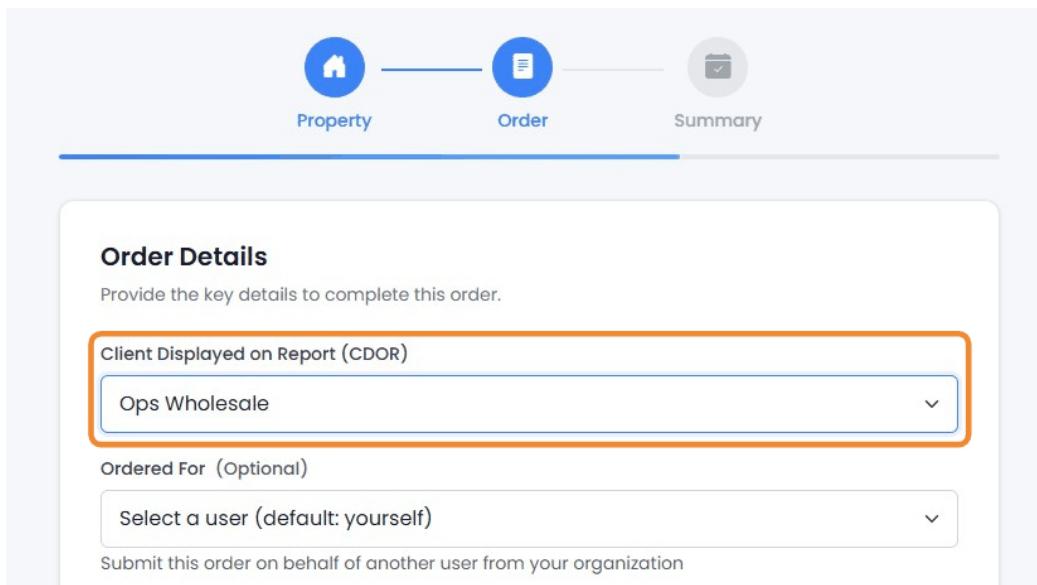
Realtor

+ 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)

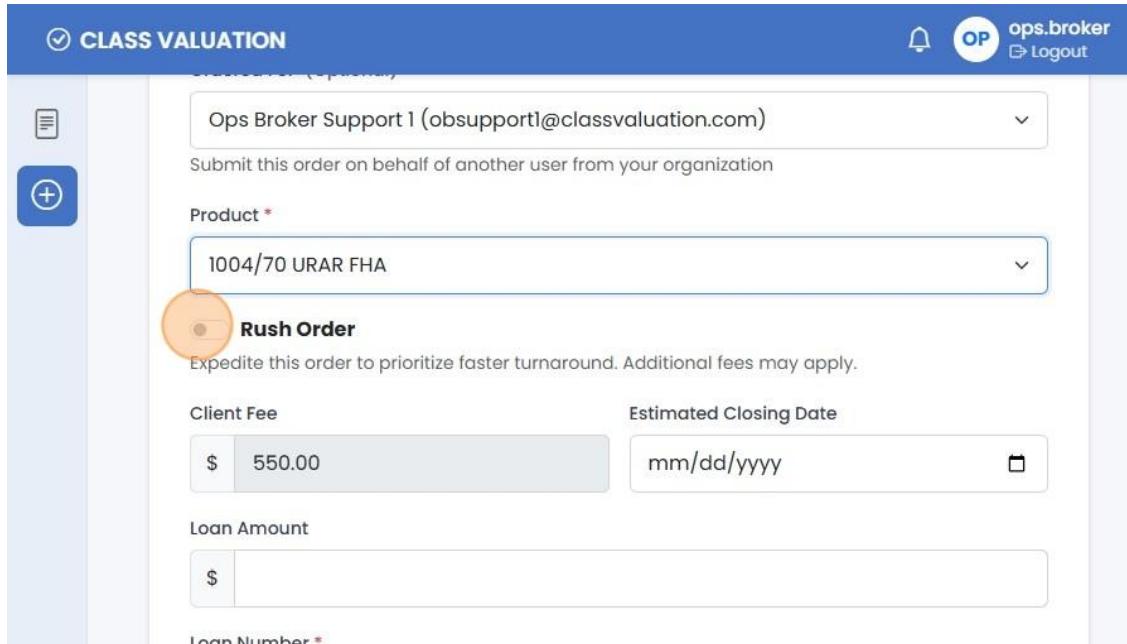
Submit this order on behalf of another user from your organization

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).



