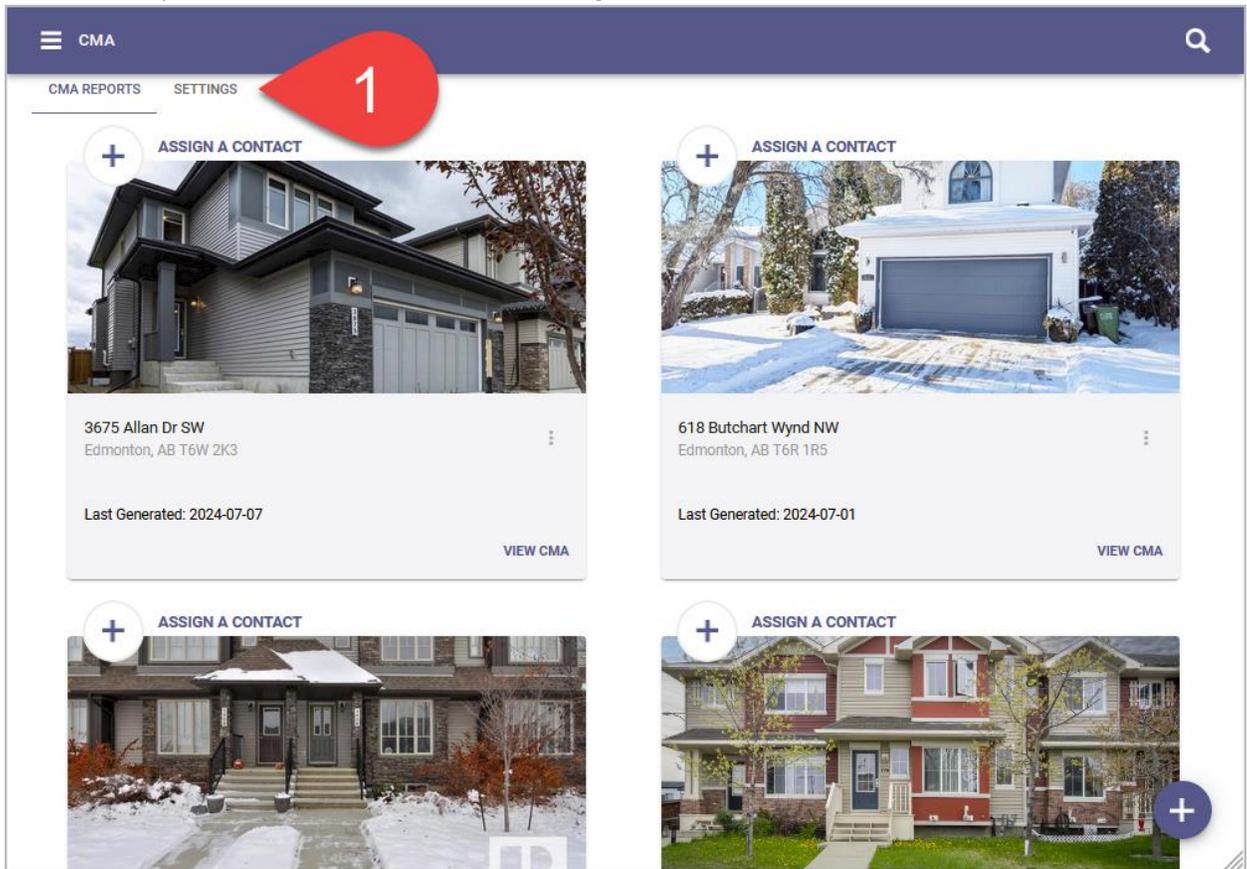


EasyCMA: Customize your Settings

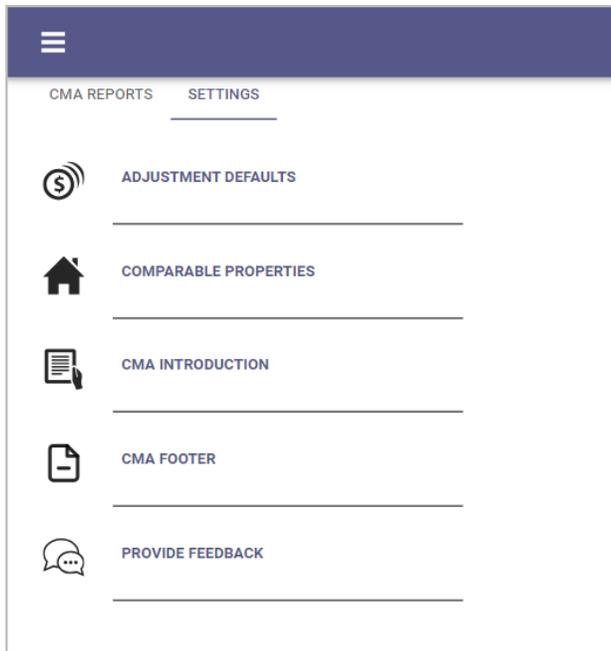
EasyCMA allows you to customize some settings that will apply to all your CMA reports, such as adding a default introduction, a comparable status and price update feature, and default adjustments. You can also edit these settings for individual CMA reports later.

