



Vendor Management System

NEW VENDOR APPLICATION TOUR





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Welcome to Xome! Thank you for showing interest in joining our team!

- You should receive a follow-up email from notification@xome.com later today or within 24 hours.
- Below is an example of the email you will receive:

Greetings April!

We would like to introduce you to the new on-line Xome Vendor Network – The Vendor Management System. As a valued Xome partner Appraiser, you will now be able to review and manage your contact information and certification through our new on-line portal.

Please take a few minutes of your time to register on the [Vendor Portal](#). We ask that you review your name, contact information and any other data to be sure that all entries are most current and accurate. Should you need to make any changes, you will be able to do so directly on the Xome Vendor Portal.

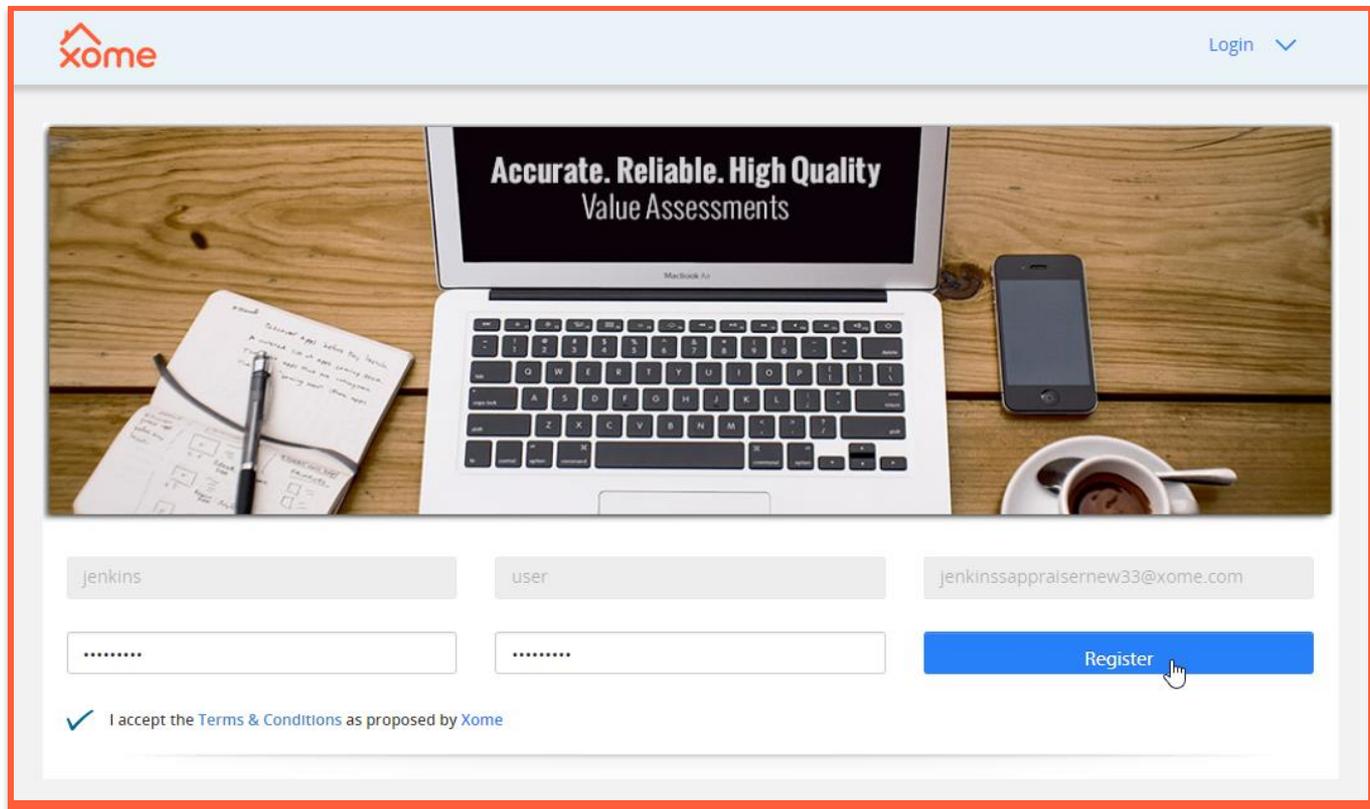
We look forward to partnering with you. If you have any questions or need additional information, then please feel free to contact us at any time.