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

\$ 550.00

Estimated Closing Date

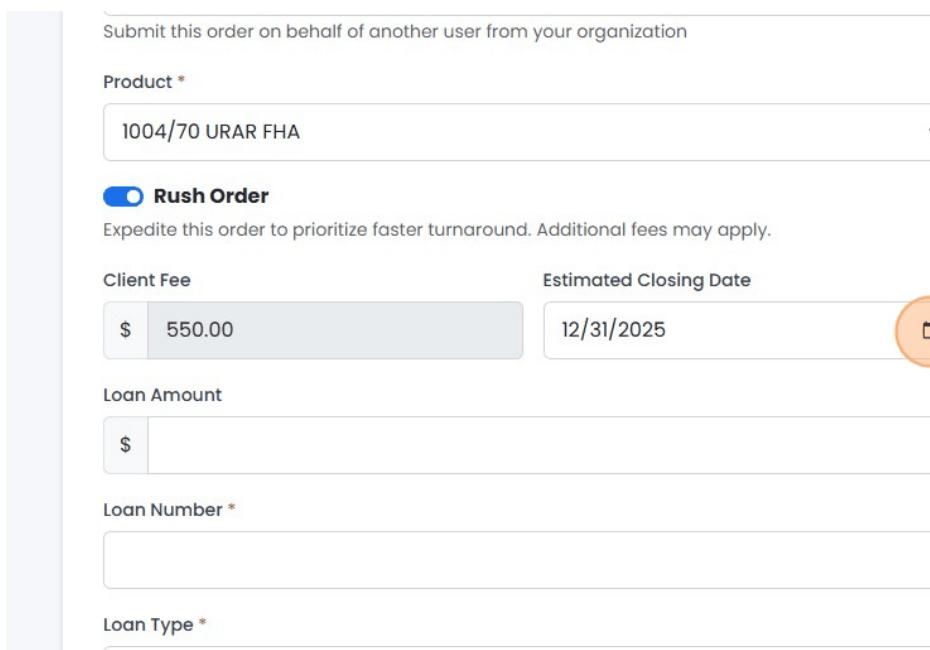
mm/dd/yyyy

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

\$ 550.00

Estimated Closing Date

12/31/2025

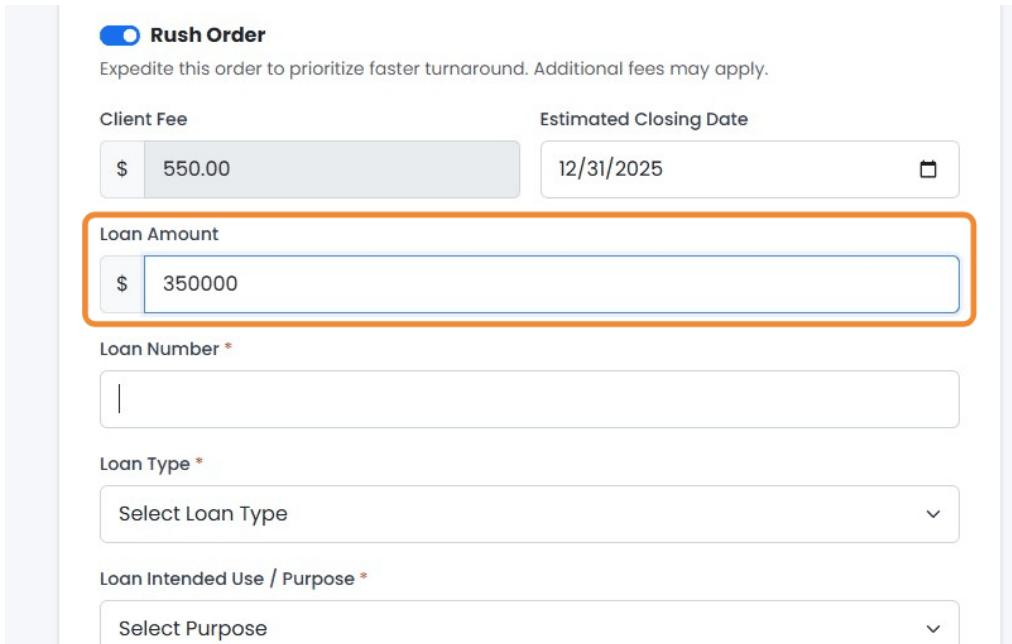
Loan Amount

\$

Loan Number \*

Loan Type \*

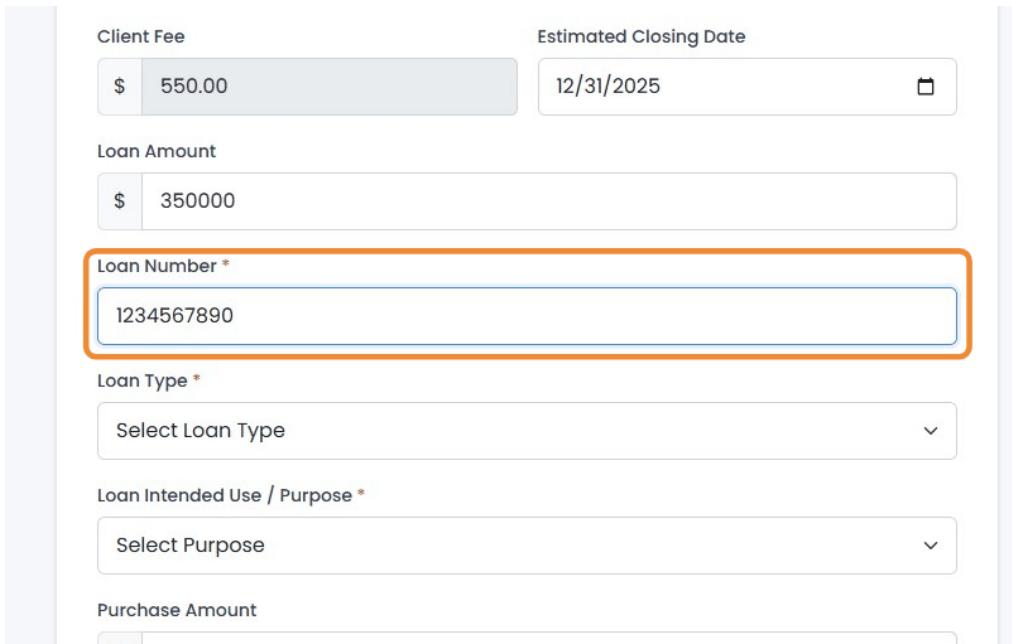
27. In the "Loan Amount" field, input the dollar amount of the loan.



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

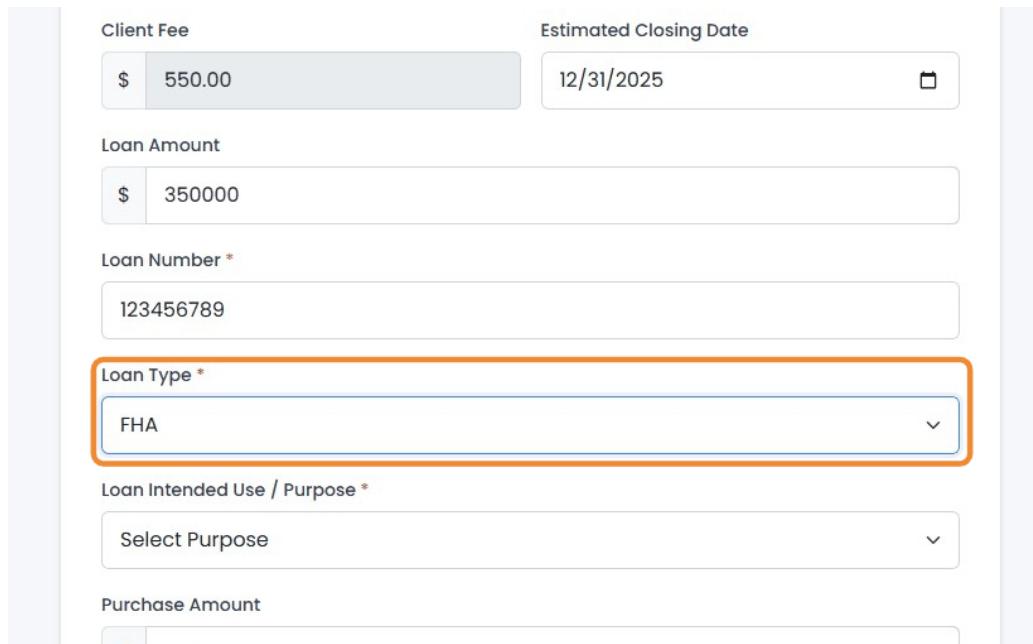
Client Fee	Estimated Closing Date
\$ 550.00	12/31/2025 <input type="button" value="Change Date"/>
<b>Loan Amount</b> <input type="text" value="\$ 350000"/>	
<b>Loan Number *</b> <input type="text"/>	
<b>Loan Type *</b> <input type="button" value="Select Loan Type"/>	
<b>Loan Intended Use / Purpose *</b> <input type="button" value="Select Purpose"/>	

