

# Standard Appraiser XSites

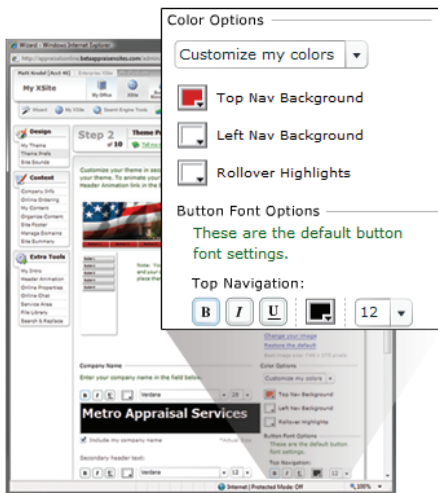
Get your business on the web, work with AMCs, and capture new clients

## Connect to more clients

- Get listed on the Mercury Network for full fee orders from lenders using our HVCC compliant appraisal management system
- Connect to national clients such as FiServ, Southwest Financial, RELS, PCV/ Murcor and other XSite partners
- Delivery plugins securely send a PDF accompanied by XML tracking data
- Compatible with appraisal report files from WinTOTAL, Day One, Appraisal Studio, Bradford, SFREP and WCA
- Client-specific review rules are run on your desktop prior to delivery to prevent you from having to resend
- Includes a plugin to convert WinTOTAL files to AI Ready, complete with an audit of which pages were sent

## Professional looks and easy to use features

- Register your own domain (.com) or easily transfer your own, for free



- Wizard driven interface lets you change themes, colors, graphics, and more without any knowledge of web programming or layout – just select options from the on-screen options and see immediate results

- Attractive mix of colors, graphics, button and navigation bar styles, with every single element customizable
- Easily incorporate your logo, photo, company name and company slogan into your site design for an even more personalized look
- Fill the browser width with tiled background images, solid colors or upload your own site background image for added customization
- Easy to understand statistics show the pages getting the most hits, what sites are referring visitors to your XSite and how many new and returning visitors are hitting your site
- No software to install since all website administration is done through your Internet browser

## Adding rich, engaging site content is a snap

- Hundreds of pre-written pages included to educate your customers on topics such as estate appraisals, assessment appeals, expert witness, foreclosures, appraisal licensing, ethics and more
- Home page “starters” for different business types with content for specific cities — no starting from scratch
- Customize any pre-written page using our word processor-like editor complete with image library, font controls, spell check and more
- Use “dynamic content” on any page to add a sidebar containing a news feed, external links, lead capture forms or any custom content you create
- Copy and paste content from your old site right into your XSite pages without having to retype anything
- Easily edit your page tags and keywords to make your site even more search engine friendly

## Online order management

- Integrates with WinTOTAL so orders come straight to the appraisal desktop, status messages can be sent while filling out the form and delivery is as easy as clicking “Send”
- XSite users not using Aurora have the XSite Order Manager application to manage XSite orders
- Orders can also be managed by directly logging into your XSite
- Define your own products and default prices to auto-fill your order form
- Customize product list and prices on a client-by-client basis if desired
- Routing features allow reports to be instantly assigned to other appraisers
- All communications are securely logged with the order
- Secure client area for them to view order history and previous report PDFs
- All parties can send secure messages pertaining to an order and upload attachments to an order
- Clients can see current invoices and recent payments
- Even when clients don't use the order form, status messages are sent via e-mail to the client

## Business management

- Run reports to track productivity, workload, appraiser fee split payments, and more, and create detailed account statements to send to clients
- All reports can be saved as a PDF straight from the XSite
- Send invoices directly from your website without having an invoice in your actual report
- Track appraiser payments and enter client payments online

## CertMail with SureReceipts

- E-mail address tied to your XSite domain is more professional than using an address from a free service like Yahoo or Google or even your ISP. (Think orders@metroappraisals.com vs. JoeAppraiser@yahoo.com)
- SureReceipts system allow you to send attachments up to 25 MB, bypassing size limitations by sending a secure link to download the document, rather than the document itself
- You receive confirmation both when the message is opened and when the attachment is downloaded