To set up your EasyCMA settings, follow these steps:

1. From the EasyCMA Dashboard, click on the **Settings** tab.



2. Here you will be able to set defaults for the following:



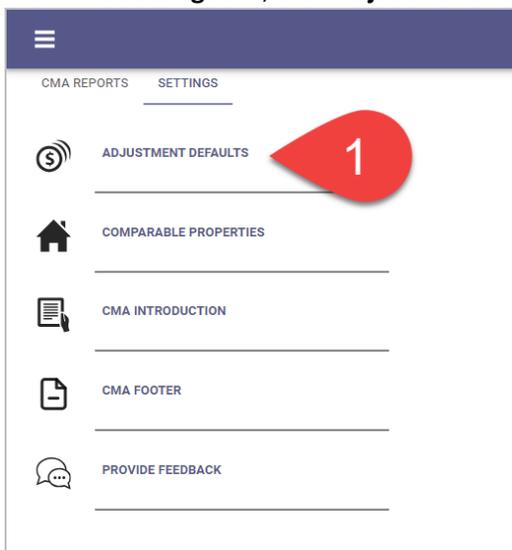
- Adjustment Defaults
- Comparable Properties
- CMA Introduction
- CMA Footer (a.k.a Disclaimer)

NOTE: You can use the 'Provide Feedback' button to share your feedback with ICE, the creators of Paragon.

Adjustment Defaults

This setting allows you to enter preset monetary value of different features, such as bedrooms or bathrooms, and automatically adjust the price of comparable listings based on how they match or differ from those features.

1. From the **Settings** tab, click **Adjustment Defaults**.



2. The **Adjustment Default Settings** page will open.

✕ Adjustment Default settings SAVE

Adjustments Off

| Variable | Unit | Unit Price |
|---------------------|------------|--------------------------------|
| Bedrooms | +/- (1) | <input type="text" value="0"/> |
| Bathrooms | +/- (1) | <input type="text" value="0"/> |
| Half Bathrooms | +/- (1) | <input type="text" value="0"/> |
| Approx. Living SQFT | +/- (50) | <input type="text" value="0"/> |
| Garage Capacity | +/- (1) | <input type="text" value="0"/> |
| Lot Size Acres | +/- (0.05) | <input type="text" value="0"/> |

3. To apply the adjustment values you enter in the next step automatically to every comparable listing, click the Toggle switch to turn on adjustments.



NOTE: You can still adjust each comparable individually if you leave the adjustments setting off.

4. Enter an adjustment value for each field. The value entered will be automatically added to a comp when it matches the unit displayed. Example, if a bedroom is worth \$8,500, every comp that has extra bedrooms will have \$8,500 added per bedroom but every comp that has fewer bedrooms will be deducted \$8,500 per bedroom on the price of the comp.

✕ Adjustment Default settings SAVE

Adjustments On

| Variable | Unit | Unit Price |
|---------------------|------------|--------------------------------|
| Bedrooms | +/- (1) | <input type="text" value="0"/> |
| Bathrooms | +/- (1) | <input type="text" value="0"/> |
| Half Bathrooms | +/- (1) | <input type="text" value="0"/> |
| Approx. Living SQFT | +/- (50) | <input type="text" value="0"/> |
| Garage Capacity | +/- (1) | <input type="text" value="0"/> |
| Lot Size Acres | +/- (0.05) | <input type="text" value="0"/> |

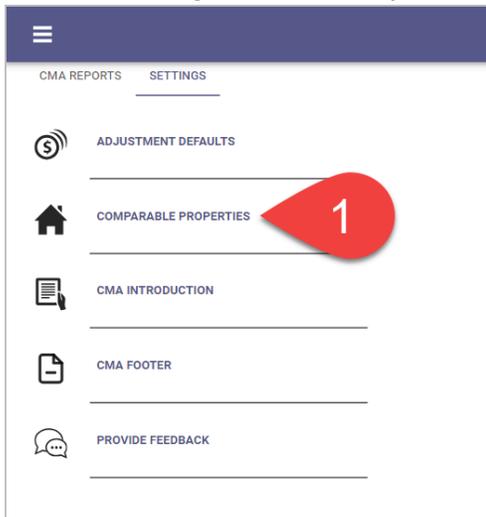
A red callout bubble with the number '4' is positioned over the 'Unit Price' column header and the input fields for the first three rows (Bedrooms, Bathrooms, Half Bathrooms).

