Memo from the Board
to Nebraska Real Property Appraisers

January 19, 2021

NRPAB APPRAISER LOGIN EXPANDED TO INCLUDE ONLINE REAL PROPERTY APPRAISER RENEWAL APPLICATION AND CONTACT INFORMATION SELF-SERVICE INTERFACE

By Tyler Kohtz, Director

During the past two years, the Nebraska Real Property Appraiser Board ("Board") has been working behind the scenes to enhance Appraiser Login. The next time that you attempt to access Appraiser Login, you will notice a major appearance change. Appraiser Login was moved to the Centurion Blue platform to improve functionality and increase security. Once you access Appraiser Login through Centurion Blue, you will also see an option to renew your real property appraiser credential electronically and a new contact information self-service interface.

To access the Appraiser Login through Centurion Blue, you will need to create a username and a password. In order to set up your username and password, you will receive an email invitation to create your new Centurion UserID. If you cannot find your email invitation, you can request a new email invitation by emailing your request to nrpab.AppraiserLogin@nebraska.gov. The Board's records will include the username only, as the password will be private to you, the user.

Have you set up your New Login using Centurion?

CENTURION

NEBRASKA
Good Life. Great Vision.
OFFICE OF THE CIO

If YES:

Log in via Centurion

If NO:

1. Find your email invitation to create your new Centurion UserID. If you cannot find this email, please use the contact email below to request a new email invitation.
2. Create your new Centurion UserID.
3. Log in below, remembering your new Centurion UserID.

Why the change in login? We will be able to accept your real property appraiser credential renewal 100% online including payment via Electronic Funds Withdrawal starting with real property appraiser credential renewals effective on January 1, 2021.

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1st District Representative
Term Expires: January 1, 2021

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Certified General Appraiser
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Term Expires: January 1, 2022

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Term Expires: January 1, 2024

Board Member
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3rd District Representative
Term Expires: January 1, 2025

NRPAB
Nebraska Real Property Appraiser Board

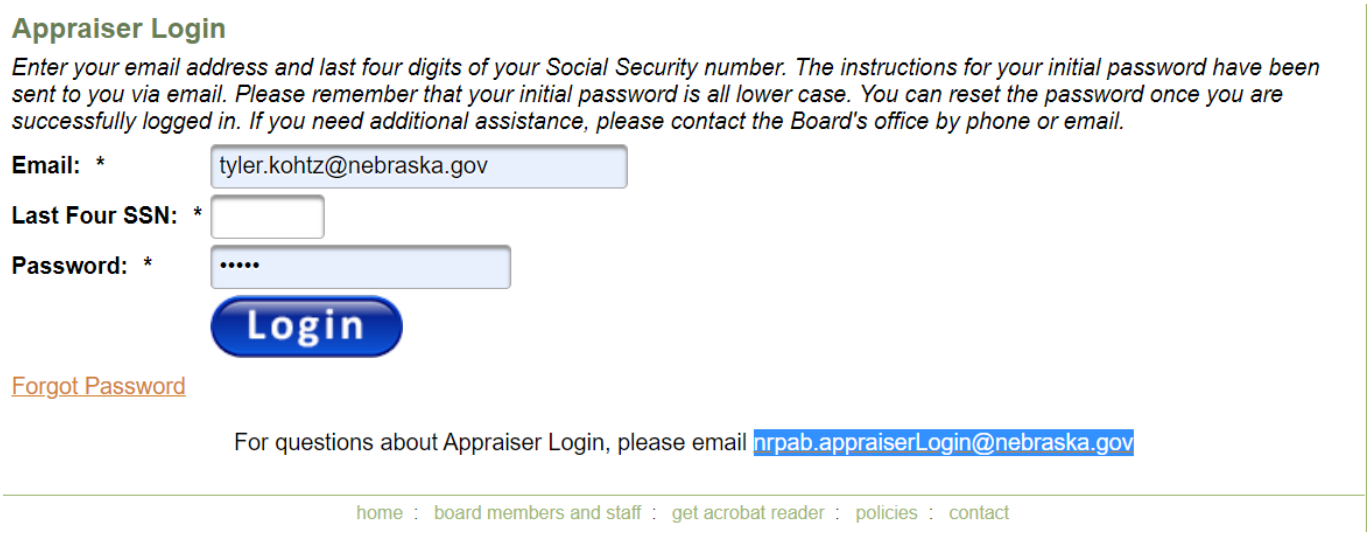
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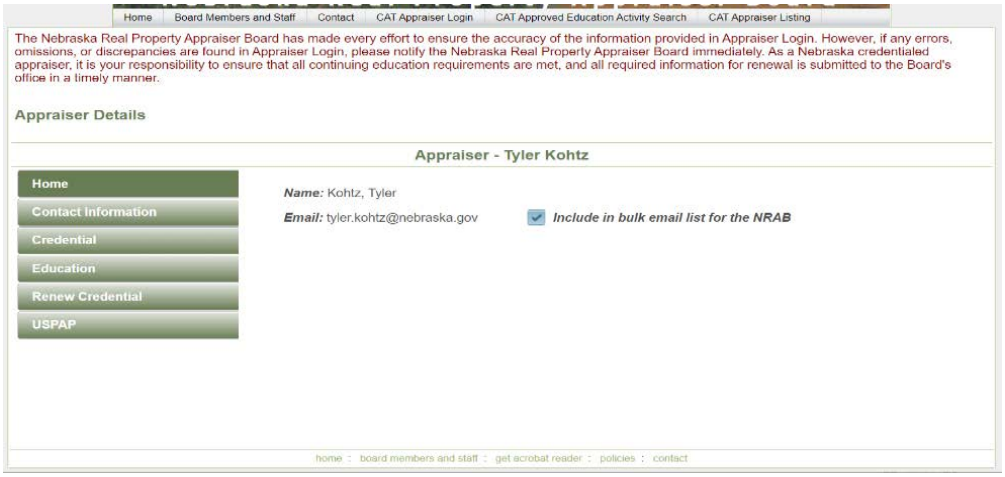
Visit NRPAB on Facebook