Best regards,
Xome
Vendor Certification Team

This is a system-generated e-mail. Please do not reply to this e-mail account. If you need any further clarification, you may contact us at VendorCertification@xome.com

Once you receive the email...

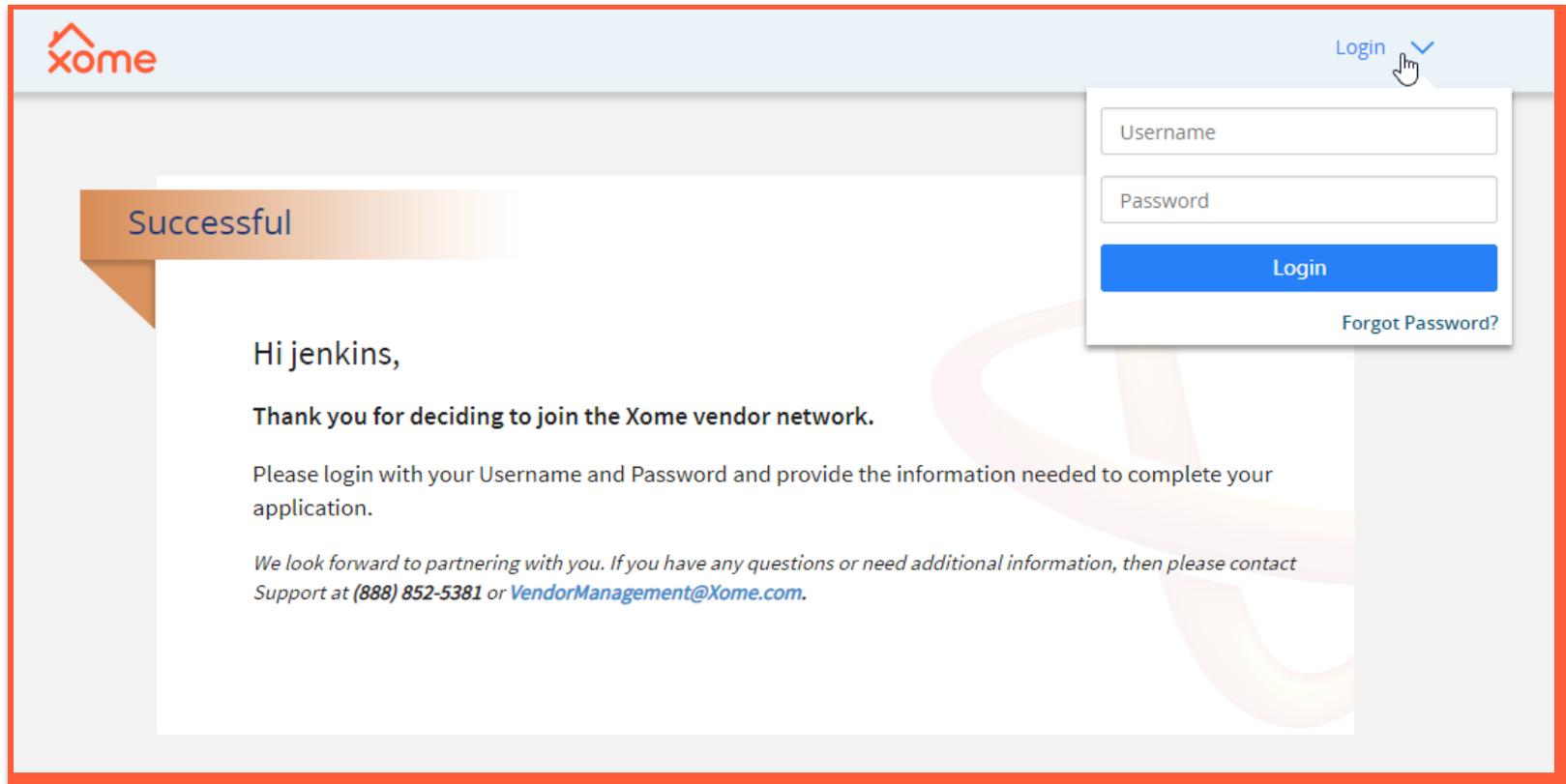
- Select the **Vendor Portal** link which will direct you to the registration page.
- You must create a **Password**, check the **Acceptance** box, then select **Register**.



