Obtaining and Configuring EAD Direct Integration Credentials

To submit appraisal data files to the Electronic Appraisal Delivery (EAD) portal using a vendor solution, your organization must first set up an EAD Direct Integration User ID (DI User ID).The EAD Lender Admin (for lenders) or EAD Agent Admin (for lender agents) should follow the process defined below to obtain, configure, and test, direct integration credentials.

EAD Direct Integration User Request and Credential Configuration

1. **Complete the standard registration process for the EAD portal to register your organization in the EAD portal and establish an EAD Lender Admin or Agent Admin. This administrative user will be responsible for requesting the DI User ID.**

   - **If your organization has already registered in the EAD portal**, proceed to Step 2. Please note the following information that was provided to register the EAD Lender Admin or Agent Admin must be identical to the information provided in the DI User Request:
     - o Company Name
     - o EAD Administrator Name
     - o EAD Administrator Email
   - **If your organization has not registered in the EAD portal:**
     - o ***For Lenders -*** Lenders must complete the EAD portal registration process as described in the FHA EAD Lender Admin User Guide.
     - o ***For Lender Agents -*** Lender agents (such as appraisal management companies) must request that an EAD Lender Admin at a lender they are representing to complete the EAD Lender Agent Registration Form available on Veros website at http://pages.veros.com/EADLenderAgentRegForm.html on their behalf.

   Once you have completed the registration process and established an EAD portal account, proceed to Step 2.

2. Identify the Business Unit Number (Lenders) or Business Unit Name (Lender Agents)

- **For Lenders**

  The EAD Lender Admin can find the Business Unit Number within the EAD Web portal by following the steps below:

  - Log in to the EAD portal - https://www.electronicappraisaldelivery.com/
  - From the **Account Administration tab**, select "**User and Business Unit Administration**."
    - To find the **Primary Business Unit** Number:
      - Click on the highest level Business Unit Name (top of the structure).
      - The Business Unit Number is an 8 digit alphanumeric value located next to the Business Unit Name in parenthesis, in this example:

        Parent Business Unit (Business Unit Number: RWC67100)
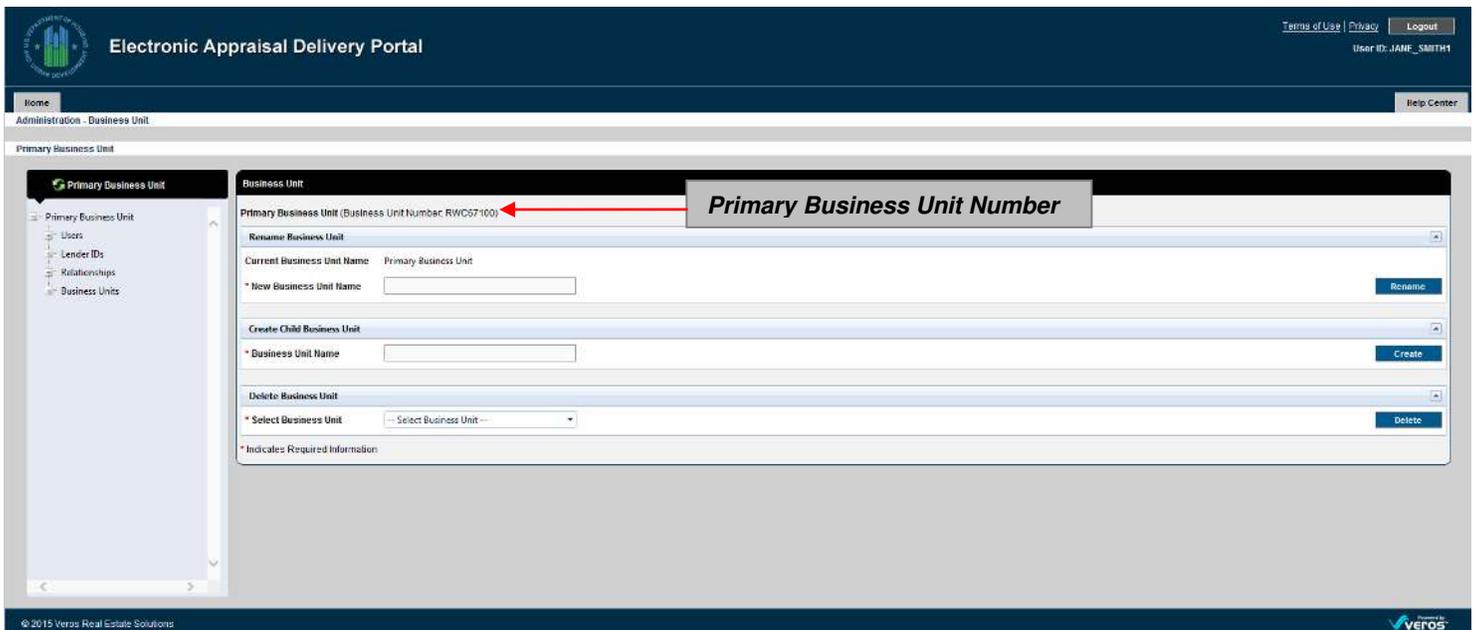
- **For Lender Agents**

  The EAD Lender Agent Admin can find the Business Unit Name within the EAD portal by following the steps below:

  - Log in to the EAD- https://www.electronicappraisaldelivery.com/
  - From the **Account Administration t** **ab**, select "**User and Business Unit Administration**."
  - The Primary Business Unit Name appears three times in the left hand column, in this example "LenderAgent_Smith"
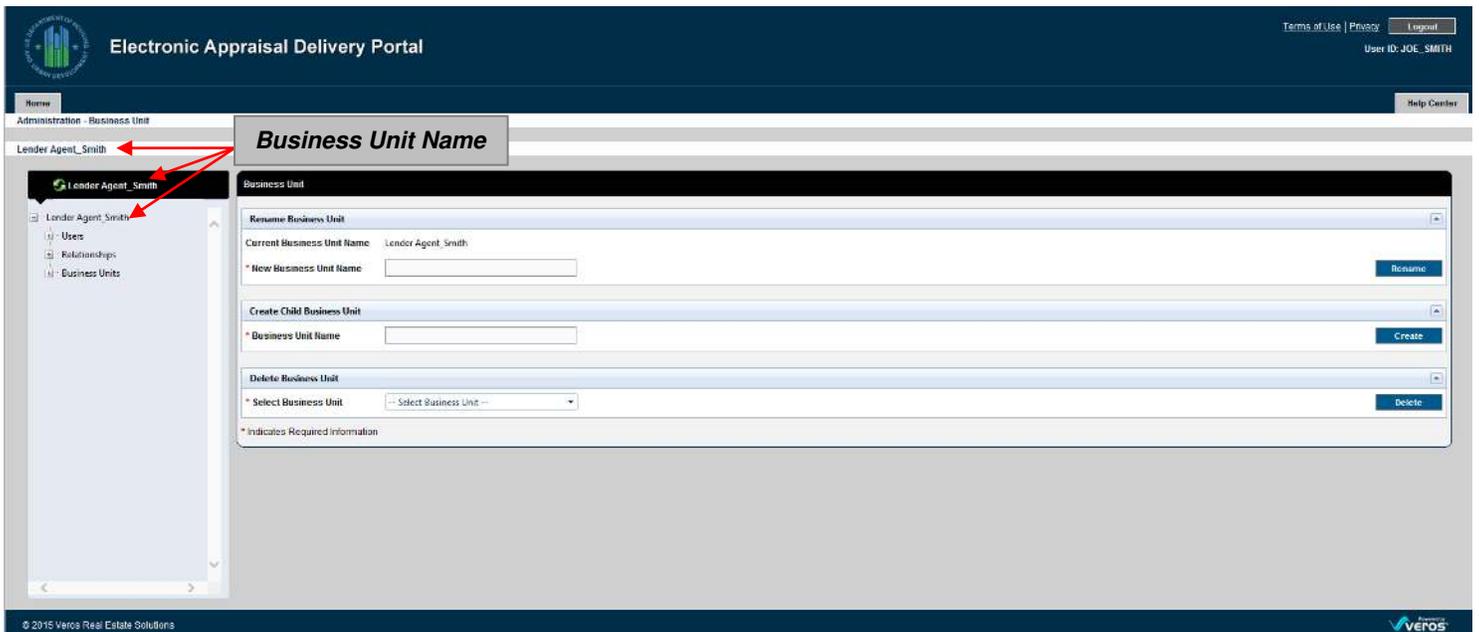
3. Navigate to the EAD Direct Integration User ID Request Form:

The form http://pages.veros.com/EADdirect-integration-request-form.html is available on Veros website. Each company should complete only one EAD Direct Integration User ID Request Form.

4. Complete the EAD Direct Integration User ID Request Form:

The table below provides a description for each required field in the DI User Request Form:

Data Field	Description
Company Name	Lender or Lender Agent company name. This value must match the company name used to create the EAD Admin.
Direct Integration User Role	"Lender DI" or "Lender Agent DI"
Business Unit Number	Defines where in the Business Unit Hierarchy to create the DI User. **Required for Lenders.**
Business Unit Name	Defines where in the Business Unit Hierarchy to create the DI User. **Required for Lender Agents.**
EAD Administrator First Name	This value must match the first name used to create the EAD Admin.
EAD Administrator Last Name	This value must match the last name used to create the EAD Admin.
Administrator Phone Number	The phone number may be used to contact the EAD Admin.
Administrator Email Address	This value must match the email address used to create the EAD Admin. Notifications for the DI User will be sent to this email.
Vendor Name	Technology vendor who is providing the direct integration solution.

- Submit the completed form. Your request will be processed in 2-3 business days.

  If the company name, administrator name, or administrator email do not match the values provided during registration for the administrator, or the requesting administrator does not have access to the specified business unit, you will receive an email from Veros, *ead-noreply@veros.com*, indicating your request is denied.

5. **Receive an email with your EAD DI User ID:**

   - Once your request has been processed, you will receive an email from Veros, *ead-noreply@veros.com*, with your DI User ID. Additionally, you will see the DI User appear in the EAD portal ***User and Business Unit Administration*** screen as a user associated with the requested Business Unit.

   Note: The direct integration credentials will be set up within a business unit as a DI User. In most cases, an EAD Lender Admin will have a single business unit and the DI User will reside in that business unit. For more complex setups where hierarchies exist, an administrator needs to determine at which level to assign the DI User ID.

   The example below demonstrates the access for a DI User in the EAD portal User and Business Unit Administration:

   The DI User established within the Primary Business Unit, jane_di, will be able to submit to the Primary Business Unit and the subordinate business units, Lender East and Lender West

6. Create DI Password :

To Create DI Password, follow these steps:

- Log into the EAD portal https://www.electronicappraisaldelivery.com/ with your existing Lender Admin credentials

- From the **Account Administration** t**ab**, select "**User and Business Unit Administration**."

- In the Left Navigation pane, locate "Users" and click on the "+" to display the list of users assigned to that business unit

- Click on your DI User ID (Grey Robot)

- Locate the **Change User Password** section. Enter a new password in the **New Password** field. Repeat the new password in the **Retype New Password** field. Click Save.

7. Contact your integration vendor for instructions on how to complete the configuration and testing of your EAD DI User ID, Business Unit(s), and Lender ID.