HOW TO UPDATE YOUR FIND AN APPRAISER PROFILE

Login to the ASA website  http://www.appraisers.org  

1. Click on My Find an Appraiser Portfolio on the side menu.
2. Click yes to the question “Do you wish to participate in ASA’s Appraisal Referral Program?”
3. Complete Steps 1-8 and click on update when you are finished.

STEP 1.
FAA’s proximity search engine allows you to indicate precise geographic area(s) you are willing to travel for an appraisal assignment. Enter the zip code(s) you are willing to travel and select the number of miles from that zip code that potential clients within that area will be able to find you. You may choose up to five zip code plus distance pairs. For example, if you wish to work within 30 miles of Herndon, VA you would enter zip code 20170 and 30. Please note: the zip code search is capped at 150 miles.

STEP 2.
Please indicate the states you are willing to perform appraisal work. To select multiple states, press and hold Ctrl as you select states (for Macs, use the command key). Use this state search in conjunction with the zip code search for best results. For example, if you wish to receive referrals within a 50 mile radius of Denver, CO as well as the entire state of Texas, you would enter up to five Denver, CO zip codes, enter '50' in the miles and then select the entire state of 'Texas'.

STEP 3.
If you wish to appear in searches for an entire country, make your selection(s). Use the Ctrl key (PC) or Command key (MAC) to select more than one country. Please note: Only countries with ASA member representation are listed.

STEP 4.
Please specify whether you perform any of these specialized types of appraisals. Check all that apply. Please note: Do not accept fee assignments is normally used for those that want to remain listed in the referral system but do not currently accept fee assignments.

STEP 5.
FAA allows users to perform 'keyword searches' while searching for ASA appraisal experts. 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, sail boat, piano, etc. are good choices. "Sail boats and catamarans" would not return the best results.

STEP 6.
Please specify your established areas of practice. You may select multiple areas of practice by pressing the Ctrl key while clicking each desired option.

STEP 7.
Please specify the Industries in which you have appraisal experience. You may select multiple industries by pressing the Ctrl key while clicking each desired option.

STEP 8.
Use the textbox 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 un-necessary code, and then re-paste it into the box. Software programs such as Word add a lot of code when copying and pasting to the web which can result in errors while posting.

PC:
Notepad can be found by going to start menu/programs/accessories/notepad.

Mac:
TextEdit can be found in the Applications Folder, or by typing "TextEdit" into the Spotlight search at the top right corner on the Menu Bar.

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