



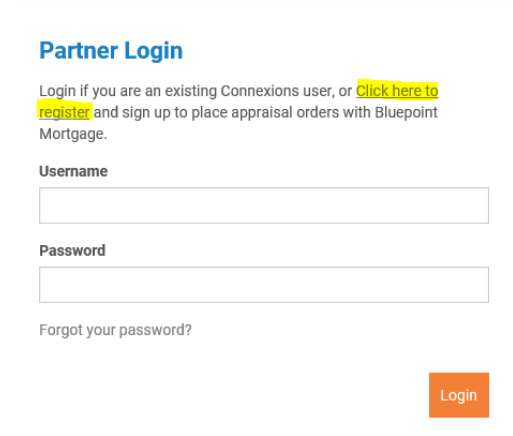
# BLUEPOINT APPRAISAL USER GUIDE

1. Go to URL <https://bluepointmtg.getcnx.com/>
2. On main page, click on “Click here to register”

**Note:** if you have previously registered, you can enter your credentials or click on Forgot your password for assistance.

3. Complete the Broker Registration page

- All fields are mandatory during the registration process.
- Login must be a minimum of 5 characters and alpha-numeric with **ONLY** lower-case letters.



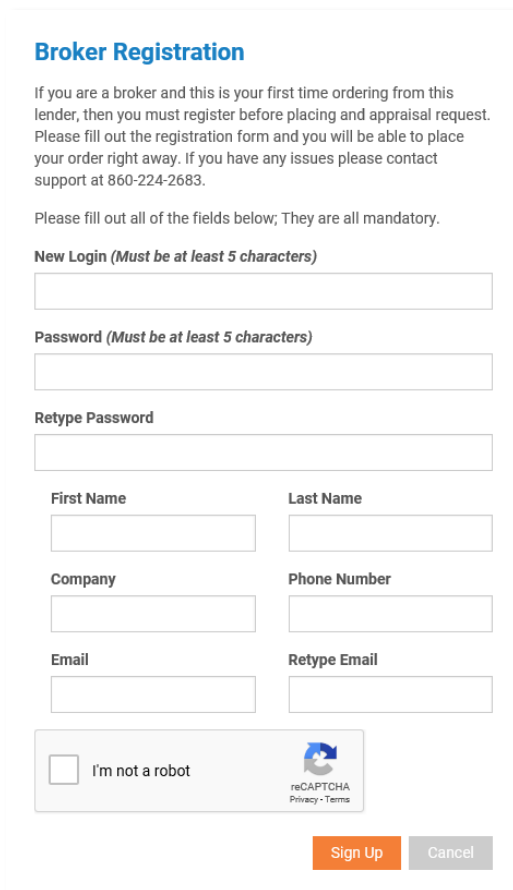
**Partner Login**

Login if you are an existing Connexions user, or [Click here to register](#) and sign up to place appraisal orders with Bluepoint Mortgage.

Username

Password

[Forgot your password?](#)



**Broker Registration**

If you are a broker and this is your first time ordering from this lender, then you must register before placing and appraisal request. Please fill out the registration form and you will be able to place your order right away. If you have any issues please contact support at 860-224-2683.

Please fill out all of the fields below; They are all mandatory.

**New Login (Must be at least 5 characters)**


**Password (Must be at least 5 characters)**

**Retype Password**

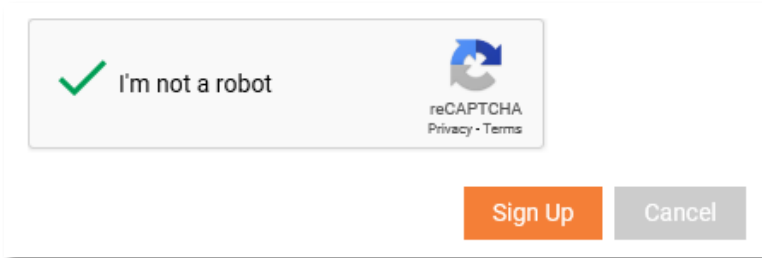
**First Name**  **Last Name**

**Company**  **Phone Number**

**Email**  **Retype Email**

I'm not a robot  [Privacy - Terms](#)