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



Client Fee	Estimated Closing Date
\$ 550.00	12/31/2025 <input type="button" value="Change Date"/>
<b>Loan Amount</b> <input type="text" value="\$ 350000"/>	
<b>Loan Number *</b> <input type="text" value="1234567890"/>	
<b>Loan Type *</b> <input type="button" value="Select Loan Type"/>	
<b>Loan Intended Use / Purpose *</b> <input type="button" value="Select Purpose"/>	
<b>Purchase Amount</b> <input type="text"/>	

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



Client Fee

Estimated Closing Date

Loan Amount

Loan Number \*

123456789

Loan Type \*

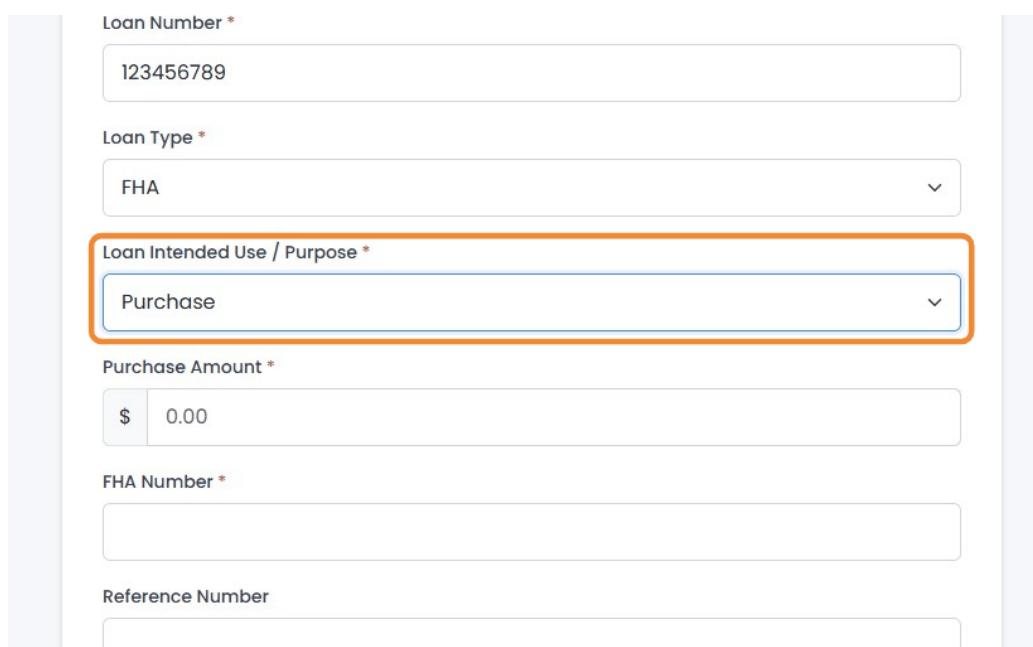
FHA

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

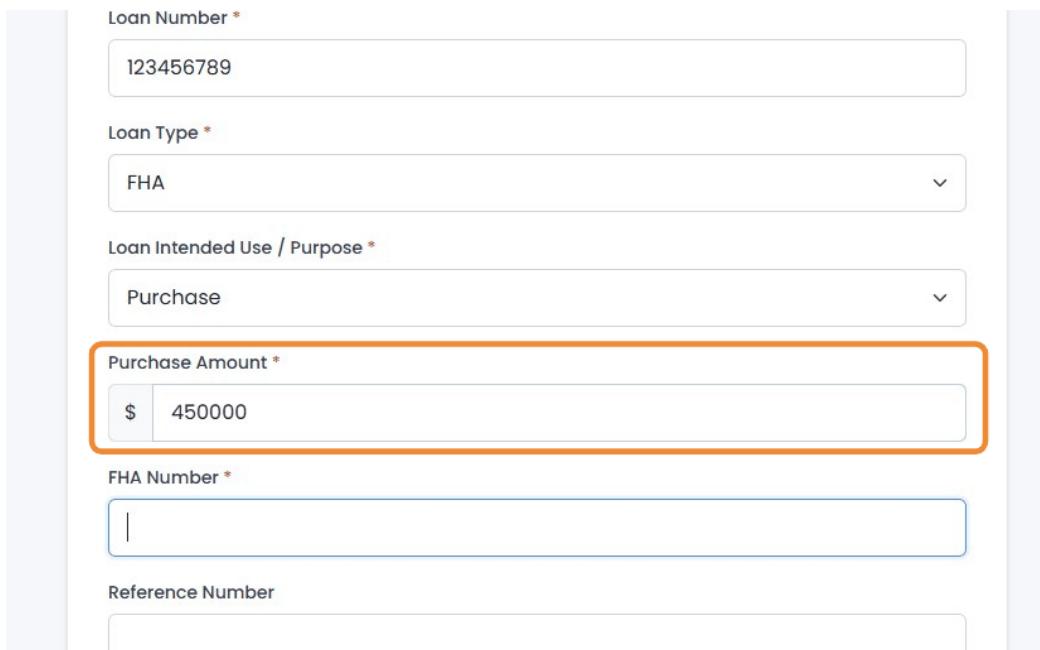
Purchase Amount \*

\$ 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 \*

Loan Type \*

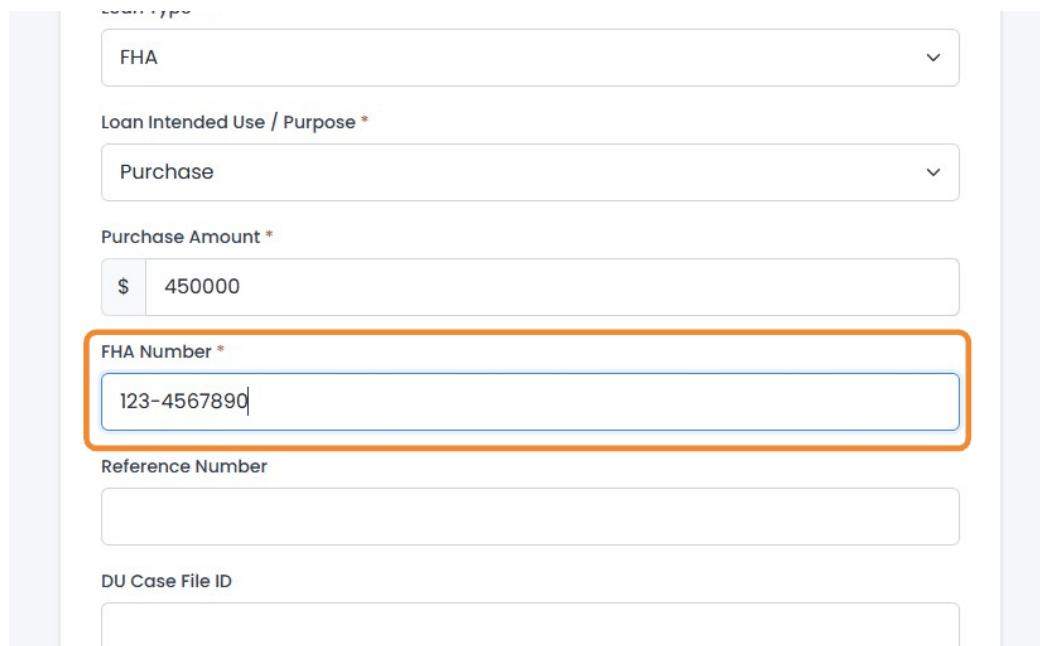
Loan Intended Use / Purpose \*

Purchase Amount \*

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).



FHA

Loan Intended Use / Purpose \*

Purchase Amount \*

FHA Number \*

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  
[Empty text area]

LPA Key  
[Empty text area]

Notes to Vendor  
Client notes for the vendor  
[Empty text area]

Notes to Manager  
[Empty text area]

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



LPA Key  
[Empty text area]

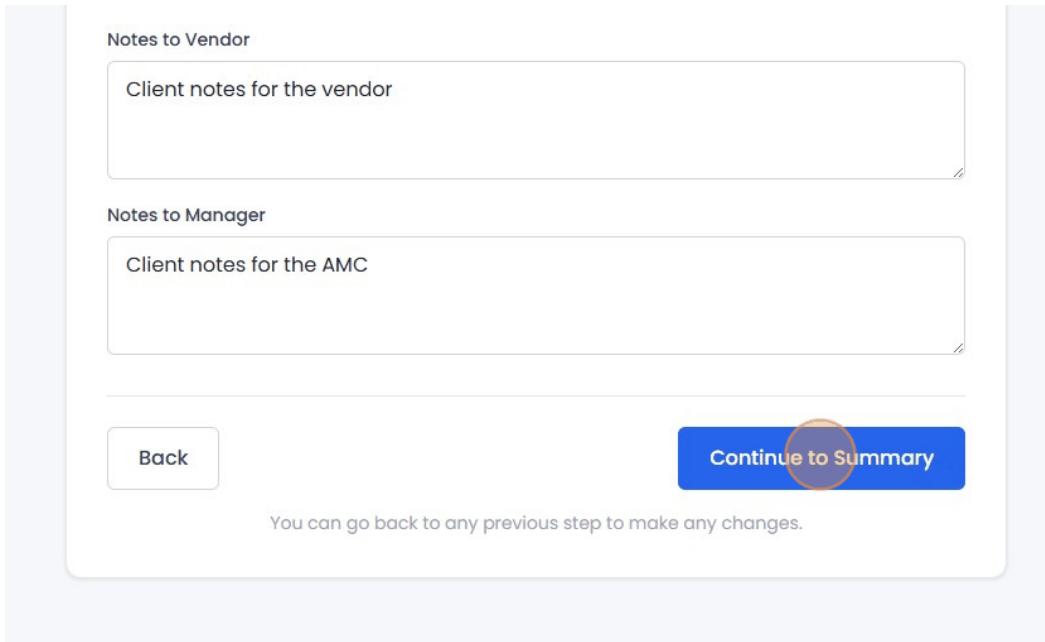
Notes to Vendor  
Client notes for the vendor  
[Empty text area]

Notes to Manager  
Client notes for the AMC  
[Empty text area]