The first time that you attempt to log into Appraiser Login after the move to the Centurion Blue platform, you will follow the directions listed under "No" to the question "Have you set up your new login using Centurion (see example above)?" Once you log in using your email address, last four digits of your social security number, and your password under the old Appraiser Login platform (see example below), you will be redirected to Centurion Blue.



Once you have successfully logged into Appraiser Login through Centurion Blue, you will use the "Log in via Centurion" hyperlink below the answer "Yes" to the question "Have you set up your new login using Centurion?" (see example on page 1) for future login attempts. If you forget your password, please follow the directions on the login screen.

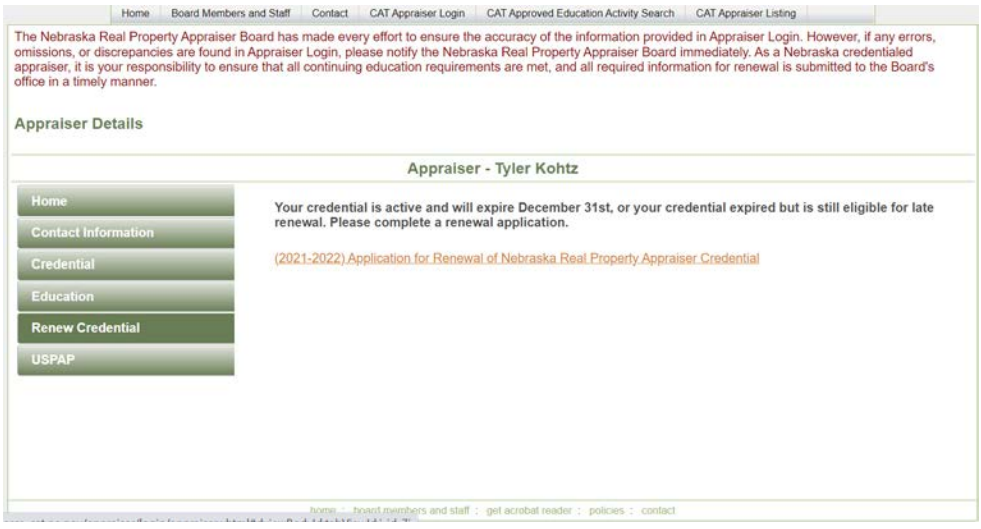
The new Appraiser Login will include six different interfaces on the left side of the screen: Home, Contact Information, Credential, Education, Renew Credential, and USPAP. Other than the new Contact Information and Renew Credential interfaces, the other interfaces work exactly as they did under the old Appraiser Login platform.



