

## Managing EVO Connection Requests

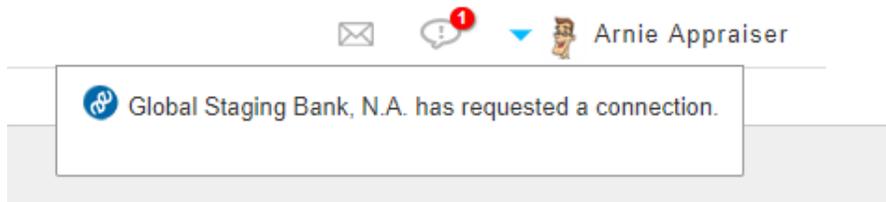
Received an invitation to connect to a client on the EVO Network?

Simply, click "Review Request" in the email to accept the connection request.

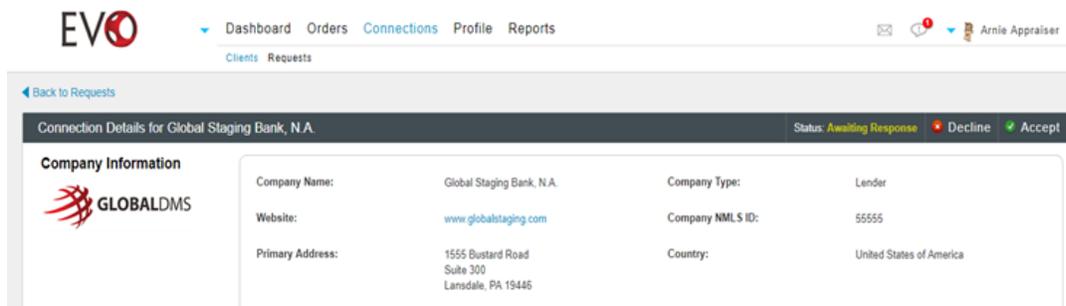
Any corresponding documentation from the client will be included as email attachments for your review.

**EVO connection requests must be accepted in order to receive appraisal orders from an EVO lender client.**

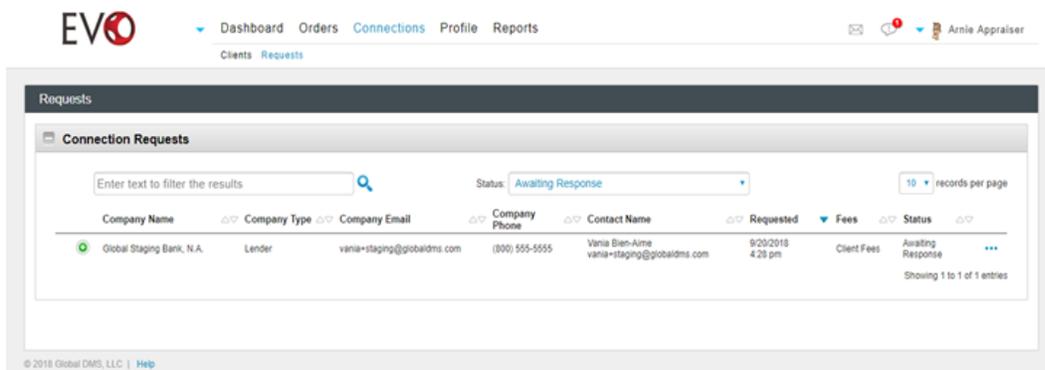
An alert will be displayed in the top navigation menu of your EVO account if a connection request is pending.



- Clicking on the alert message will redirect you to the **Connection Detail** page for the requesting client.



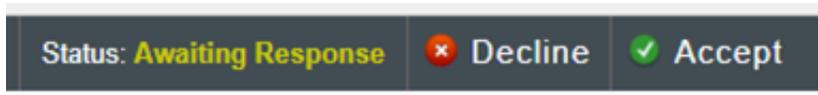
- You can view all pending connections requests by navigating to **Connections >> Requests**.



