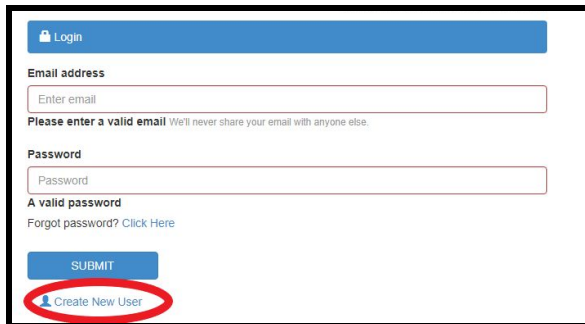


## Placing an Order with Quick NHD

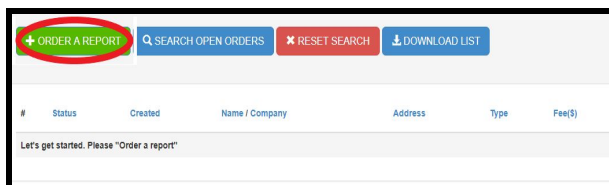
Quick NHD is a leading provider of Natural Hazard Disclosure Reports to the Real Estate Industry. You can receive your report in as quickly as a few minutes! Here is how to place an order for your report!

**1** Navigate to the Order Portal of the Quick NHD Website ([order.quicknhd.com](http://order.quicknhd.com)). If you have not placed an order before, you will need to create a new user. This can be done by clicking the “Create New User” button at the bottom of the page. You will then be prompted to fill out some personal information. This should not take longer than 2 minutes.



The screenshot shows a login form with fields for 'Email address' and 'Password'. Below the password field is a 'SUBMIT' button and a 'Create New User' button, which is circled in red. There are also links for 'Forgot password? Click Here' and a disclaimer: 'Please enter a valid email. We'll never share your email with anyone else.'

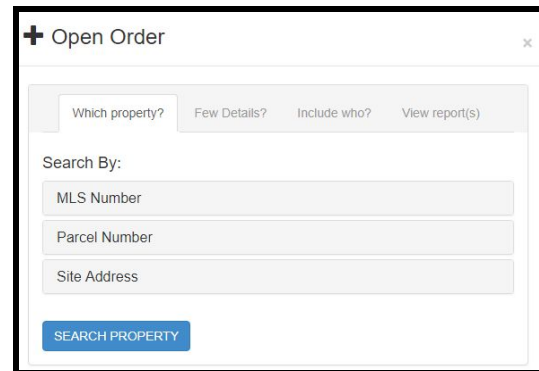
**2** Once you have filled out the requisite information, you are now ready to place an order! To get started, click on the “ORDER A REPORT” tab.



The screenshot shows a navigation bar with buttons for '+ ORDER A REPORT', 'SEARCH OPEN ORDERS', 'RESET SEARCH', and 'DOWNLOAD LIST'. Below the navigation bar is a table with columns for '#', 'Status', 'Created', 'Name / Company', 'Address', 'Type', and 'Fee(\$)'.

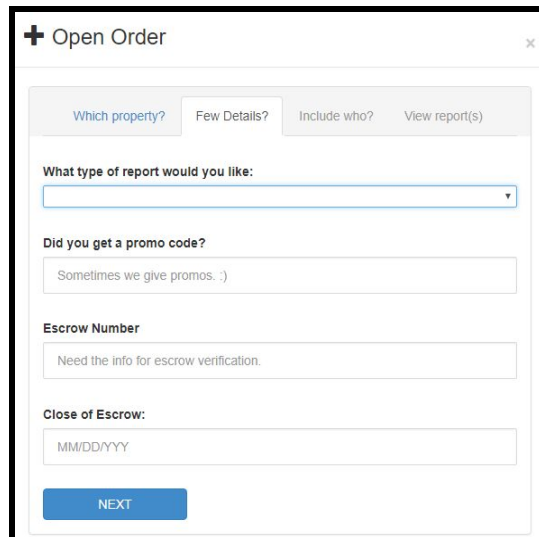
**3** There are 3 ways to search for a property. You can search for the property via the MLS Number, the Parcel Number (recommended) or the Site Address. If searching via the site address, ensure that the legal address is entered to match the title of the property. Once you have filled out the appropriate

information, click on the “SEARCH PROPERTY” tab.



The screenshot shows the 'Open Order' form with tabs for 'Which property?', 'Few Details?', 'Include who?', and 'View report(s)'. The 'SEARCH PROPERTY' button is highlighted.

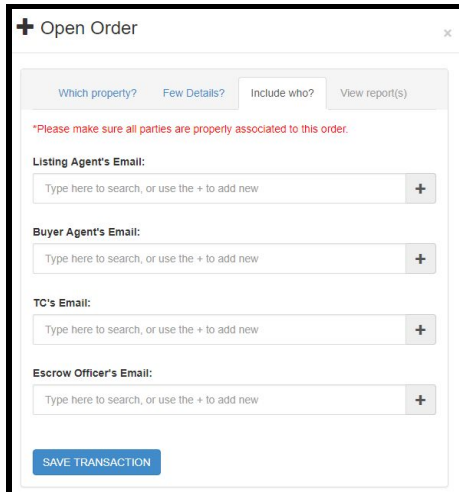
**4** Choose which type of report you would like. We offer both commercial and residential NHD reports. Once you have chosen the report, fill out the Escrow Number and estimated Close of Escrow. If you do not have the Escrow Number available, type “TBD”. Click the “NEXT” button to move forward.