[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

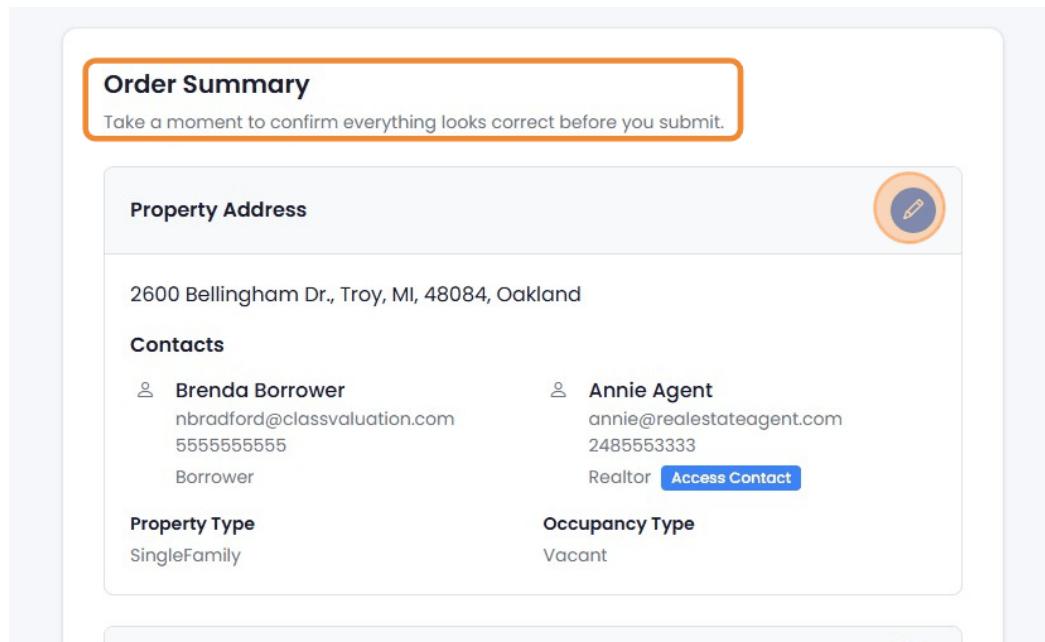
Client notes for the AMC

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**

 Brenda Borrower nbradford@classvaluation.com 5555555555 Borrower	 Annie Agent annie@realestateagent.com 2485553333 Realtor <a href="#">Access Contact</a>
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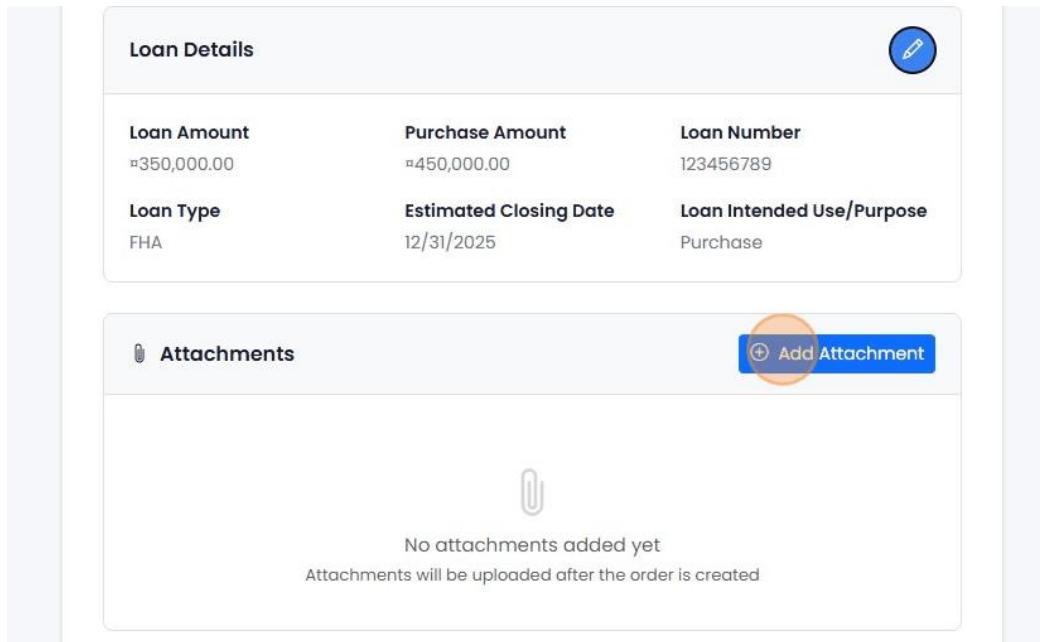
**Property Type**

