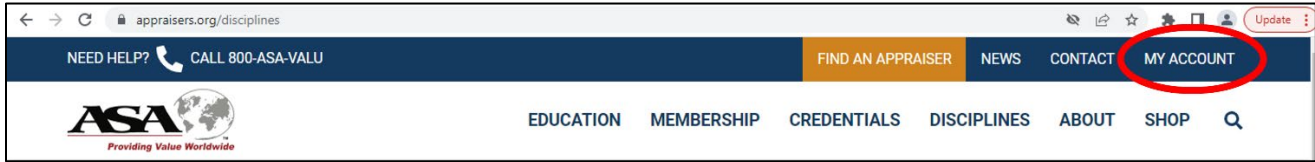
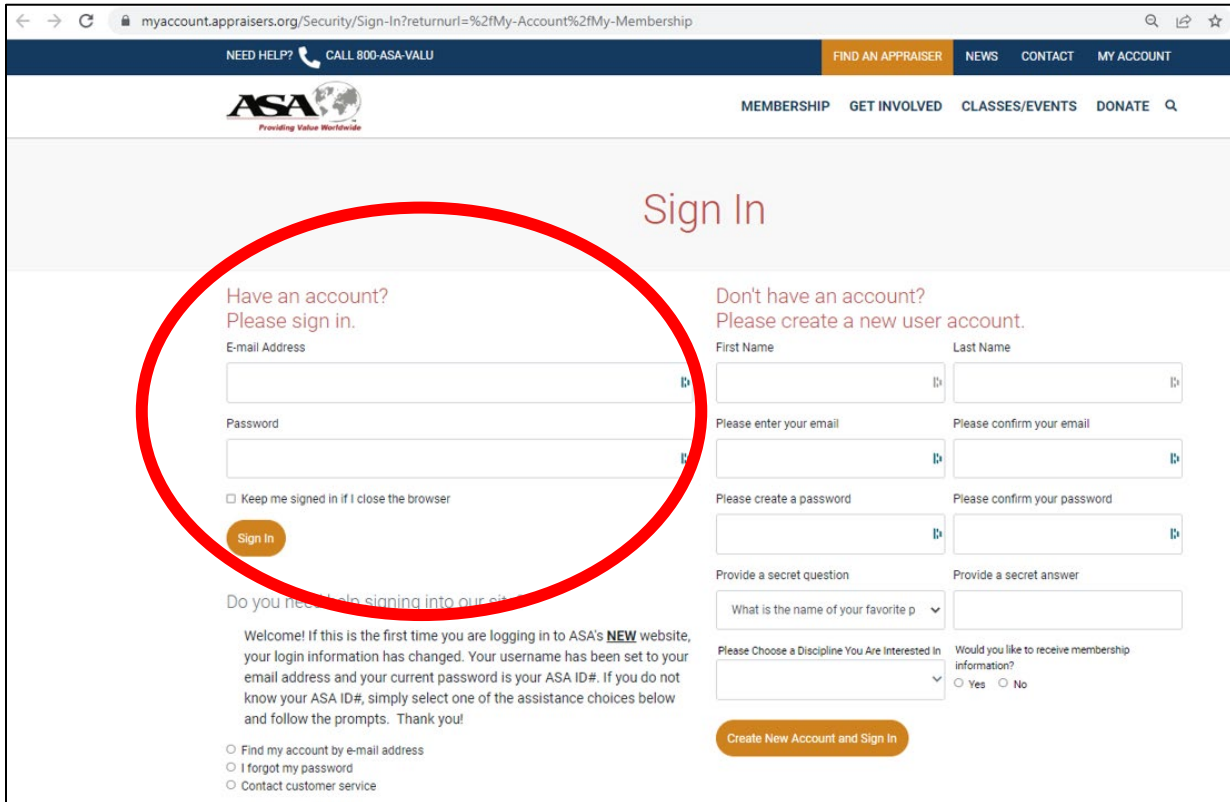


HOW TO OPT-IN AND UPDATE YOUR “FIND AN APPRAISER” PROFILE

1. Go to <https://www.appraisers.org/> and click “My Account” in the top righthand corner.



2. Under the section entitled “Have an account? Please sign in,” enter your email address and password, and click “Sign In.”



3. Now that you are logged in, select “My FAA Profile” from the top toolbar.



4. Under the “Directory Purpose of Appraisals” header, click “Add Purpose of Appraisal.” A dropdown menu will appear, and you can make selections from the list (please select all that apply).



5. Under the “Directory Industries” header, click “Add Industries.” A dropdown menu will appear, and you can make selections from the list (please select all that apply).

Directory Industries

[+ Add Industry](#)

Industry

No records to display.

6. The information under “Find An Appraiser Address” will appear on your profile, so make sure that it is the address that you would like publicly listed. Be sure to click “Save” under the Address section after making any edits.