The screenshot shows the Xome Vendor Registration page. At the top left is the Xome logo, and at the top right is a "Login" link with a dropdown arrow. The main content area features a background image of a laptop displaying "Accurate. Reliable. High Quality Value Assessments" on its screen, with a notebook, pen, smartphone, and coffee cup on a wooden desk. Below the image are three input fields: the first contains "jenkins", the second contains "user", and the third contains "jenkinssappraisernew33@xome.com". Below these are two password fields, both containing "*****". To the right of the password fields is a blue "Register" button with a mouse cursor hovering over it. At the bottom left, there is a checked checkbox and the text "I accept the Terms & Conditions as proposed by Xome".

You should now see a confirmation page like the one below...

- Select the **Login** arrow at the top right of the page, then after inputting your *Username* (email address) and *Password*, select **Login**.



Successful

Hi jenkins,

Thank you for deciding to join the Xome vendor network.

Please login with your Username and Password and provide the information needed to complete your application.

We look forward to partnering with you. If you have any questions or need additional information, then please contact Support at (888) 852-5381 or VendorManagement@Xome.com.

Username

Password

Login

[Forgot Password?](#)



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Next up are the Xome Code of Conduct, Engagement, and Process & Procedure Agreements...

For each agreement:

- You must scroll to the bottom of each
- Check the box
- Enter your first/last name & date
- Select **Submit** on the bottom right.

IN WITNESS WHEREOF, Appraiser has caused this Agreement to be executed by its duly authorized officer or representatives effective as of the date, which will be signed below.

By Clicking here, the Applicant agrees to meet all expectation to application and agrees to full compliance with the above stated xome Appraiser Engagement Agreement

First Name * Last Name * Signed date * 

Process And Procedure Agreement [Download Process And Procedure Agreement](#)

realtor or builder. **Obtaining entry to a property by a minor is strictly forbidden.** If the only person present is not of legal age, the appraiser should leave the premises immediately and contact our company to communicate this and set up a new appointment time.

Trip Fees: Appraisal requests can be cancelled by the lender at any time, regardless of degree of completion. Payment and amount of trip fees on cancelled orders is typically determined by each lender and is included in order engagement letters. Trip fee requests can be emailed to vendormanagement@Xome.com for discussion. Escalation to this folder does not guarantee request approval. Submission of this application indicates comprehension and acceptance of the policy.

By Clicking here, the applicant agrees to meet all expectations to the application and agrees to full compliance with the above stated Xome Appraisal Process and Procedure.

First Name * Last Name * Signed date * 



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And now the application...