## Accepting Connection Requests

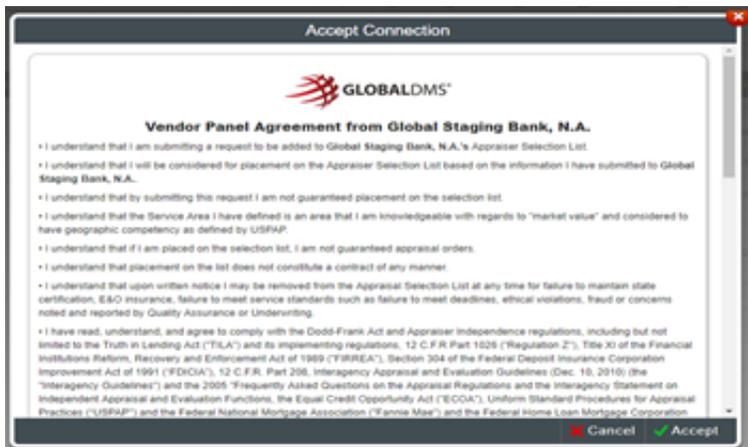
To accept a pending connection request:

1. Click the **Accept** button in the Connection Details page header.

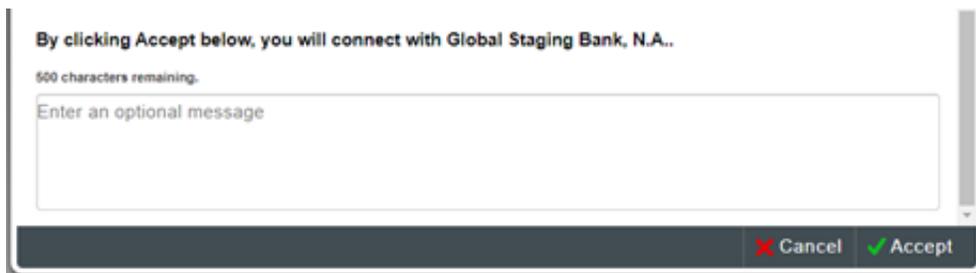


2. The **Accept Connection** window will open.

3. If the client requires an agreement to be acknowledged prior to joining their vendor panel, clicking the **Accept** button at the bottom of the window will constitute your signed acceptance of the terms and conditions outlined in the agreement.



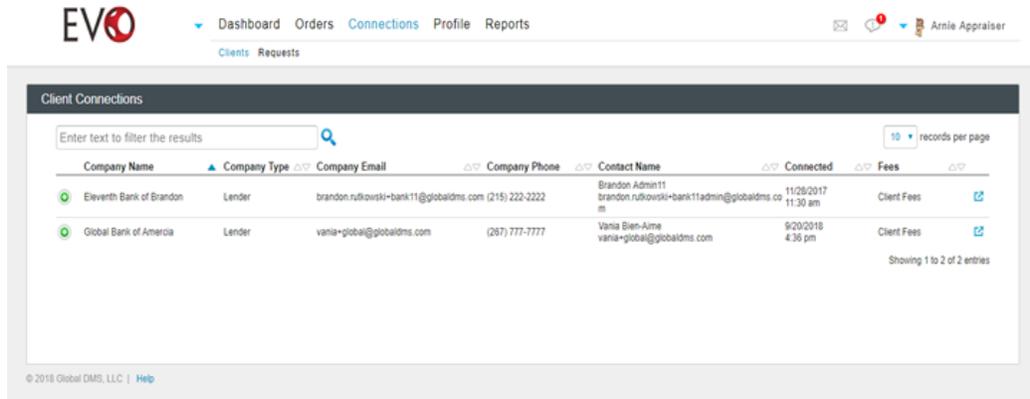
4. An optional message can be entered prior to accepting the connection request.