## Support, service, and training

- 24 x 7 x 365 live tech support based in Oklahoma City, Oklahoma
- Pre-recorded webinars so you can watch and learn at your convenience
- Live, interactive webinars allow for hands on help and real time Q&A
- Short, topical tips and tricks are always updated at alamode.com
- Dedicated, on-site, secure servers monitored 24 x 7 x 365 for maximum security and performance

## XSites Network directory ([www.XSitesNetwork.com](http://www.XSitesNetwork.com))

- Optimized and highly ranked to help drive traffic to your XSite
- The XSites Network generates tens of thousands of hits per month to individual Appraiser XSites

## AMC and lender delivery plugins

Your XSite includes desktop delivery tools, called “plugins”, that enable you to expand your client base by delivering reports in a format compatible with the systems of many national companies. In a typical 12-month period, nearly 1,000,000 appraisal orders are delivered through XSite plugins!

- ACS (a division of ValueIT)
- GAC, Integrated Loan Services, Fiserv
- BCE Emergis, Cendant, PHH, Stars

- Currently available to existing STARS appraisers only
- Lenders Financial Services [www.golenders.com](http://www.golenders.com)
- Citizen’s Bank and other lenders using RealEC technologies
- RELS/ValueIT, Wells Fargo
- Quantrix/Chase
- Southwest Financial
- Any client using the “AI Ready” format such as GAC, Bank of America and others listed in the FAQ at [appraisalport.com](http://appraisalport.com)
- PCV/MURCOR

## General questions about Appraiser XSites

### How much time is it really going to take to setup an XSite?

About 30 - 45 minutes to get a basic XSite up and running. But you’ll want to spend time doing further refining and customization as you go since it’s so simple to do and it makes your site truly unique.

### Can I pick which content pages I want displayed on my XSite (PMI, What is an appraisal, etc.)?

Sure, because you’re in control of every page. Step 7 of the XSites Wizard deals specifically with adding pages and editing content.

### How is my data transferred to the content pages?

The XSites Wizard prompts for things like coverage areas, fees, etc. and also draws from some information on your XSites Network profile.

### Can I add links to my XSite?

Absolutely! You can add as many links as you want. Just as long as the links meet our Acceptable Use Policy, which is to say they are legal and not pornographic or offensive in nature.

### How will I be able to accept orders through this site from existing clients?

Your XSite gives you an online order form (you just activate it in Step 6 of the XSites Wizard) that clients and consumers simply

fill out. Your XSite then sends you an e-mail letting you know an order has been placed. Then using the accompanying XSite Order Manager software, you can export the order into your appraisal software so you don’t have to retype any of the information.

Note: If you’ve got WinTOTAL Aurora installed, you don’t have to export the order information at all. WinTOTAL’s new Tracking PowerView automatically connects to your XSite and pulls down new orders when you start WinTOTAL.

### Will my clients be able to check the status of each order?

Yes. Your clients will each have their own unique and secure login area on your XSite where they can check their order status, order details, and even download their completed reports.

### How do my clients use my XSite?

All your clients need to do is click on the Client Login button on your XSites home page. From there they’ll log in to place orders, check status, and retrieve completed reports.

### How are orders tracked?

Online ordering for your XSite is powered by the XSites Network order engine so you must have an XSites Network profile set up. Orders placed on your XSite are e-mailed directly to you. You can then log into your XSites administrative area to view and manage your orders. For WinTOTAL Aurora users, you’ll manage and track orders from the Business Management area of your XSite. If you don’t use WinTOTAL Aurora, you’ll manage and track orders from your XSite.

Your clients are able to log into their own secure area of your XSite to view and manage their orders too. Status messages can be sent during the entire process and you can easily upload your completed report to your XSite for clients to retrieve.

### Is there a charge when I make changes to my XSite?

You can make changes any time, for free.

## Questions on XSite Business Management (Aurora only)

### Why use XSite for billing and tracking?

It makes it easier for you to run your business any time, anywhere. Plus we can add more of the features and capabilities you've been asking for in a web environment. Using your XSite, you can work with remote appraisers because your billing information isn't tied to your WinTOTAL PC. Office managers can handle all your billing, create and assign orders all without having WinTOTAL installed.

