

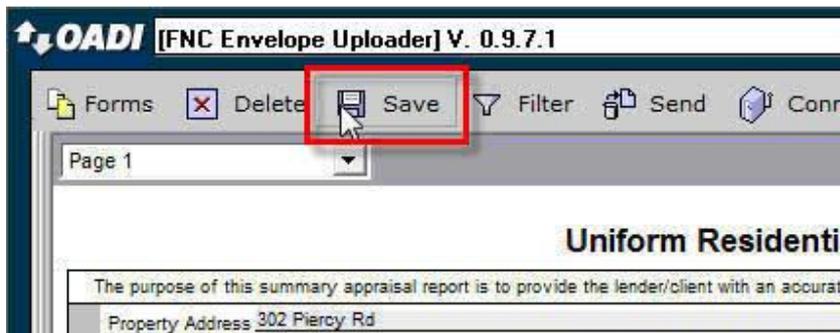
### Quick Tips for Exporting Appraisals to AppraisalPort :

1. How to Create an ENV file
2. How to Easily Switch to AppraisalPort Compatible Forms
3. How to Check If Your Report Has Been Correctly Converted
4. List of AppraisalPort Compatible Forms
5. Additional AppraisalPort / Envelope Uploader Support

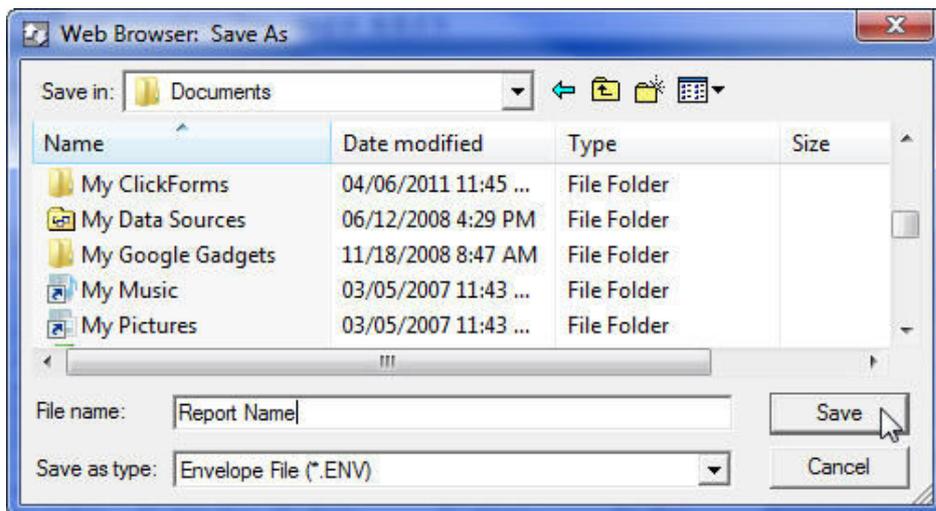
### How to Create an ENV file of your Appraisal Report

Many times you will be asked by an AMC to submit along with the PDF an ENV file of your appraisal. The ENV file is a file that contains the AI Ready XML data. This data normally is just uploaded to AppraisalPort, but sometimes AppraisalPort is bypassed and the AMC wants the file directly. Follow the instructions below to create an ENV file.

1. Click the Export button as usual to start the Export process.
2. When the FNC Envelope Uploader program launches, click SAVE as shown below.



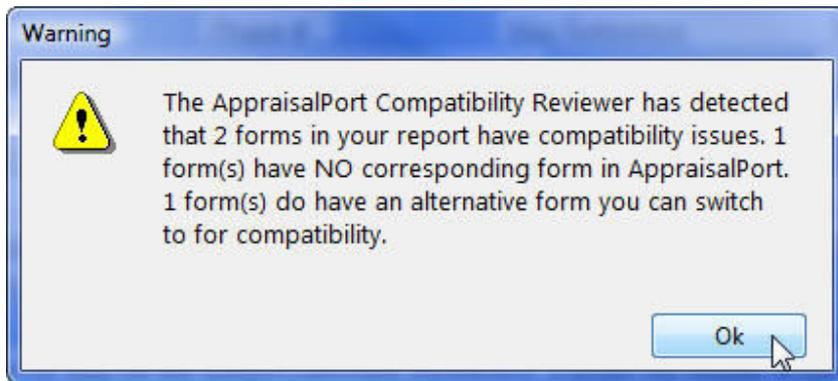
3. Select the folder where you want to save the ENV file and give it a name. One suggestion is to create a new folder in the My ClickFORMS folder and call it "ENV Files" and store them there. Remember to give the file a unique name so you can remember it later when you have to email it with the PDF.