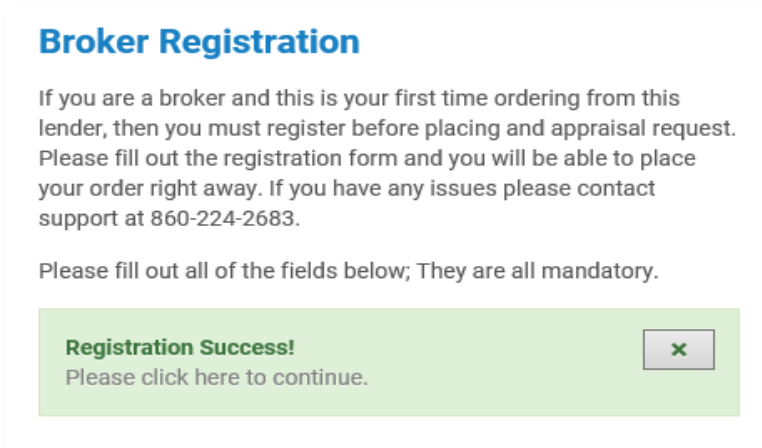
4. Click on Sign Up to complete the registration process.



A reCAPTCHA verification screen. On the left, there is a green checkmark icon followed by the text "I'm not a robot". On the right, there is a reCAPTCHA logo (a blue circular arrow) and the text "reCAPTCHA Privacy - Terms". At the bottom right, there are two buttons: an orange "Sign Up" button and a grey "Cancel" button.

Note: verification through reCAPTCHA is also required to be completed, per their required selections to verify that it's not a bot registering. (i.e click on the boxes that contain a stop light, crosswalk, bus, etc.)

5. Broker Registration Confirmation Screen



**Broker Registration**

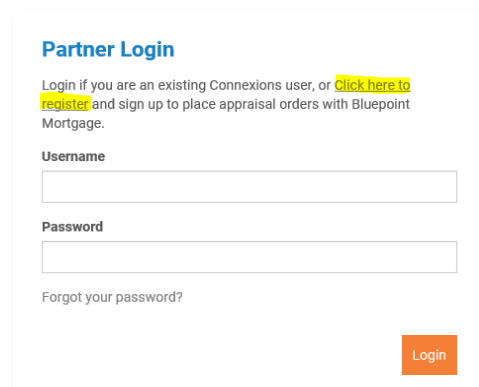
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Please fill out all of the fields below; They are all mandatory.

**Registration Success!**  
Please click here to continue.

A green box with a close button (X) is located at the bottom right of the message.

Once you click on the X to close out the registration screen, you will be prompted to log in with your new Username and Password on the main screen



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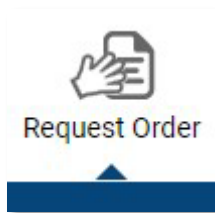
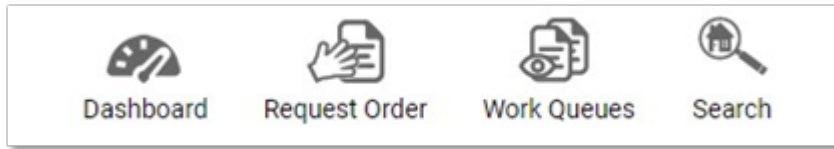
**Username**

**Password**

[Forgot your password?](#)

**Login**

6. After you have logged in, please note the available navigation views at the top of the site.



8. Complete all information marked with a \* during the order process

Property Info

*Please provide the Subject Property Address to be appraised.*

Street Num \*

Street Name \*

Unit Number

City \*

State \*

Zip \*

Purchase Price

(Please enter purchase price on all purchase orders.)

Appraisal Information

*Accurate appraisal details will help ensure an accurate report the first time around.*

Payment Type \*

Transaction Type \*

Occupancy Type \*

Loan Number \*

Loan Type \*  Case Number

Property Type \*

Estimated Market Value

Products\*

Complexity Questions\*

Select a vendor [Click Here](#)

Please be sure to select a vendor under Appraisal Information (1 of our 15 AMC's or VA order)

**Assign Vendor** ✕

Property Address: 555 Main Street, COSTA MESA, CA 92626  
Loan Type: Conventional  
Products: 1004 - Uniform Residential Appraisal Report

**Eligible Vendors for Assignment**

Show 5 entries Search:

Vendor	Vendor Fee	Expected Delivery Date	Status	Unavailable Reason	Select
Nationwide Property & Appraisal Services, LLC	\$535	Not available	Available		<input type="radio"/>
Property Rate, LLC	\$500	Not available	Available		<input type="radio"/>
Rapid Appraisal Management System	\$500	Not available	Available		<input type="radio"/>
SoCal Direct, Inc.	\$475	Not available	Available		<input type="radio"/>
Trends Appraisal Management	\$505	Not available	Available		<input type="radio"/>

Previous 1 2 Next

Click on Assign Request to confirm your selection

Send to Assignment Engine
Refresh Results
Assign Request
Cancel

Confirm your selected vendor

bluepointmtg.getcnx.com says

Do you want to assign this order to Trends Appraisal Management

OK
Cancel

**Buyer/Borrower Info**

*Provide accurate borrower information, as this information will be included on your report. For purchases, please make sure to provide access information.*

Borrower First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Home Number	<input type="text"/>	Home Number Ext.	<input type="text"/>
Cell/Other Number	<input type="text"/>	Cell/Other Number Ext.	<input type="text"/>
Email Address	<input type="text"/>		

Co-Borrower First Name	<input type="text"/>	Last Name	<input type="text"/>
Home Number	<input type="text"/>	Home Number Ext.	<input type="text"/>
Cell/Other Number	<input type="text"/>	Cell/Other Number Ext.	<input type="text"/>
Email Address	<input type="text"/>		

Contact First Name	<input type="text"/>	Last Name	<input type="text"/>
Home Phone	<input type="text"/>	Home Number Ext.	<input type="text"/>
Cell Phone	<input type="text"/>	Cell Phone Ext.	<input type="text"/>
Relationship	<input type="text"/>	Email	<input type="text"/>

**Email Notifications**

*Add email address of people that need to receive notifications when the status changes.*



**Files**

*Please do not forget to upload important documents. Any available documentation may help expedite the appraisal process.*

Purchase Agreement	<input type="button" value="Choose File"/>	No file chosen	(Please upload purchase agreement on all purchase orders.)
Construction Plans/Specs	<input type="button" value="Choose File"/>	No file chosen	
Preliminary Title Report	<input type="button" value="Choose File"/>	No file chosen	
Condo/HOA Document	<input type="button" value="Choose File"/>	No file chosen	
Appraisal (for Review)	<input type="button" value="Choose File"/>	No file chosen	
Other Document	<input type="button" value="Choose File"/>	No file chosen	
Other Document	<input type="button" value="Choose File"/>	No file chosen	

**Additional Comments**

**Request Appraisal**

Click on Request Appraisal to complete the process and receive your order number.  
Payment information will be required on the following screen.

## 9. Input the Borrowers Credit Card and Billing Information

Request Appraisal **Payment Information**

### Payment Information

Thank you! We have received your appraisal request. Your order number is **5014**.

**NOTE:** We require payment for the appraisal at the time of order before proceeding with processing of your appraisal order.

**The fee should not exceed \$505** (subject to change based on additional information and circumstances)

#### Credit Card Information

Credit Card Number:

Credit Card Type:  
--Credit Card-- ▾

Credit Card Expiration (MM/YYYY):  
--Month-- ▾ --Year-- ▾

**Is the borrower paying for this appraisal?:**  
Yes:  No:

By clicking on this box, I certify that I am the card holder, or I have written authorization to process this Credit Card Payment on behalf of the card holder. Further, I agree to be charged for the appraisal fee listed above.

#### Billing Information

Check to use property address

Name:

Billing Address 1:

Billing Address 2:

Billing City:

Billing State:  
 ▾

Billing Zip:

Billing Phone:

Billing Email:

(Entering an email address will speed up confirmation)

Once the order has been successfully placed, the screen will display the following:

**Thank you! We have received payment information for Appraisal #5014.** Redirecting to [/tandem/appraisal-details/?appraisal\\_id=5014&showHeader=true](/tandem/appraisal-details/?appraisal_id=5014&showHeader=true).

Followed by Summary of the order.

BluePoint Mortgage, NMLS # 320004 | 4000 MacArthur Blvd, West Tower 7th Floor, Newport Beach, CA 92660.

**877.267.1056 | bluepointmtg.com**