Also, reports can be automatically uploaded to your XSite regardless where they were started. Your new Business Management dashboard lets you quickly see a summary of your business and generate reports for more details, see key performance indicators, invoice overviews, accounts receivable, and more.

### Can I import XSite orders into WinTOTAL?

Aurora automatically connects to your XSite and downloads new orders into WinTOTAL for you. You can also click "XSite Sync" in the Appraisal Desktop to manually download orders from your XSite.

### Where did my XSite Order Manager go?

It's integrated directly into Aurora. You don't ever have to leave your report to check on how many orders you've completed, send status, or check progress. Just look in the Tracking pane in the lower left corner of your Appraisal Desktop to check on your orders and their status.

### Can I enter orders for my clients?

All you need to do is select the client in your order form. If you've configured WinTOTAL to automatically synchronize with your XSite, the order will appear just as if the client logged into your site and placed the order themselves. You can also create an XSite login account for your client as described above.

### Do I need to enter orders on my XSite to be able to track them?

No. Aurora's Order PowerView can automatically push all orders to your XSite. This saves you from re-keying data and your orders are all on your XSite.

### Can I track orders without an XSite?

Yes. Just clear the checkbox in the Order PowerView options for XSite integration. The Tracking pane in your Appraisal Desktop has a filter that lets you see WinTOTAL orders only, XSite orders only, or all orders so they're easier to manage.

### Where do I set up fee tables and splits?

This is in the Business Management section of your XSite. Go into the Business Management part of your XSite.

### How do I run a management report?

This is in the Reporting section of Business Management in your XSite.

### Can I make XSite accounts for my clients?

Yes. In WinTOTAL, open the contact record for your client, and enter a username and password for them.

### Can I send status messages to clients?

You can send status from within WinTOTAL or your XSite. As long as you have the XSite integration enabled, the status will be updated automatically in both places.

### How do I keep appraisers from seeing each others' orders and invoices?

This is configured in the User Management area of your XSite. Only users with "Order Management" enabled will be able to see orders other than their own. Likewise, only users with "Accounting" enabled will be able to create invoices and run reports.

### How do I enter payments for orders?

There are several ways to do this. You can enter them into the Order PowerView in WinTOTAL, or you can right-click the report from your File Cabinet and choose "Mark as paid". Or when viewing invoices under your XSite's Business Management, click the Enter Client Payments link. You can also edit any invoice when viewing an order on your XSite and enter payments.

## Questions about your XSite's domain name(s)

### Who owns my Appraiser XSite domain name (my ".com")?

When you create your Appraiser XSite and choose a new domain name (ex. floridaappraiser.com), we register it for you

automatically. The domain name is yours and is registered in your name.

As is standard with web hosting services, we maintain the technical aspects of your domain, which allows us to renew it automatically each year and deal with the other technical routing issues. However, you're the designated admin and billing contact. This means if you ever decide to host your website with another company, you can take your domain name with you.

If you already own your own domain name and wish to use it with your XSite, that's no problem. You'll just continue to renew your domain name ownership with the company you bought it from.

### How do I check to see if the domain name I want is available?

In the XSite design wizard, simply type in any name you want and it checks instantly to see if it's available. If it is, it will allow you to register it. If not, you'll need to try choosing a different name.

### Will my XSite be found in search engines such as Google™ and Yahoo!®?

We submit your site to major search engines automatically, along with your description and keywords (we also provide a list of metatags and keywords and include those in your pages automatically, so the "spider" search engines pick them up).

### Will I be able to tell how many "hits" or visitors have been to my XSite?

Yes. Just click the XSite icon at the top of your screen after logging into your site, and then click the Statistics icon.

### How do I use my current domain?

All you need to do is have your registrar redirect your domain name to our servers. Since we don't own your domain name, we can't legally do this for you. But it's free, and your registrar will be happy to do it for you. Our XSite Wizard will tell you exactly who to call and what information you'll need to provide.

### How many domain names can I have?

Unlimited The XSite Wizard currently only supports registering one, but we'll be adding the capability to register multiple domains soon.