- Mandatory fields are identified with a red asterisk (*).
- You can save your information at any time by selecting **Save** on the bottom left of each page.
- Once all required fields are completed, select **Continue** on the bottom right.
- Be prepared to upload the following items in **PDF** format (file size should be 2MB or less):
 - ✓ License
 - ✓ E&O Insurance declaration page
 - ✓ W-9
 - ✓ Copy of Driver's License or photo ID
 - ✓ Resume

The screenshot shows a web form titled "License - 1" with a link to "Add another license". The form contains several required fields marked with a red asterisk (*):

- License Type ***: License Type (dropdown menu, selected: Licensed Appraiser)
- License Number ***: License Number (text input, value: 8675309)
- License State ***: License State (dropdown menu, selected: PA)
- License ***: License (file upload area, selected: Xome Colors.pdf, with an upload icon and the note "* Upload PDF file only")
- License Expiration Date ***: License Expiration Date (text input, value: 12/31/2018, with a calendar icon)
- FHA Approved ***: FHA Approved (dropdown menu, selected: No)
- VA (Veterans Affairs) ***: VA (Veterans Affairs) (dropdown menu, selected: No)
- USDA ***: USDA (dropdown menu, selected: No)
- ManufacturedHousing ***: ManufacturedHousing (dropdown menu, selected: No)
- > 1 Million ***: > 1 Million (dropdown menu, selected: No)
- Have you ever been disciplined by a state appraisal board, state real estate agency, or any other regulatory agency? ***: A dropdown menu with "No" selected.

Below these fields is a section for "Expertise" with a help icon and a list of checkboxes:

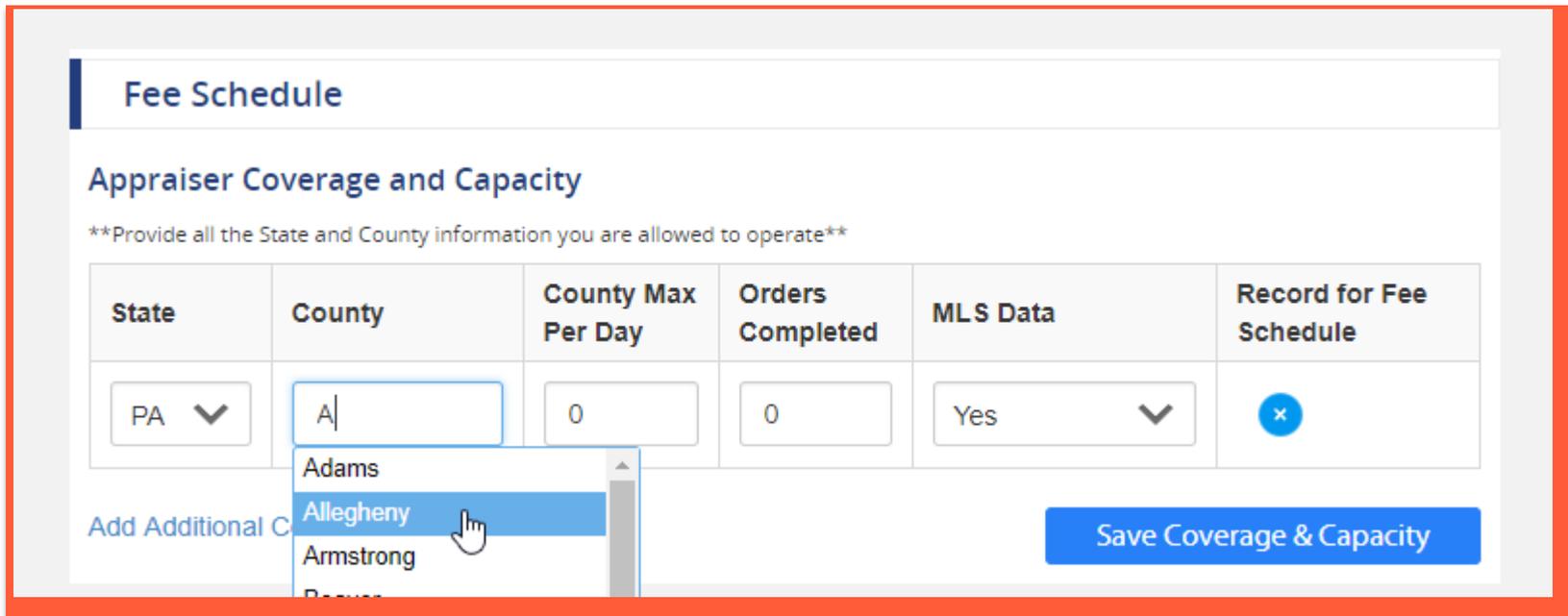
- Green Properties
- High Value
- Manufactured Homes
- New Construction

To the right of the expertise list is a text input field labeled "Others(Please Specify)".