5. Once the connection request has been accepted, you are ready to begin receiving orders from your clients!

## Viewing Client Connections

- You can view your client connections by navigating to **Connections >> Clients**.

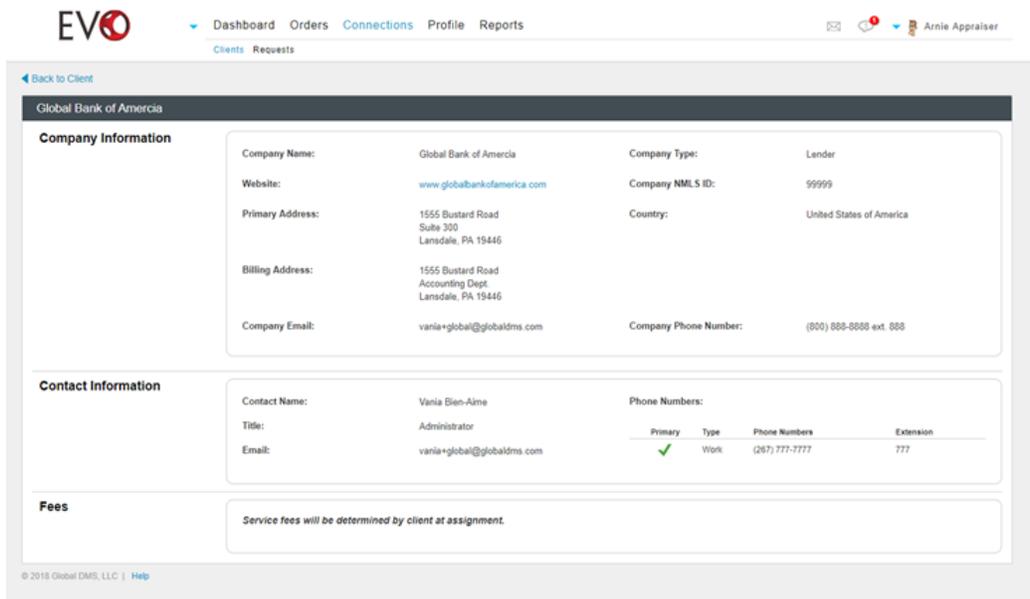


The screenshot shows the EVO dashboard with the 'Connections' menu selected. The 'Client Connections' table is displayed with the following data:

Company Name	Company Type	Company Email	Company Phone	Contact Name	Connected	Fees
Eleventh Bank of Brandon	Lender	brandon.rutkowski-bank11@globaldms.com	(215) 222-2222	Brandon Admin11 brandon.rutkowski-bank11admin@globaldms.com	11/28/2017 11:30 am	Client Fees
Global Bank of America	Lender	vania-global@globaldms.com	(267) 777-7777	Vania Bien-Aime vania-global@globaldms.com	9/20/2018 4:36 pm	Client Fees

Showing 1 to 2 of 2 entries

- Click on a client in the **Client Connections** table to view their **Client Detail** page.



The screenshot shows the 'Client Detail' page for Global Bank of America. The page is divided into three sections: Company Information, Contact Information, and Fees.

**Company Information**

Company Name:	Global Bank of America	Company Type:	Lender
Website:	<a href="http://www.globalbankofamerica.com">www.globalbankofamerica.com</a>	Company NMLS ID:	99999
Primary Address:	1555 Bustard Road Suite 300 Lansdale, PA 19446	Country:	United States of America
Billing Address:	1555 Bustard Road Accounting Dept. Lansdale, PA 19446		
Company Email:	vania-global@globaldms.com	Company Phone Number:	(800) 888-8888 ext. 888

**Contact Information**

Contact Name:	Vania Bien-Aime	Phone Numbers:	
Title:	Administrator		
Email:	vania-global@globaldms.com	Primary	Type
		✓	Work
		Phone Numbers	Extension
		(267) 777-7777	777

**Fees**

Service fees will be determined by client at assignment.