SingleFamily

**Occupancy Type**

Vacant

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



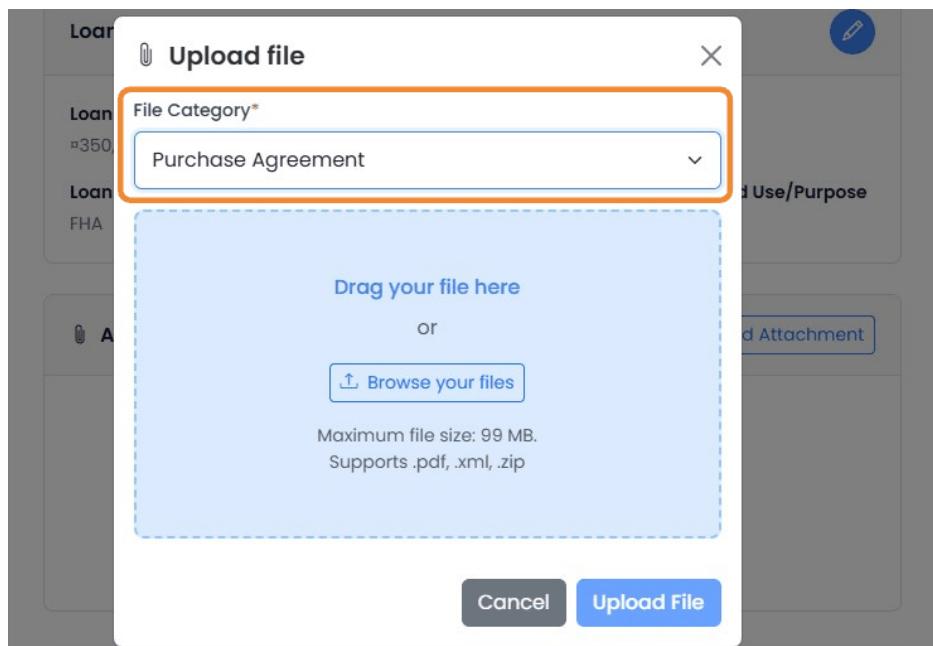
**Loan Details**

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

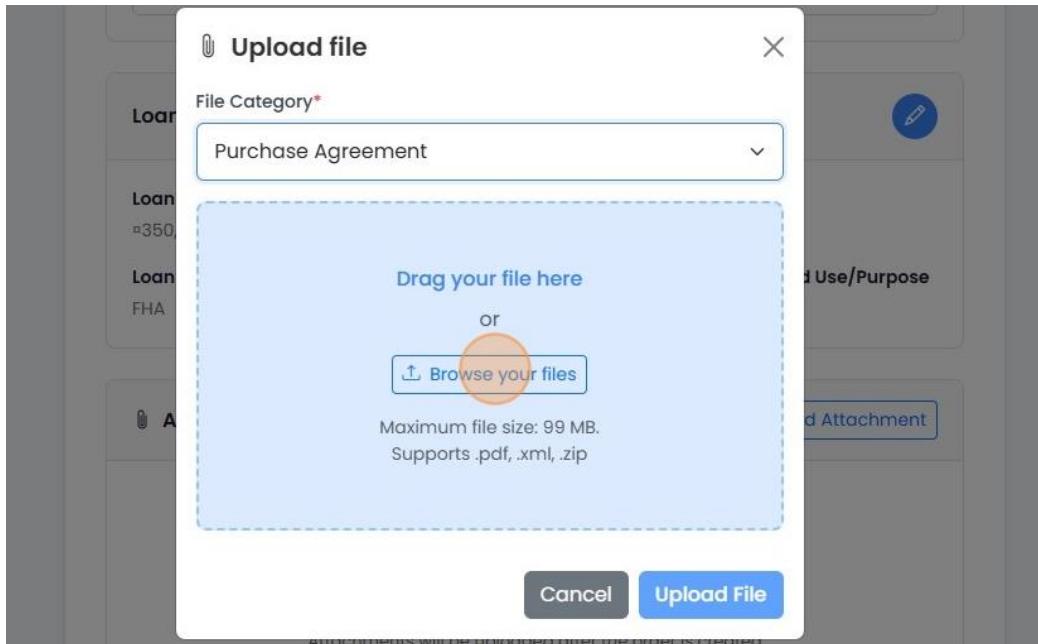
**Attachments**

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

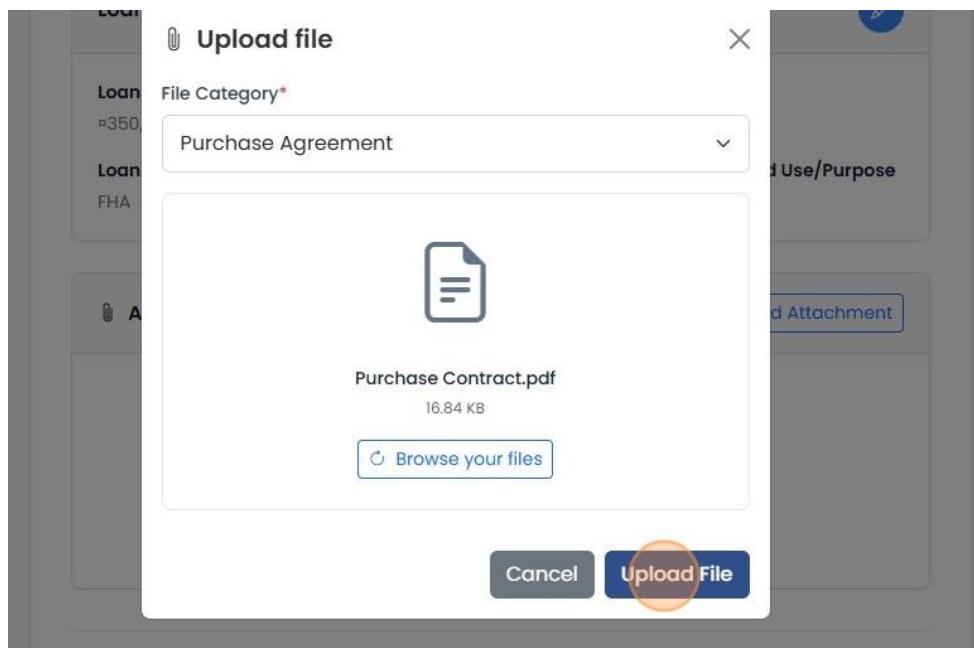
38. From the "Upload File" pop-up box, select the type of document being uploaded from the "File Category" drop-down menu.



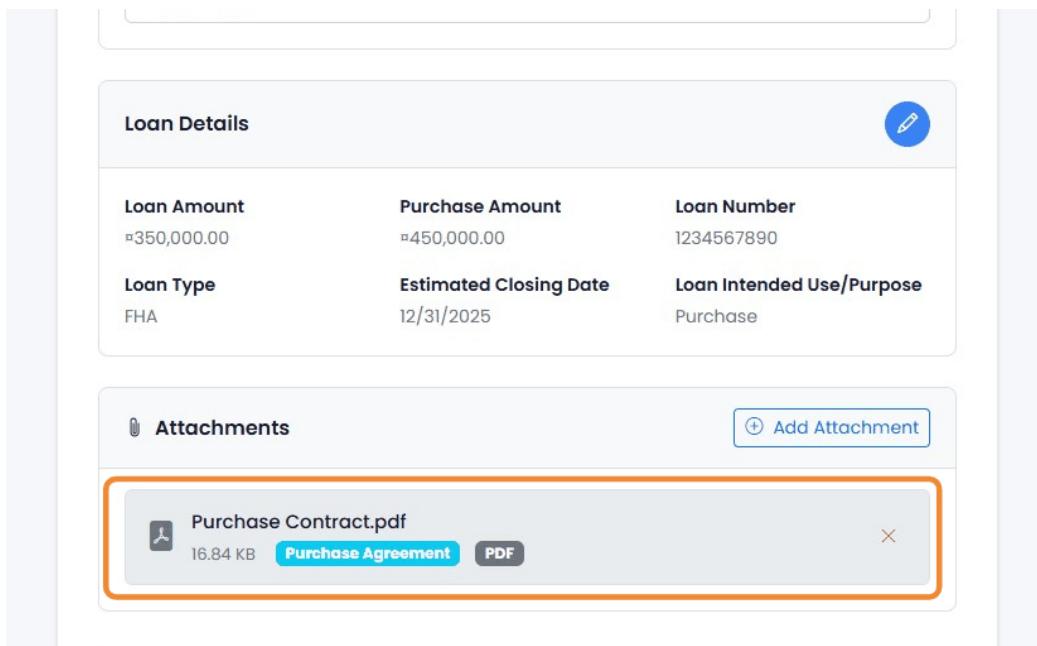
39. Click "Browse your files" to select the document.