Find An Appraiser Address

Company

Country *

United States

Address Line 1 *

Address Line 2

Address Line 3

City *

State

Zip Code *

Save

7. Under the “Keywords” section, add all of the keywords that you would like to have on your profile. Potential clients will be able to search by these keywords. To enhance your listing, please enter keywords related to your appraisal practice—separate each keyword by a comma. It is best to avoid plurals and phrases that describe more than one item. For example: yacht, sailboat, piano, etc. are good choices. "Sail boats and catamarans" would not return the best results. Be sure to click “Save” under the Keywords section after making any edits.

8.

Keywords

9. VERY IMPORTANT: You must select “Opt in to FAA Directory” for your profile to appear in the Find an Appraiser tool. Be sure to click “Save” under this section after making any edits.

Opt in to FAA Directory

Appraisals for personal relationship dissolution

Experience as an expert witness

Performs appraisals over the internet

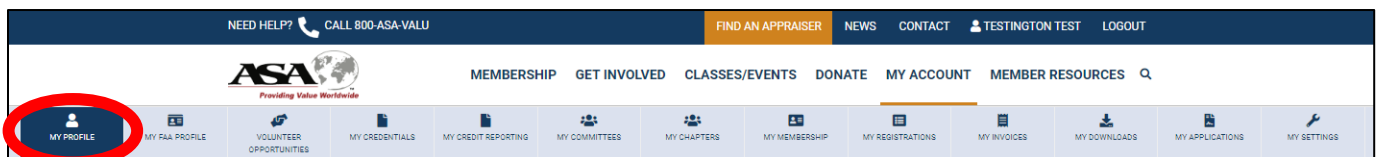
Experienced with IRS appraisals

10. You can also indicate if you conduct appraisals for personal relationship dissolution, perform appraisals over the internet, have experience as an expert witness, or are experienced with IRS appraisals by checking the box next any of those selections.

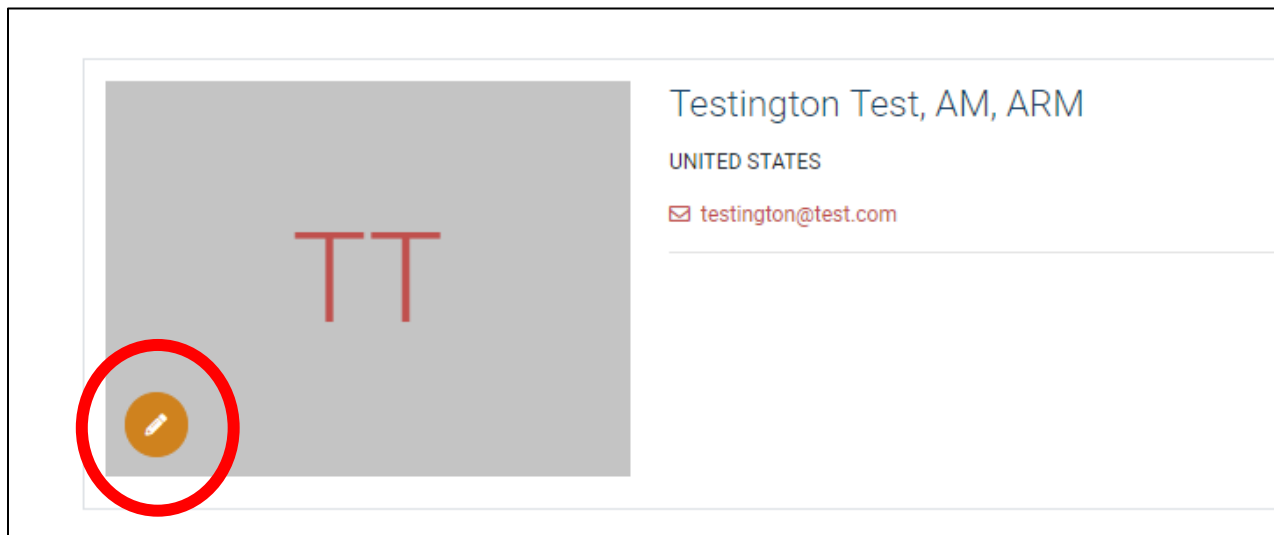
11. Use the textbox under “Biography” to enter a personal biography, resume or C.V. or any other information you would like the public to know. We highly recommend you copy your text into Notepad (PC) or TextEdit (MAC) to remove any unnecessary code, and then paste it into the box. Software programs, like Microsoft Word add code when copying and pasting to the web which can result in errors while posting. You can also use the toolbar to edit the typeface and font size, imbed links, and adjust the style of your text. Be sure to click “Save” under the Biography section after making any edits.



12. Once you have entered all of the information, click “Save” at the bottom of the page.
13. If you would like to add a professional headshot to your FAA profile, click on “My Profile.”



14. Here you can click on the pencil icon and upload your picture.



15. Now that you have saved your information, go to <https://myaccount.appraisers.org/Directories/Find-An-Appraiser> to search for yourself and see your profile.