### How to Easily Switch to AppraisalPort Compatible Forms

Sometimes not all of the forms in your report will convert to an AppraisalPort generic report. This could be because AppraisalPort does not have a corresponding form or it might be because the form in your report is outdated and AppraisalPort only accepts the latest version. In either case, there will be a conversion problem that you need to fix.

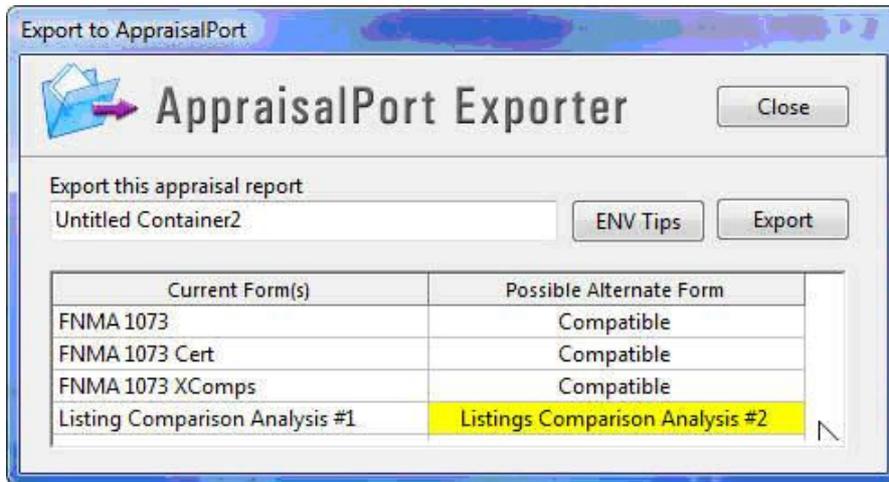
1. When you see this warning, it means a compatibility issue has been detected.



2. Click OK to see which forms are causing the issue:

3. Forms highlighted in red DO NOT have a 1-to-1 corresponding form in AppraisalPort. Forms highlighted in yellow are not fully compatible, but there is an alternate form in the ClickFORMS Form Library which may work for you.





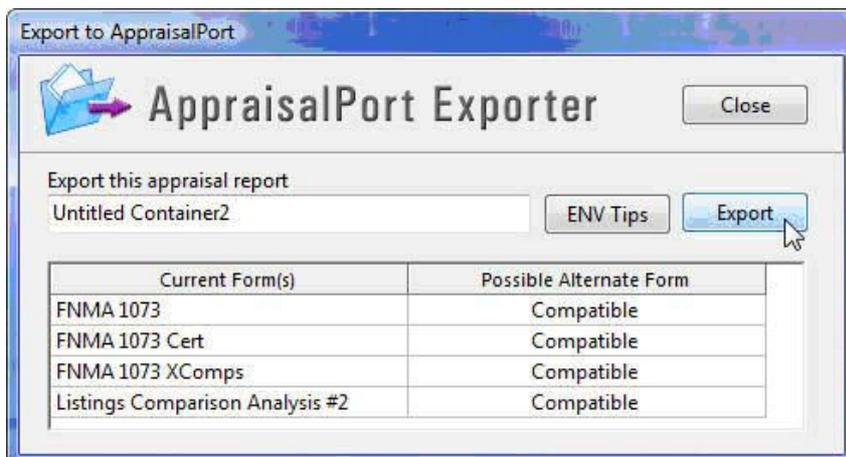
4. Note the Names of the Possible Alternate Forms. Then close the AppraisalPort Export dialog and locate the suggested alternate form in the ClickFORMS Forms Library.

5. See if the alternate form will work for you. (If you press the CONTROL key as you double-click on the form, it will open up in its own container.) See if the form is a good substitute for the form you are currently using. If it is, the next step is to substitute it for the one in the report. Here's how to do that.

6. If you have the Alternate Form container open, close it. Do not save it. Now either double-click or drag and drop the Alternate Form from the Forms Library into your report. It will be appended at the bottom of the report if you double-click; you can insert it where you want it, if you drag it into Page Manager area of the container. The information will automatically populate the new form. Insure all data has been transferred into it.

7. Once you have inserted the new "alternate" form and the data has been entered, you can now delete the other "non-compatible" form from the report.

8. Select AppraisalPort Exporter and it should now look like this with all the forms in your report having 1-to-1 compatible forms on the AppraisalPort side.



## How to Check If Your Report Has Been Correctly Converted

When the FNC Enveloper window is displayed, the data conversion process has been completed. Now you need to check that the conversion process was performed successfully. Here is how to do it:

1. As shown in the image below, in the upper-left hand area, you will see two window controls. #1 is a splitter bar. The other (#2) is a pull-down list. This list contains ALL the pages that make up your new "AppraisalPort appraisal".

