

Collateral Management System – it’s on fire!

Collateral Management System (CMS) – our web-based appraisal ordering and management system – can provide you with an effective and efficient way to order and track appraisals.

Getting Started

If you haven’t signed up yet, here’s how:

- Register with CMS and set up a personal password. Your Account Executive can help you set up your online account, and set up login credentials.
- If your company already established an online account, your Account Executive can identify your administrator, who can set you up as an additional user.
- Login at <https://www.collateralhq.com/default.aspx?pageId=login>

Resources

To get the most out of CMS:

Upcoming training sessions	http://www.fncinc.com/support/training_reg.aspx
Pre-recorded training sessions	http://fncinc.com/support/training_archives.aspx
CMS technical support	support@fncinc.com or call: 888.963.3330
CMS training & education	education@fncinc.com or call: 662.236.8265

Reminders

Provide the following information to avoid annoying delays with your appraisal order:

Appraisal Fee Amount	Use the latest Appraisal Fee Schedule .
Appraisal Form Number	Run your DU to determine the appropriate appraisal form. Enter that form number in CMS under Appraisal Type .
Borrower phone number	The Appraisal Management Company (AMC) uses the phone number to contact the borrower to schedule an inspection.
Loan Amount, Estimated Value, and Sales Price	These values should be the same as the ones entered in LoanKinection.
Purchase Agreement	For purchase transactions, include a copy of the Purchase Agreement in CMS under Associated Files/Purchase Agreement .
FHA Appraisal Request	Submit your FHA Case Number Request Form to your Kinecta Operations Center as soon as possible to get a case number assigned prior to your online appraisal order. You must include the FHA case number with your appraisal order.