The screenshot shows the 'Open Order' form with a dropdown menu for 'What type of report would you like:'. Below this are fields for 'Did you get a promo code?', 'Escrow Number', and 'Close of Escrow:'. The 'NEXT' button is highlighted.

**5** Select the recipients of the report by filling out the contacts of the desired parties. If you

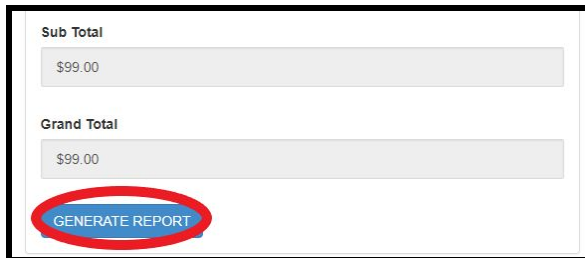
are adding a new contact, click the “+” button to fill out the information of the contact. It is important to add the contact information of the additional agents and escrow officers to ensure they receive a copy of the NHD report. Click on the “SAVE TRANSACTION” button to proceed.



The screenshot shows the 'Open Order' form with the following fields:

- Which property? Few Details? Include who? View report(s)
- \*Please make sure all parties are properly associated to this order.
- Listing Agent's Email: Type here to search, or use the + to add new
- Buyer Agent's Email: Type here to search, or use the + to add new
- TC's Email: Type here to search, or use the + to add new
- Escrow Officer's Email: Type here to search, or use the + to add new
- SAVE TRANSACTION button

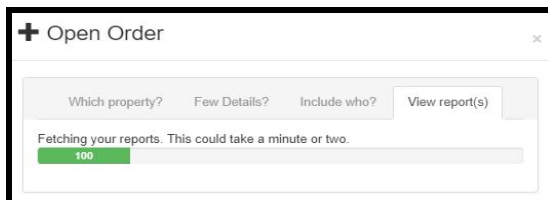
**6** If the information provided is to your satisfaction, click on the “GENERATE REPORT” button by scrolling down to the bottom of the screen.



The screenshot shows the bottom of the 'Open Order' form with the following elements:

- Sub Total: \$99.00
- Grand Total: \$99.00
- GENERATE REPORT button (circled in red)

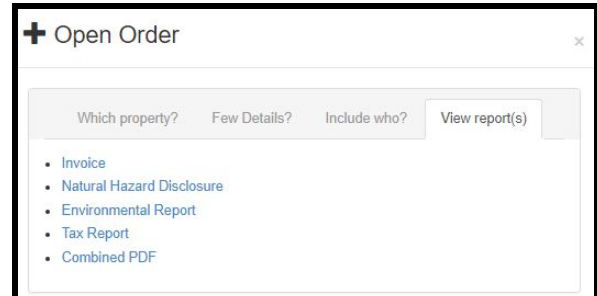
A new screen will open to fetch the reports.



The screenshot shows the 'Open Order' form with the following elements:

- Which property? Few Details? Include who? View report(s)
- Fetching your reports. This could take a minute or two.
- Progress bar showing 100%

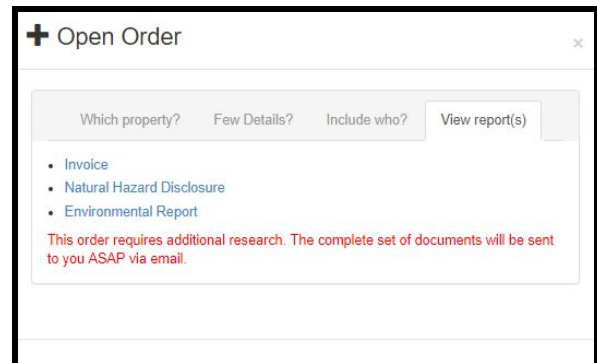
Once the report is complete, the provided parties will receive an email containing the report.



The screenshot shows the 'Open Order' form with the following elements:

- Which property? Few Details? Include who? View report(s)
- View report(s) button
- List of reports: Invoice, Natural Hazard Disclosure, Environmental Report, Tax Report, Combined PDF

\* **Important Note:** Most of the time you will receive a complete report within a few minutes. However, on occasion the report will be “in-process”. The “in-process” designation usually occurs because the property is a new home, a mobile home, a vacant lot or involves subdivision APNs. Our support team will generate the additional report in approximately 4 business hours. You will then receive an email with the complete report.



The screenshot shows the 'Open Order' form with the following elements:

- Which property? Few Details? Include who? View report(s)
- View report(s) button
- List of reports: Invoice, Natural Hazard Disclosure, Environmental Report
- Message: This order requires additional research. The complete set of documents will be sent to you ASAP via email.

\* If you have further questions regarding placing an order at Quick NHD, please contact us at [support@quicknhd.com](mailto:support@quicknhd.com).

Thank you for using Quick NHD as your Natural Hazard Disclosure provider! We appreciate your support and hope to have a long-lasting relationship!