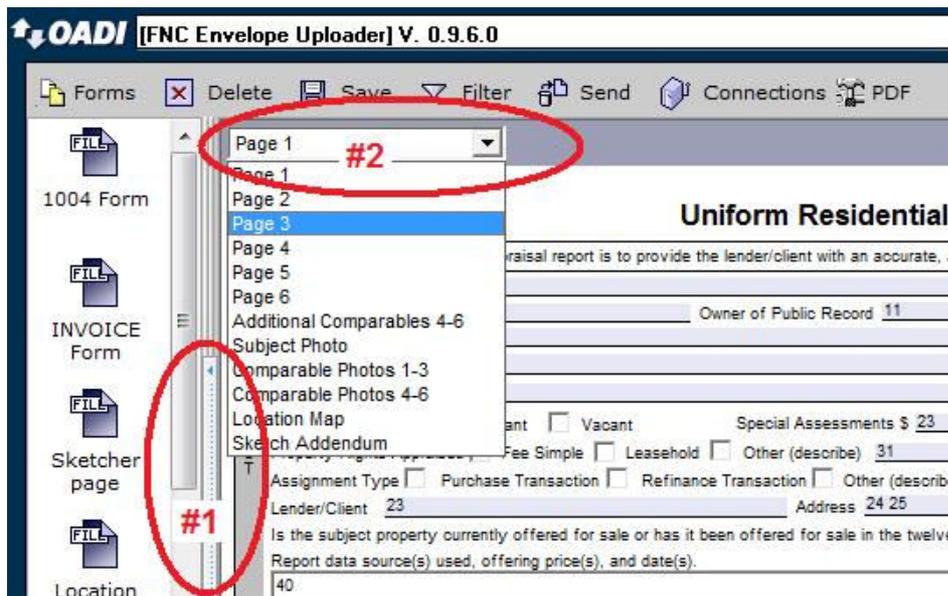
2. Click on the Splitter Bar and drag it to the right to expose the form and page icons. This is how you can check the Invoice. (Note: you need to use a special the AI Ready Invoice. It's found in the AI Ready forms folder in the Forms Library. See list of compatible forms in the next section.)

3. Click on the pull-down list (#2 in the image below). Select the pages to display them one at a time. To start, select "Page 1". Make sure the data in your ClickFORMS report is all there.

2. Next, select "Page 2" and make sure the data is correct.

3. Repeat the above steps for all the pages in your report.

4. When you are satisfied that the report is a correct representation of your appraisal report, you are ready to send it. Click the "Send" button to upload the data.



**List of AppraisalPort Compatible Forms**

This is a list of all the forms in the ClickFORMS Forms Library that are compatible with AppraisalPort forms. To eliminate conversion and incompatibility issues when delivering an appraisal via AppraisalPort, try to use only forms listed below in your appraisal.

<b>ClickFORMS Form Name</b>	<b>Located in this Forms Library Folder</b>
1004	Fannie Mae Forms
1004 Cert	Fannie Mae Forms
1004 XComps	Fannie Mae Forms
1004C	Fannie Mae Forms
1004C Cert	Fannie Mae Forms
1004C XComps	Fannie Mae Forms
1004D	Fannie Mae Forms
1004MC	Fannie Mae Forms
1025	Fannie Mae Forms
1025 Cert	Fannie Mae Forms
1025 XComps	Fannie Mae Forms
1025 XRentals	Fannie Mae Forms
1073	Fannie Mae Forms
1073 Cert	Fannie Mae Forms
1073 XComps	Fannie Mae Forms
1075	Fannie Mae Forms
1075 Cert	Fannie Mae Forms
1075 Xcomps	Fannie Mae Forms
2000	Fannie Mae Forms
2000 Cert	Fannie Mae Forms
2000 Xcomps	Fannie Mae Forms
2000A	Fannie Mae Forms
2000A Cert	Fannie Mae Forms
2000A Xcomps	Fannie Mae Forms
2055	Fannie Mae Forms
2055 Cert	Fannie Mae Forms
2055 Xcomps	Fannie Mae Forms
2090	Fannie Mae Forms
2090 Cert	Fannie Mae Forms
2090 XComps	Fannie Mae Forms
2095	Fannie Mae Forms
2095 Cert	Fannie Mae Forms
2095 Xcomps	Fannie Mae Forms
Listings Comparison Analysis #2	Fannie Mae Forms