Although NRPAB staff will still update contact information upon receipt of a proper request, you are encouraged to maintain your own contact information in the "Contact Information" interface. In addition, under "Personal Details" in the online renewal application, you must check the box "I have verified and updated my business and residential contact information in Appraiser Login" to proceed to the next screen. When the "Edit" button is selected at the bottom of the Contact Information interface screen, the contact fields become fillable and additional directions appear for completing the contact information fields.

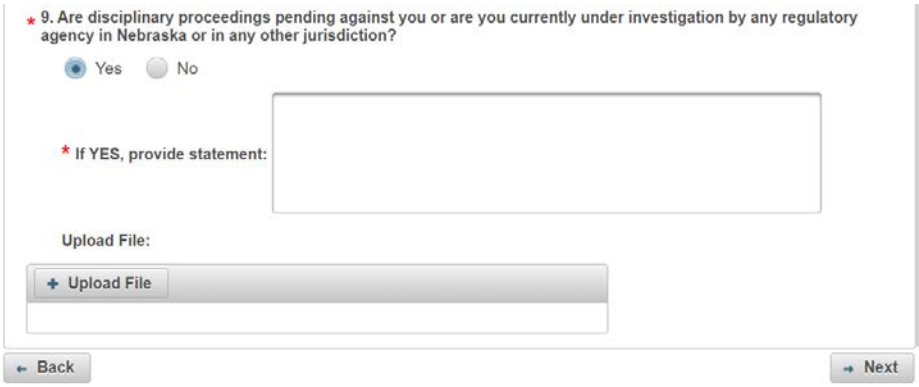


In addition to the traditional paper Renewal of Nebraska Real Property Appraiser Credential Application, you are now able to submit your real property appraiser renewal application electronically and your payment via Electronic Funds Withdrawal ("EFW") through the "Renew Credential" interface. The traditional application will still be made available in the fall under the current procedures; however, the online renewal application will be available on July 1st of each year to renew for the following year. If you have completed your continuing education required for renewal (if needed), you may renew your real property appraiser credential any time after July 1st by selecting the hyperlink for the appropriate application (see orange hyperlink in the example to the right).



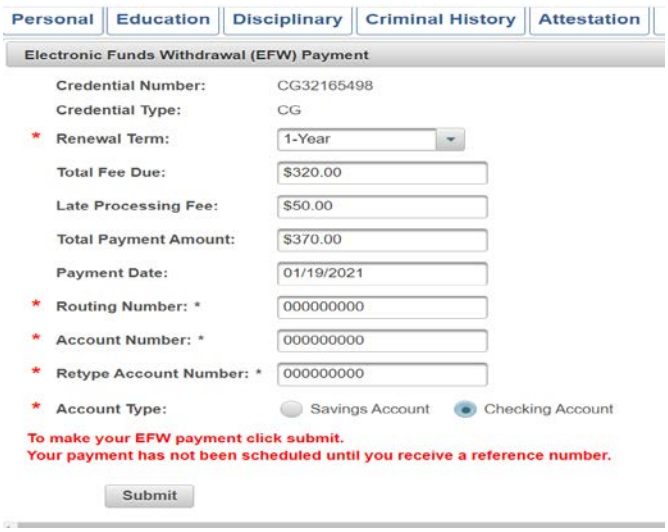
The online real property appraiser renewal application will direct you through the renewal process by steps set up as separate screens (Personal, Education, Disciplinary, Criminal History, Attestation, Affidavit, Payment). If a required field is incomplete, or information is incorrect, the system will not let you proceed to the next screen until the issue is addressed. You may be prompted to contact the Board's office if the issue persists.