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



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



**Loan Details**

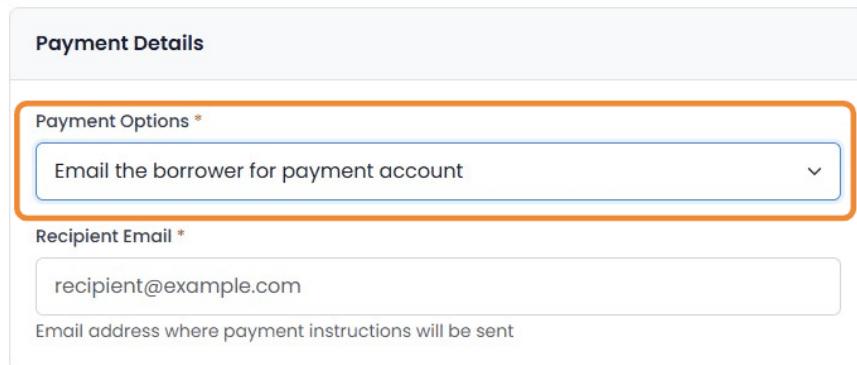
Loan Amount	Purchase Amount	Loan Number
¤350,000.00	¤450,000.00	1234567890
Loan Type	Estimated Closing Date	Loan Intended Use/Purpose
FHA	12/31/2025	Purchase

**Attachments**

- 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**

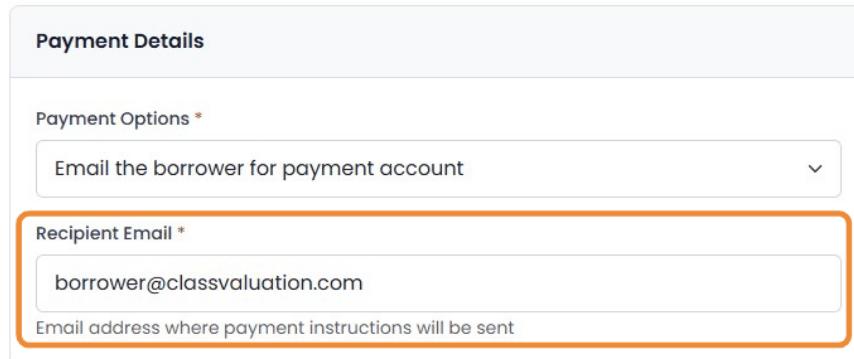
Payment Options \*

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

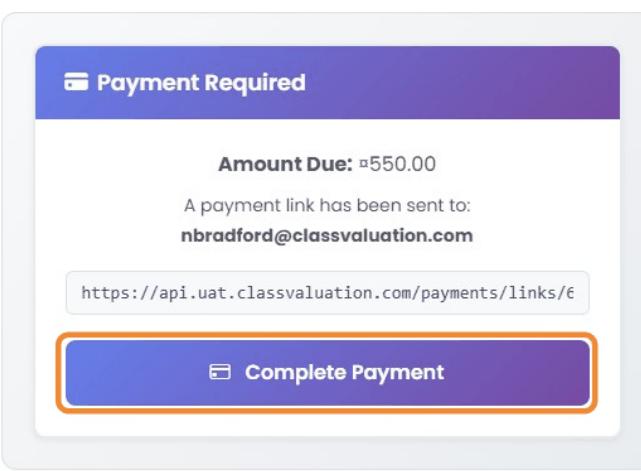
1234567980



Generating your payment link...