5. Click **Save** to save the adjustments.

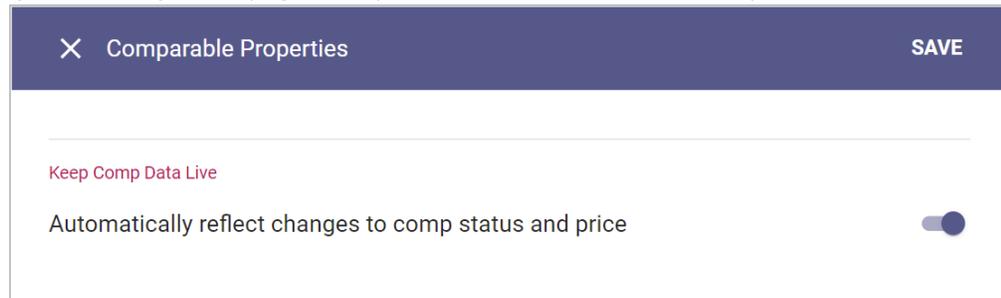
Comparable Properties

This setting allows the status and price of comparables to update on the CMAs that you will create and the digital version that your client will see. So, if at any point the price changes or the status changes (e.g., from Active to Pending then Sold) you and your client will see it.

1. From the **Settings** tab, click **Comparable Properties**.



2. The **Comparable Properties** page will open. This feature is turned **on** by



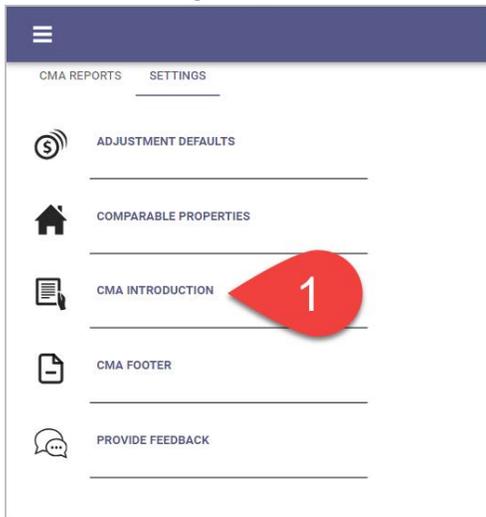
default.

3. If you do not want these fields to update automatically and prefer that they stay static, turn this feature off by clicking on the Toggle switch which will turn gray().

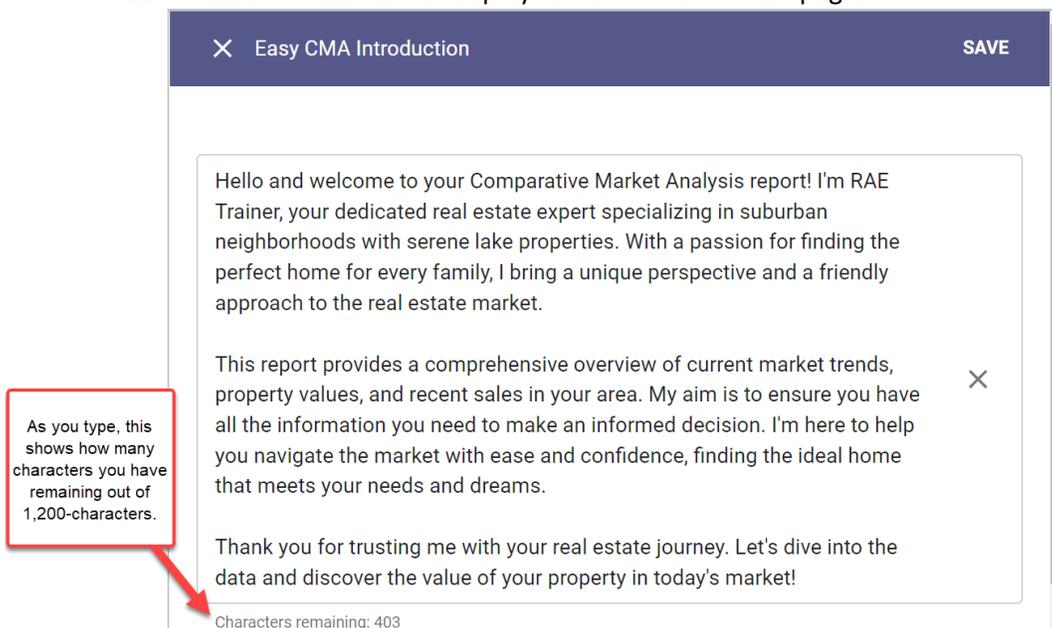
CMA Introduction

This setting allows you to customize the introductory text for your CMA report, which will explain the purpose and content of the report to your client.

1. From the **Settings** tab, click on **CMA Introduction**.



2. Type introductory text, for example, you may want to explain what a CMA is, what the client will see, and how to read the CMA report. It will be displayed at the top of the finalized CMA report. There is a 1200-character limit which displays at the bottom of the page.



3. Once you are done, click **Save** to save the introduction or click **Close** (X) to exit without saving.

CMA Footer

Default Disclaimer: "This Comparable Market Analysis is based solely on sales and listing data and should be used for analysis purposes only by a licensed REALTOR®. Not intended to be used for mortgage underwriting and should not be considered the equivalent of an appraisal."

You have now set up your EasyCMA settings. You can change these settings at any time by going back to the Settings tab and editing them.