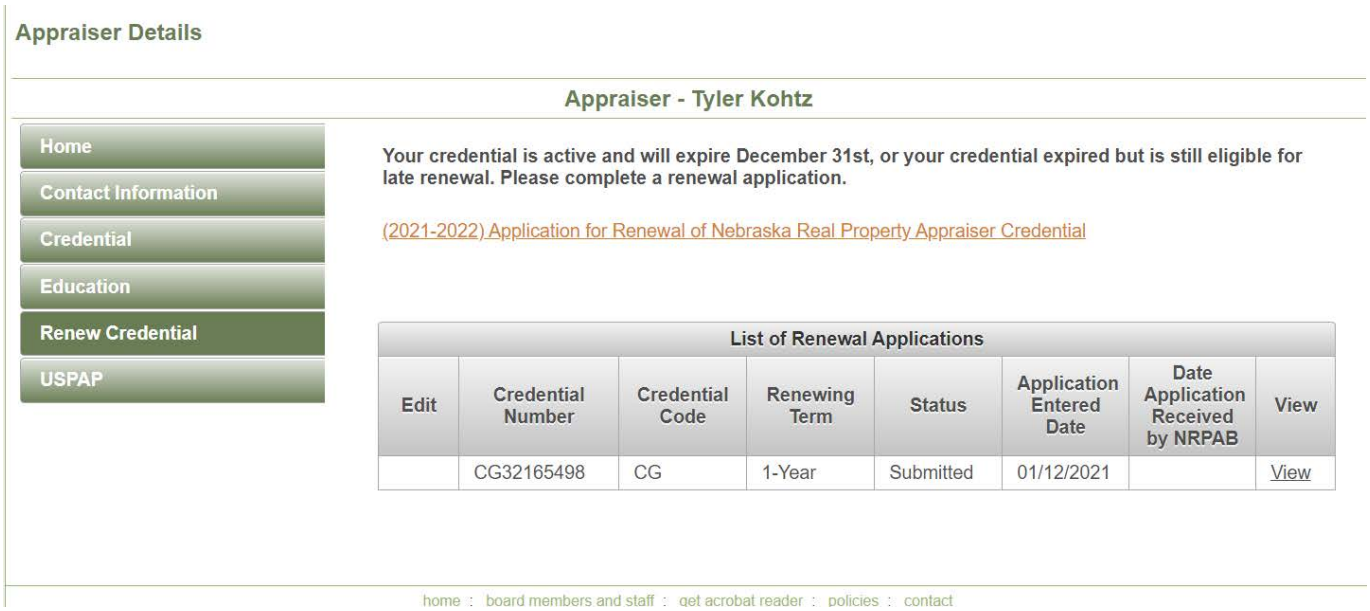


As you proceed through the online application, you may at times be prompted to enter an explanation for an answer, and you may be prompted to attach supporting documentation (See example to the left). The system will not allow you to proceed until all required fields are completed.

The payment screen will require you to select a one-year or two-year renewal of your credential, enter a bank routing number, enter a bank account number, and select an account type (see example to the right). The payment due amount will be auto-calculated based on the entries made and the date (for any required late processing fee) on which the real property appraiser renewal application is submitted. If the system detects an error in the online application process, or you incorrectly apply for renewal of your real property appraiser credential, the system will not process the payment and will prompt you to contact the Board's office.



You are able to enter and exit the online application as needed, and what has been completed will be saved in Appraiser Login. Also, once the application is submitted, you will be prompted to print your receipt (you will also be sent an email confirmation). Finally, you can view your real property appraiser renewal application and track the status of your submission through the Renew Credential interface. Statuses that you may see include under review, ready for credentialing, withdrawn, rejected, approved, and denied.



The Board is excited to provide this option for real property appraiser credential renewals, and in the future is looking to expand the use of Appraiser Login to include additional functions. If you have any questions regarding the updated Appraiser Login, the online real property appraiser renewal application, or the contact information interface, please feel free to contact the Board's office by phone at 402-471-9015, or by email at nrpab.AppraiserLogin@nebraska.gov.