This may take a few moments

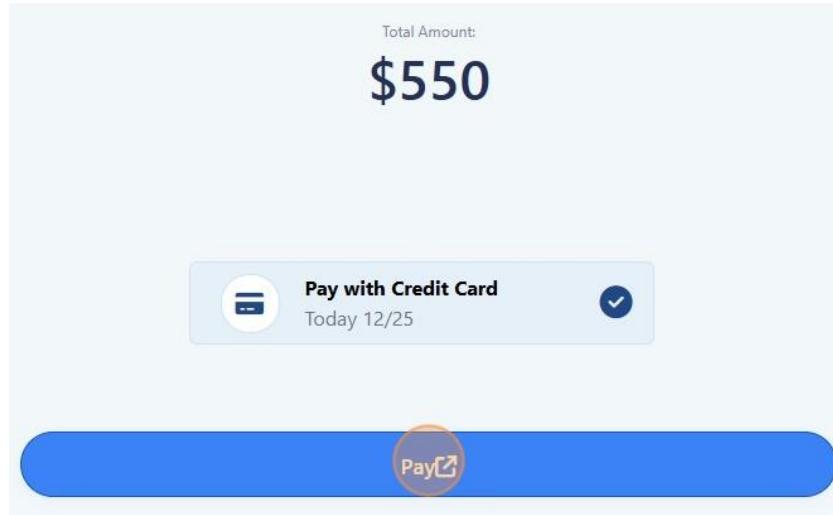
iii. Once loaded, click "Complete Payment" to input card information.



Create Another Order

Track Order

iv. Click "Pay".



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

Card information

1234 1234 1234 1234	
MM / YY	CVC
	

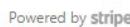
Cardholder name

Full name on card
-------------------

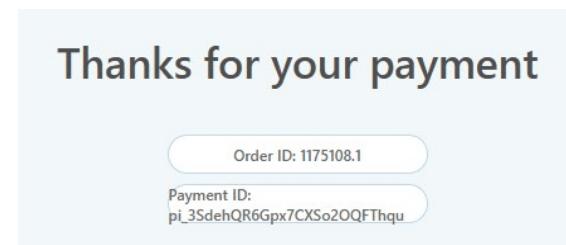
Country or region

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.



## Order Management

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

**Search Orders**

[New Order](#) [Filters](#) [Clear](#)

Loan Number	CMP Order ID	Address	Class Order ID
Enter loan #	Enter CMP Order ID	Enter address	Enter class order ID
Client Displayed on Report (CDOR)	Status	Payment Method	Payment Status
All CDORs	All Status	All Payment Methods	All Payment Status
Start Date	End Date	<input style="background-color: blue; color: white; border: 1px solid blue; padding: 5px; border-radius: 10px; width: 100px; height: 30px; margin-right: 10px;" type="button" value="Search"/> <span style="border: 1px solid orange; border-radius: 50%; padding: 5px; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span>	
mm/dd/yyyy	mm/dd/yyyy	<input style="background-color: #808080; color: white; border: 1px solid #808080; padding: 5px; border-radius: 10px; width: 100px; height: 30px;" type="button" value="Clear"/>	

Status	Borro...	CMP Or...	Loan N...	Organization	Property Address	Propre...	C...	Create...	Inspect...	Due Date	Class ...	
Active	ed fet...	1175336.1	<b>ef12342...</b>	Ops Broker		Com...	O...	12/13/20...	-	12/23/2...	10286...	
Active	Edmo...	1175324.1	<b>242342</b>	Ops Broker		Multi-...	O...	12/13/20...	-	12/23/2...	10286...	
Active	Edmo...	1175114.1	<b>3242432</b>	Ops Broker		Cond...	-	12/12/20...	-	12/23/2...	10286...	

2. Click the arrow to view the order.

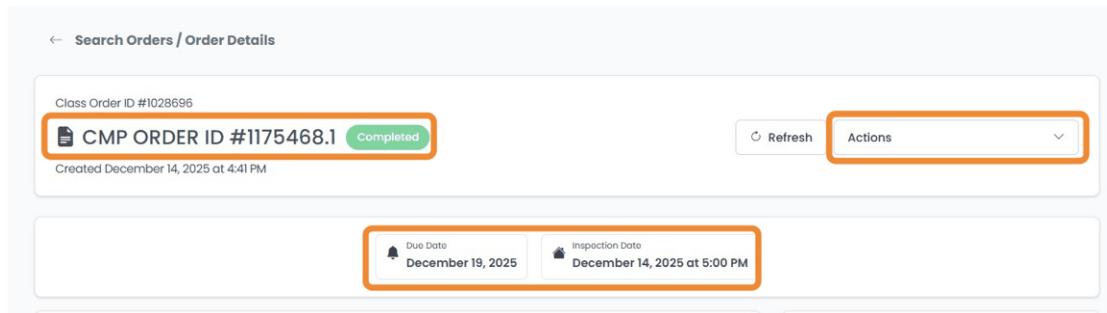
[New Order](#) [Filters](#) [Clear](#)

Loan Number	CMP Order ID	Address	Class Order ID
Enter loan #	1175108.1	Enter address	Enter class order ID
Client Displayed on Report (CDOR)	Status	Payment Method	Payment Status
All CDORs	All Status	All Payment Methods	All Payment Status
Start Date	End Date	<input style="background-color: blue; color: white; border: 1px solid blue; padding: 5px; border-radius: 10px; width: 100px; height: 30px; margin-right: 10px;" type="button" value="Search"/> <span style="border: 1px solid orange; border-radius: 50%; padding: 5px; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span>	
mm/dd/yyyy	mm/dd/yyyy	<input style="background-color: #808080; color: white; border: 1px solid #808080; padding: 5px; border-radius: 10px; width: 100px; height: 30px;" type="button" value="Clear"/>	

Status	Borro...	CMP Or...	Loan N...	Organization	Property Address	Propre...	C...	Create...	Inspect...	Due Date	Class ...	
Active	Nichol...	1175108.1	<b>123456...</b>	Ops Broker	2600 Bellingham Dr...	Single...	V...	12/12/20...	-	12/18/20...	10286...	

