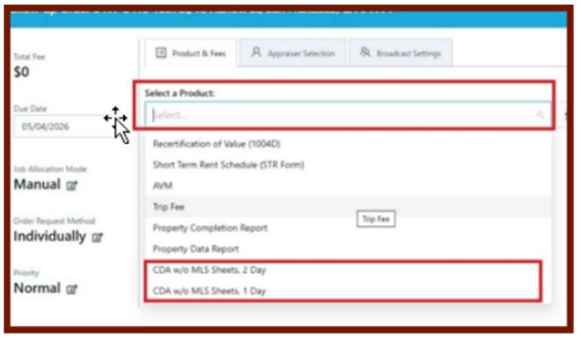
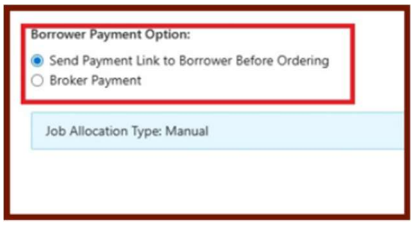
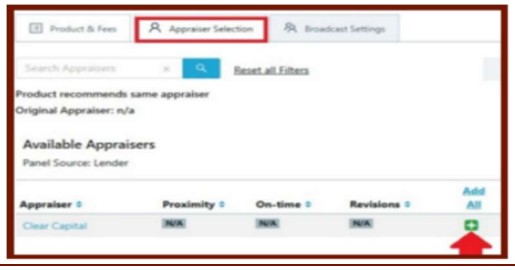
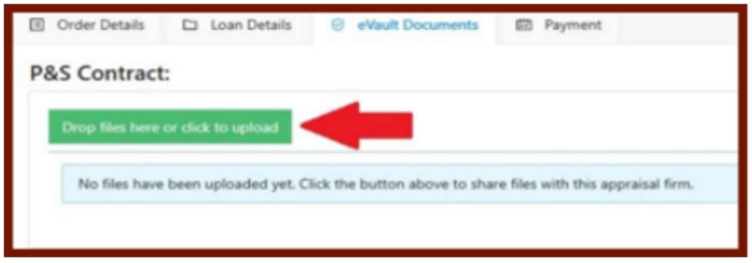
ARENA PORTAL: CDA ORDER THROUGH REGGORA IN TPOC

Purpose: This job aid provides step by step instructions for ordering Collateral Desktop Analysis (CDA) reports through Reggora in the Arena Portal. It outlines how to select the appropriate product, assign the appraisal company, manage borrower payment options and complete the order set up.

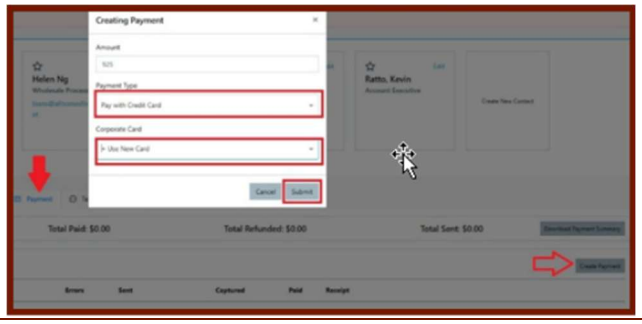
DESCRIPTION	STEP / ACTION
HOW TO PLACE AN NEW ORDER	1. To place a new order, click on Create Order at the top right-hand side of the screen if no other order has been created for that loan. 2. On the **Select a Product** section, select the correct **CDA product** to order.  3. Under **Borrower Payment Option**, select the payment option for the order.  4. Select the **Appraiser Selection** tab to add Clear Capital as the appraisal company for the order. 

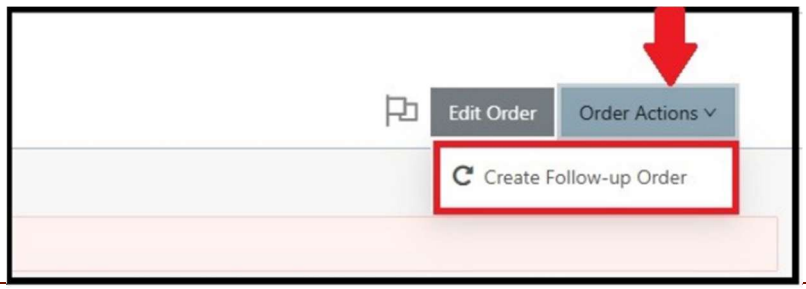
5. Click **Create** order once all selections have been made.

6. On the order, click on eVault Documents and add the Appraisal that should be used for the CDA order.



7. If Broker payment option was chosen, click the **Payment** tab, click on **Creating Payment**, and click on **Pay with Credit Card** and **Submit** to be able to pay.



HOW TO PLACE A FOLLOW UP ORDER

1. Place a follow up order by clicking on Order Actions, Create Follow-up Order.