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Condo 465A	Residential
Condo '94	Residential
Condo XComps	Residential
FMAC 2070	Residential
FNMA 1004C	Residential
FNMA 1075	Residential
FNMA 2045	Residential
FNMA 2045A	Residential
FNMA 2045B	Residential
FNMA 2055	Residential
FNMA 2055 XComps	Residential
FNMA 2065	Residential
FNMA 2075	Residential
Mobile Home	Residential
URAR	Residential
URAR XComps	Residential
Comparable Rent	Income
Income 2-4 Units	Income
Income 2-4 X Rentals	Income
Income 2-4 XComps	Income
Income 2-4 XListings	Income
Income 71A ('98)	Income
Income 71B	Income
Operating Income Statement	Income
Review 2000 '02	Review
Review 2000 XComps	Review
Review Certification	Review
Review Short 2006	Review
Review Short Comparable Sales	Review
Land Appraisal	Land
Land XComps	Land
ERC Report 2003	ERC
HUD 92564-CN 12/04	HUD
HUD 92564-HS '03	HUD
HUD 92564-VC '03	HUD
HUD Compliance Inspection	HUD
Environmental Compliance Record	Environmental
Wells Fargo RVS Desktop	Summary
Desktop Valuation XComps	Inspections- Valuations
Homefocus Desktop Valuation	Inspections- Valuations

Homefocus Desktop XComps	Inspections- Valuations
Manufactured Housing Inspection	Inspections- Valuations
TSI Restricted Use	Inspections- Valuations
Wachovia Desktop Valuation Analysis	Inspections- Valuations
AI Residential Summary Appraisal	Archive
AI Residential Summary Appraisal.	Archive
AI Residential Summary Appraisal	Archive
AI Residential Summary Xcomps	Archive
AI Residential Summary Xrentals	Archive
AI Residential Summary Xsites	Archive
ERC Report '01	Archive
FEMA Flood 10-02	Archive
FEMA Flood 12-05	Archive
Homefocus Desktop Valuation	Archive
HUD 92564-CN '04	Archive
HUD 92564-VC '99	Archive
Market Conditions Summary	Archive
Review 2000 '90	Archive
AI Ready Invoice	AI Ready
Compleioin Certificate #2	AI Ready
Completion Certificate w/ROV	AI Ready
FIRREA Certification	AI Ready
GreenPoint 2000	AI Ready
GreenPoint Desk Review	AI Ready
GreenPoint Limiting Conditions A	AI Ready
GreenPoint Limiting Conditions B	AI Ready
Washington Mutual WFTR	AI Ready
Washington Mutual WLTR	AI Ready
Market Conditions Summary	RELS
RELS Land Appraisal Report	RELS
Appraisal Identification '06	Addendums
Appraiser Disclosure Statement	Addendums
Building Area Addendum	Addendums

Condominium Project Addendum	Addendums
Earthquake Addendum	Addendums
Environmental Addendum	Addendums
FEMA Flood 12-08	Addendums
Multi Purpose Supplemental Addendum #2	Addendums
Pre-Foreclosure Addendum	Addendums
Summary Of Salient Features	Addendums
Supplemental Reo	Addendums
Supplimental REO 2008	Addendums
Statement Of Lim. Cond./Appraiser'S Cert.	Appraiser's Certification
USPAP Compliance (Fill-In)	Appraiser's Certification
USPAP Compliance 2001	Appraiser's Certification
Comments Legal	Comments
Comments Untitled Legal	Comments
Exhibit Legal	Exhibits
Exhibit Letter	Exhibits
Map Community	Maps
Map Flood	Maps
Map Land Sales	Maps
Map Land Use	Maps
Map Listings	Maps
Map Location	Maps
Map Location w/ Addresses	Maps
Map Neighborhood	Maps
Map Plat	Maps
Map Plat w/ Comment	Maps
Map Regional	Maps
Map Rentals	Maps
Map Sales	Maps
Map Site	Maps
Map Survey	Maps
Map Untitled Legal	Maps
Map Untitled Letter	Maps
Map Zone	Maps
Photo Comps XXX	Photos
Photo Comps XXX Lg	Photos
Photo Listings XXX	Photos
Photo Listings XXX Lg	Photos

Photo Rentals XXX	Photos
Photo Rentals XXX Lg	Photos
Photo Single 2-Photos	Photos
Photo Subject - 2 Photos	Photos
Photo Subject Lg	Photos
Photo Subject Lg Extra	Photos
Photo Untitled	Photos
Photo Untitled Lg	Photos
Photo Subject	Photos
Photo Subject Xtra	Photos
Sketch	Sketch
Sketch Commercial	Sketch
Sketch Letter	Sketch
Sketch Letter No Header	Sketch
Sketch W Location Map	Sketch

**Additional AppraisalPort / Envelope Uploader Support**

**FNC Customer Support: 1-888-963-3330**  
(Monday through Friday, 7 AM to 7 PM Central).

Instructions for creating a PDF from the FNC ENV Uploader  
<http://www.aiready.com/generatepdfinstructions.htm>

AI Ready & AppraisalPort Frequently Asked Questions  
[https://www.aiready.com/app/app\\_faq.asp](https://www.aiready.com/app/app_faq.asp)