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

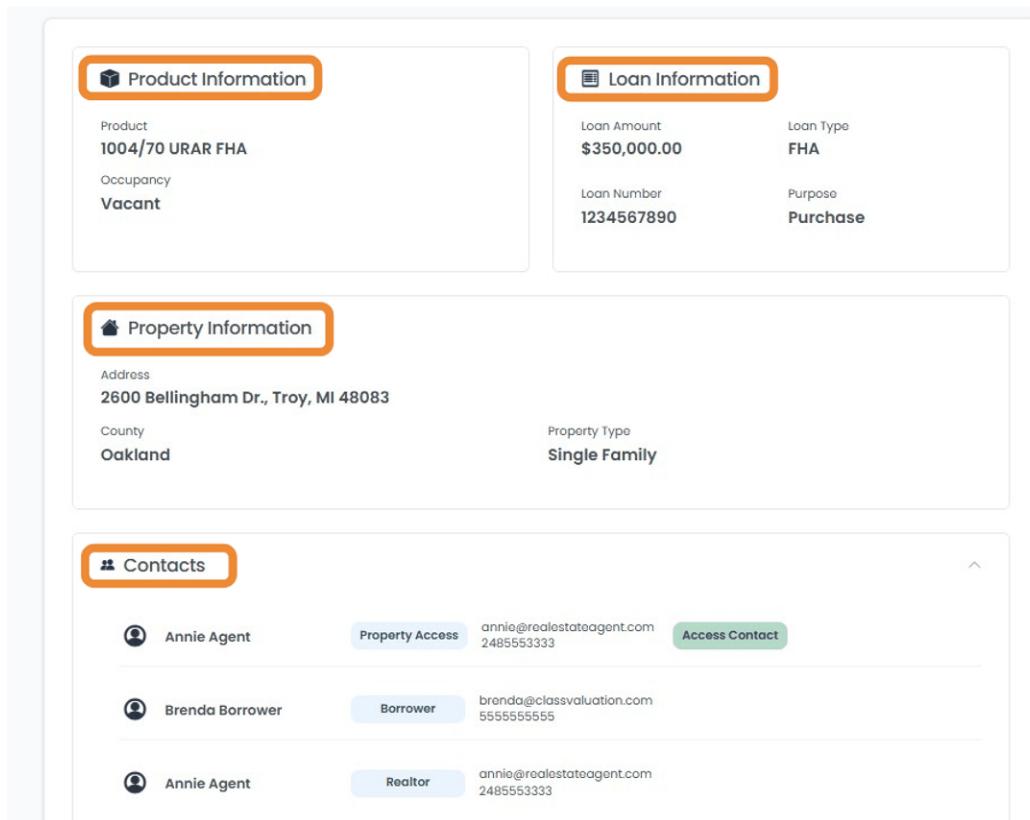
Created December 14, 2025 at 4:41 PM

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**

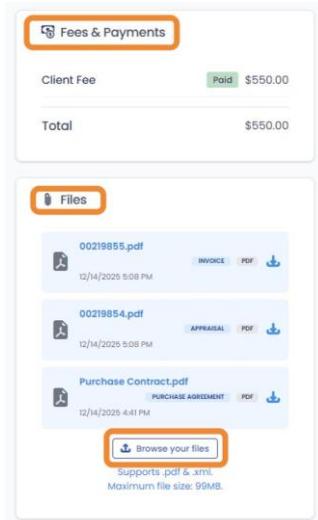
County  
**Oakland**

Property Type  
**Single Family**

**Contacts**

Role	Name	Email	Phone	Action
Property Access	Annie Agent	annie@realestateagent.com	2485553333	<b>Access Contact</b>
Borrower	Brenda Borrower	brenda@classvaluation.com	5555555555	
Realtor	Annie Agent	annie@realestateagent.com	2485553333	

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



The screenshot shows two main sections: 'Fees & Payments' and 'Files'.

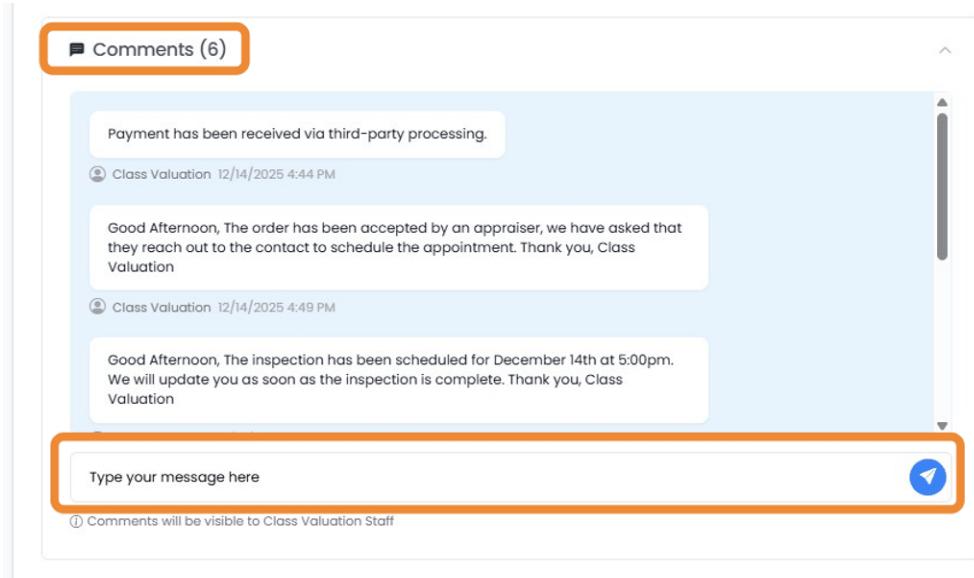
**Fees & Payments:** This section displays financial information. It shows a 'Client Fee' of \$550.00, which is marked as 'Paid'. The 'Total' amount is also \$550.00.

**Files:** This section lists three files:
 

- 00219855.pdf (INVOICE, PDF, download link)
- 00219854.pdf (APPRaisal, PDF, download link)
- Purchase Contract.pdf (PURCHASE AGREEMENT, PDF, download link)

 Below the files is a button labeled 'Browse your files' with the note: 'Supports .pdf & .xml. Maximum file size: 99MB.'.

6. View order updates or send a message.



The screenshot shows the 'Comments (6)' section of the platform.

**Comments:**

- 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 (Class Valuation 12/14/2025 4:49 PM)

**Message Input:** A text input field at the bottom is labeled 'Type your message here' and has a blue send icon. A note below the input field states: 'Comments will be visible to Class Valuation Staff'.