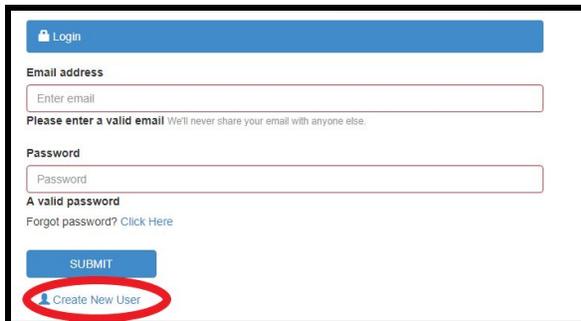


## Placing an Order with NHD First

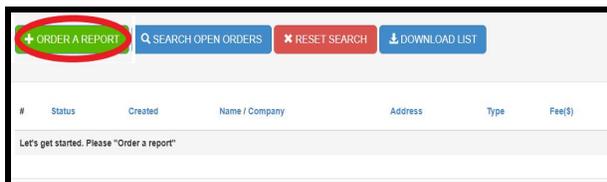
NHD First is a leading provider of Natural Hazard Disclosure Reports to the Real Estate Industry. You can receive your report in as quickly as a few minutes! Here is how to place an order for your report!

**1** Navigate to the Order Portal of the NHD First Website ([order.nhdfirst.com](http://order.nhdfirst.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.



Login  
 Email address  
  
Please enter a valid email We'll never share your email with anyone else.  
 Password  
  
A valid password  
Forgot password? Click Here

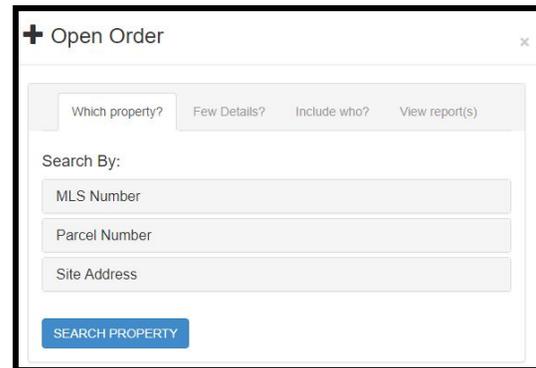
**2** Once you have filled out the requisite information, you are now ready to place an order! To get started, click on the “ORDER A REPORT” tab.



#	Status	Created	Name / Company	Address	Type	Fee(\$)
Let's get started. Please "Order a report"						

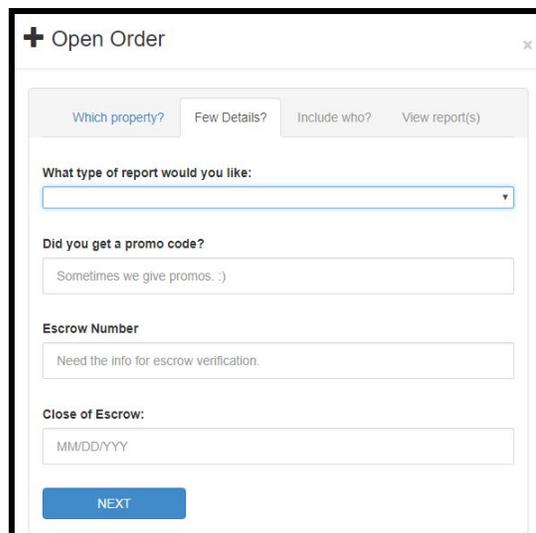
**3** There are 3 ways to search for a property. You can search for the property via the MLS Number, the Parcel Number (recommended) or the Site Address. If searching via the site address, ensure that the legal address is entered to match the title of the property. Once you have filled out the appropriate

information, click on the “SEARCH PROPERTY” tab.



Search By:

**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.



What type of report would you like:

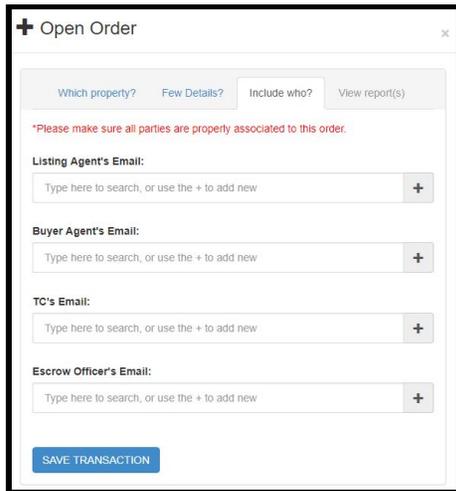
Did you get a promo code?

Escrow Number

Close of Escrow:

**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

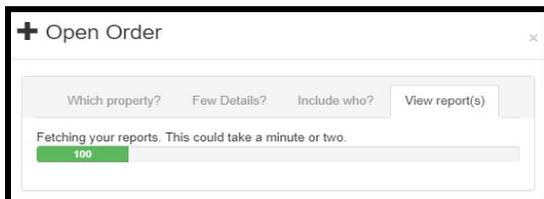
to fill out the information of the contact. It is important to add the contact information of the additional agents and escrow officers to ensure they receive a copy of the NHD report. Click on the “SAVE TRANSACTION” button to proceed.



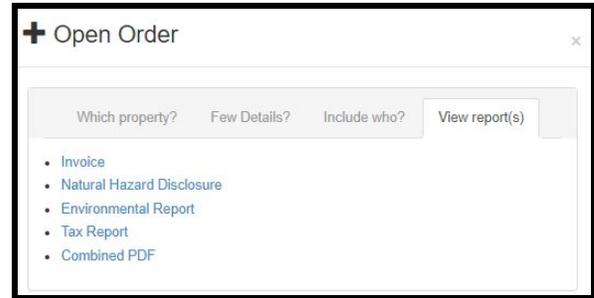
**6** If the information provided is to your satisfaction, click on the “GENERATE REPORT” button by scrolling down to the bottom of the screen.



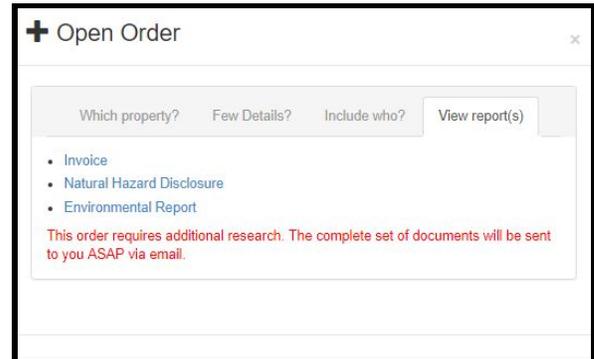
A new screen will open to fetch the reports.



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



\* **Important Note:** 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.



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

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