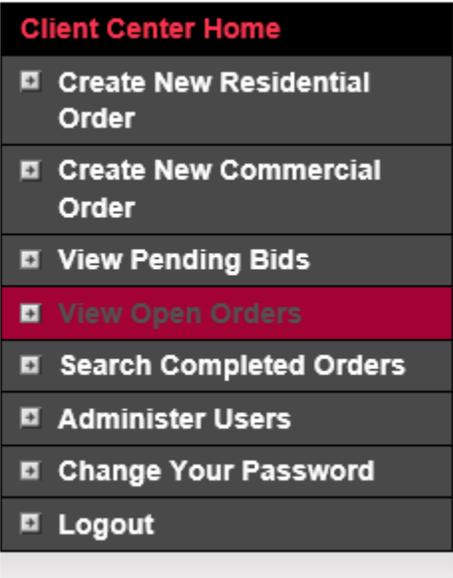# Uploading Documents After an Order is Placed

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The system will allow you to upload up to 3 documents at the time you are placing an order. If you have additional documents to be uploaded, here are the steps to take:

Important note – do not hit the back button on the browser to go back to upload documents.

1.) Click the "View Open Orders" menu link:

2.) Navigate to the "Attach a file" link that corresponds to the order they want to upload to:

3.) Scroll to the bottom to attach a file:

| Attach File | Please only attach documents that the appraiser needs to develop a complete and accurate appraisal report. Documents containing any information that could influence the development, reporting, result or review of an appraisal should not be included as they are a violation of appraisal independence.

Select a file type... ▾

[　　　　　　　] Browse...　Attach |

The user will get confirmation the document was attached successfully.

The example here shows that "Flood.pdf" was attached to this order.

Welcome to the Dart Appraisal Client Center

Order 25524-000005

Please click the upload button once and be patient.
Upload times may vary depending on the time of day and network traffic.
Once your upload begins you can see the progress of your upload by looking at the green progress bar at the bottom right corner of this page. Files should be in PDF format.

"Flood.pdf" has been successfully attached to order 25524-000005.

⊕ **Upload File**

STAGE	1 Received	2 Accepted	3 Scheduling	4 Appt Set	5 Inspected	6 Quality	7 Addendum

Property State	AL
Property County	BALDWIN

4.) Clicking the "View attachments" links in the files section will show all attachments that have been uploaded:

Files	View Attachments	View Reports	View Invoices	View SSRs	View Other

Attach File   Please only attach documents that the appraiser needs to develop a complete and accurate appraisal report. Documents containing any information that could influence the development

11/1/2018 2:20:58 PM

https://www.dartappraisal.com/?Type=Attachment&OrderKey=1001019 - ...   — ☐ ✕

File # 25524-000005

Select a File

25524-000005 CV 39 budget.pdf
25524-000005 Flood.pdf
25524-000005 Truland CV39 WATERCOLOR-SE-L-A A1 Plan.pdf
25524-000005 Truland CV39 WATERCOLOR-SE-L-A A2 Elevation.pdf
25524-000005 Truland CV39 WATERCOLOR-SE-L-A T2 Plot.pdf
25524-000005 Other.pdf
25524-000005 Otherversion2.pdf
25524-000005 Otherversion3.pdf

If your file is not opening correctly please check the following:

Important!
Disable Popup blockers or press and hold down your Ctrl key while clicking on your file above.

If you are still having problems please follow the below instructions.

1. Go to your Windows Start button and navigate to Programs. Find your Adobe Reader Application and select it to open it.
2. Minimize your Adobe Reader application.
3. Log into DartAppraisal.com
4. Navigate back into your Search Completed Orders folder.
5. Scroll down and click on your order number.