

## How to Use the Appraisal Firewall Signup Links

### Rotation Manager Instructions

Many Rotation Managers add to their list of “Managed Users” – or, users setup beneath the Rotation Manager – on a ongoing basis. Continuously authorizing new users for Appraisal Firewall access can be time-consuming, and we’re sure you’d rather spend your time on other things.

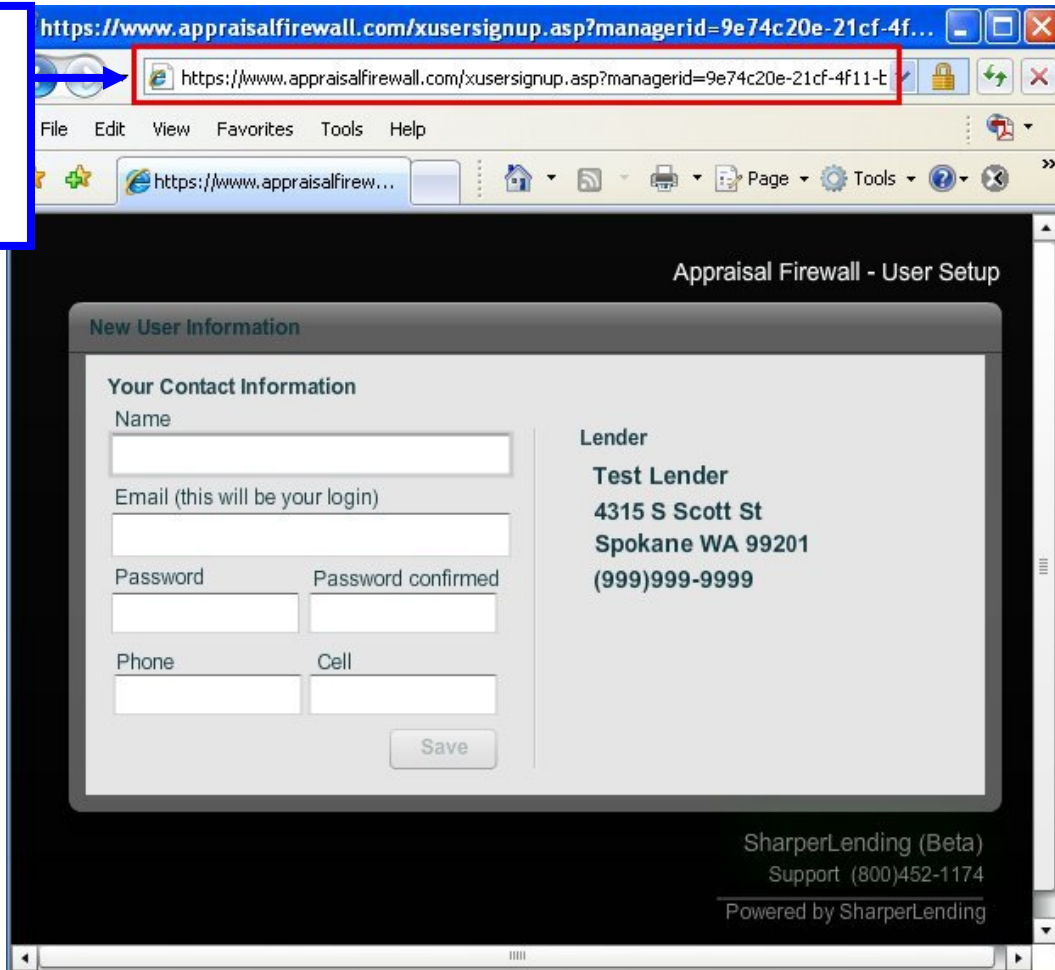
Appraisal Firewall offers Rotation Managers a solution: you can provide your users a link that lets them signup under your Rotation Manager on their own. This lets you spend less time setting up your users in Appraisal Firewall.

Follow these quick instructions to do this. *Note: you may want to include your web site manager or appropriate technical staff member to make changes to your web pages.*

1. Login to Appraisal Firewall with Rotation Manager credentials, then click **My Users**.
2. On the My Users screen, click the **Options/Rights** button, then locate the **Signup Link** and **Order Link** buttons at the bottom of this screen.
3. Click the **Signup Link** to view the screen that your clients will use to signup.
  - a. **To get a copy of this link to put on your web site**, select on the entire URL, then copy and paste it (the entire string of text) into the code on your web site as a hyperlink reference to “Signup to order appraisals here.” See example here (this is what the code will look like in a typical HTML environment):

```
<a href=" https://www.appraisalfirewall.com/xusersignup.asp?managerid=9e74c20e-21cf-4f11-bcca-c55c57915b82&lenderid=b4440638-8735-4b4b-919a-20d8854b93ab">
```

Copy and paste the entire URL here to link from your web site to this page, or to send in an email.



- b. **To get a copy of this link to send in an email**, select on the entire URL – the same URL as that highlighted in the screen above – then copy and paste it (the entire string of text) into a blank email. Direct the email recipient to click the link and enter their information to signup.
4. **Optional:** if you want to include a link directly to Appraisal Firewall on your web site, from the My Users screen, click the **Order Link** button.
  - a. When the resulting page opens, select on the entire URL, then copy and paste it (the entire string of text) into the code on your web site as a hyperlink reference to “Place Appraisal Order Here” (or some similar text).