



Placing an Order with Preferred NHD

Preferred 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 Go to the Order Portal of the Preferred NHD Website (order.preferrednhd.com). If you have not placed an order before, you will need to create an account. 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'.

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

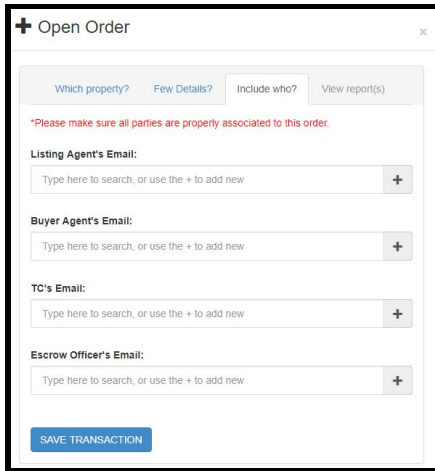
entered to match the title of the property. Once you have filled out the appropriate information, click on the “SEARCH PROPERTY” tab.

The screenshot shows the 'Open Order' form with search options: 'Which property?', 'Few Details?', 'Include who?', and 'View report(s)'. There are input fields for 'Search By:', 'MLS Number', 'Parcel Number', and 'Site Address'. A '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.

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

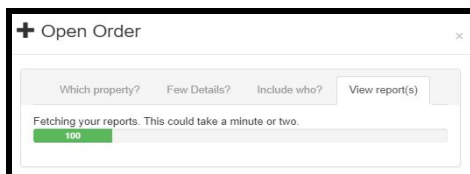
5 Select the recipients of the report by filling out the contacts of the desired parties. If you are adding a new contact, click the “+” button to fill out the information of the contact. It is important to add the contact information of the additional agents and escrow officers to ensure they receive a copy of the NHD report. Click on the “SAVE TRANSACTION” button.



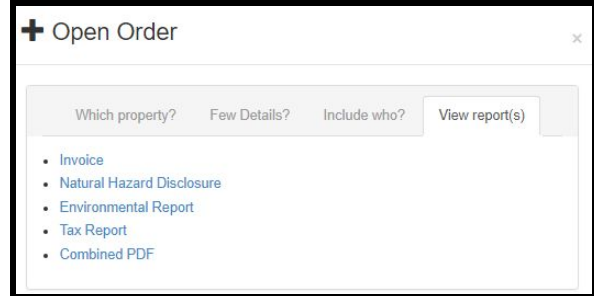
6 If the information provided is to your satisfaction, click on the “GENERATE REPORT” button by scrolling down to the bottom of the screen.



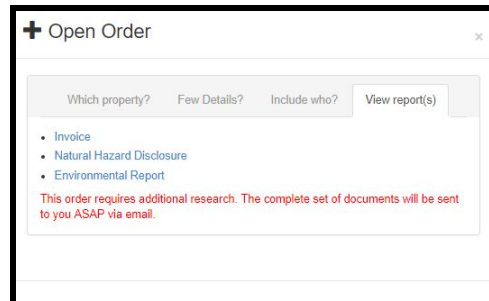
A new screen will open to fetch the reports.



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



* **Important Note:** You will usually receive a complete report within a few minutes. However, on occasion the report will be “in-process”. The “in-process” designation 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.



* If you have further questions regarding placing an order at Preferred NHD, please contact us at reports@preferrednhd.com or 714-584-2700.

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