At the bottom of the form are two buttons: "Save" on the left and "Continue >>" on the right.

Coverage and capacity...

- **State:** select the appropriate state from the State dropdown
- **County:** begin typing the county, then select it from the pre-populated list
- **County Max Per Day:** how many orders can you take per day?
- **Orders Completed:** how many orders have you completed historically?
- **MLS Data:** select Yes or No



Fee Schedule

Appraiser Coverage and Capacity

Provide all the State and County information you are allowed to operate

| State | County | County Max Per Day | Orders Completed | MLS Data | Record for Fee Schedule |
|-------|--------|--------------------|------------------|----------|---|
| PA | A | 0 | 0 | Yes |  |

Add Additional C

Adams
Allegheny
Armstrong
Butte

Save Coverage & Capacity

Coverage and capacity...

- Select **Add Additional Coverage** to add additional counties.
- Once all counties have been listed, select **Save Coverage & Capacity**
- **Record for Fee Schedule:** check the box for the appropriate county to add fees & products for that county

Fee Schedule

Appraiser Coverage and Capacity

Provide all the State and County information you are allowed to operate

| State | County | County Max Per Day | Orders Completed | MLS Data | Record for Fee Schedule |
|-------|-----------|--------------------|------------------|----------|-------------------------------------|
| PA ▾ | Allegheny | 2 | 200 | Yes ▾ | <input checked="" type="checkbox"/> |
| --- ▾ | | | | Yes ▾ | <input checked="" type="checkbox"/> |

[Add Additional Coverage](#)
Save Coverage & Capacity

Appraiser Coverage and Capacity

Provide all the State and County information you are allowed to operate

| State | County | County Max Per Day | Orders Completed | MLS Data | Record for Fee Schedule |
|-------|-----------|--------------------|------------------|----------|--|
| PA ▾ | Allegheny | 2 | 200 | Yes ▾ | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |
| PA ▾ | Butler | 2 | 100 | Yes ▾ | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Select to provide fee schedule



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Fee schedule...

- Enter your fee for each product you are willing to complete.
- If you don't complete a product, keep the fee at \$0.00 for that product.
- Select **Save** to save fees & products.
- Select **Continue** when finished.

A screenshot of a form element. It features a text input field containing the value "\$0.00". Below the input field are two blue buttons: "Save" and "Continue >>". The entire form element is enclosed in a red border.

Fee Schedule

****Please enter Zero "0" if anyone does not apply****
The Fee Schedule represent the values of the only state/county that is being selected above.

State: PA - Pennsylvania
County: Allegheny

| | |
|---|-----------|
| Uniform Residential Appraisal Report SFR 1004 1004 | \$ 300.00 |
| Exterior-Only Inspection Residential Appraisal Report Exterior-Only 2055 2055 | \$ 200.00 |
| Individual Condominium Unit Appraisal Report Condo 1073 1073 | \$ 300.00 |
| Small Residential Income Appraisal Report Multifamily 1025 1025 | \$ 400.00 |
| FHA Uniform Residential Appraisal Report FHA SFR 1004 1004 | \$ 350.00 |
| Appraisal Update and/or Completion Report Reinspection 1004D 1004D | \$ 150.00 |
| Appraisal Update and/or Completion Report Final Insp 1004D 1004D | \$ 150.00 |
| Appraisal Update and/or Completion Report Apprsl Update 1004D 1004D | \$ 150.00 |
| One-Unit Residential Appraisal Field Review Report Field Review 2000 2000 | \$ 300.00 |
| Residential Appraisal Review Short Form Desk Review 2006 2006 | \$ 0.00 |
| Individual Cooperative Interest Appraisal Report Cooperative 2090 2090 | \$ 0.00 |
| REO Single Family Interior REO 1004 1004 | \$ 350.00 |



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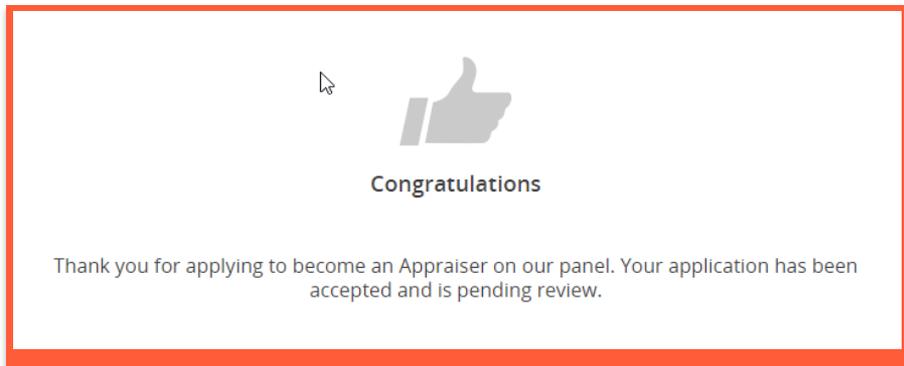
- Read the acknowledgment, then select **I Accept** and **Submit**.

Submit

I confirm that all questions have been answered truthfully, and I understand that not answering these questions truthfully may result in my immediate termination. I also acknowledge that Xome, and its affiliates collectively, make no assurance whatsoever regarding any future engagement.

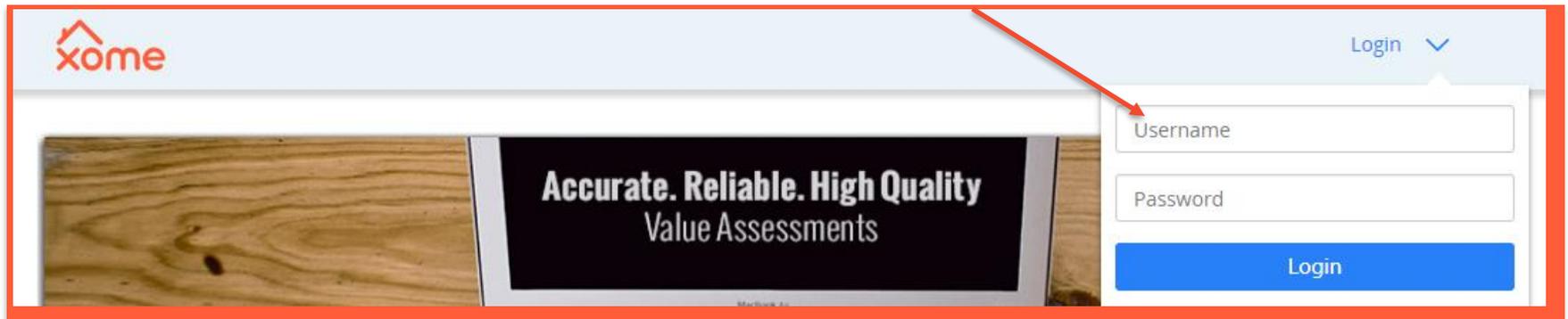
I Accept *

- If you see this message, *you're done!*



If you've logged into the application at least once, but need to get back in so you can provide additional information...

- The application website is: <https://vendors.solutionstar.com/>
- Your username is your email address & your password is the one you created (*if you don't remember, let us know & we'll reset it*).



- Be sure to select **Submit** or **ReSubmit** when you are done.

THANK YOU.

