



First Federal PropertyHub User Guide

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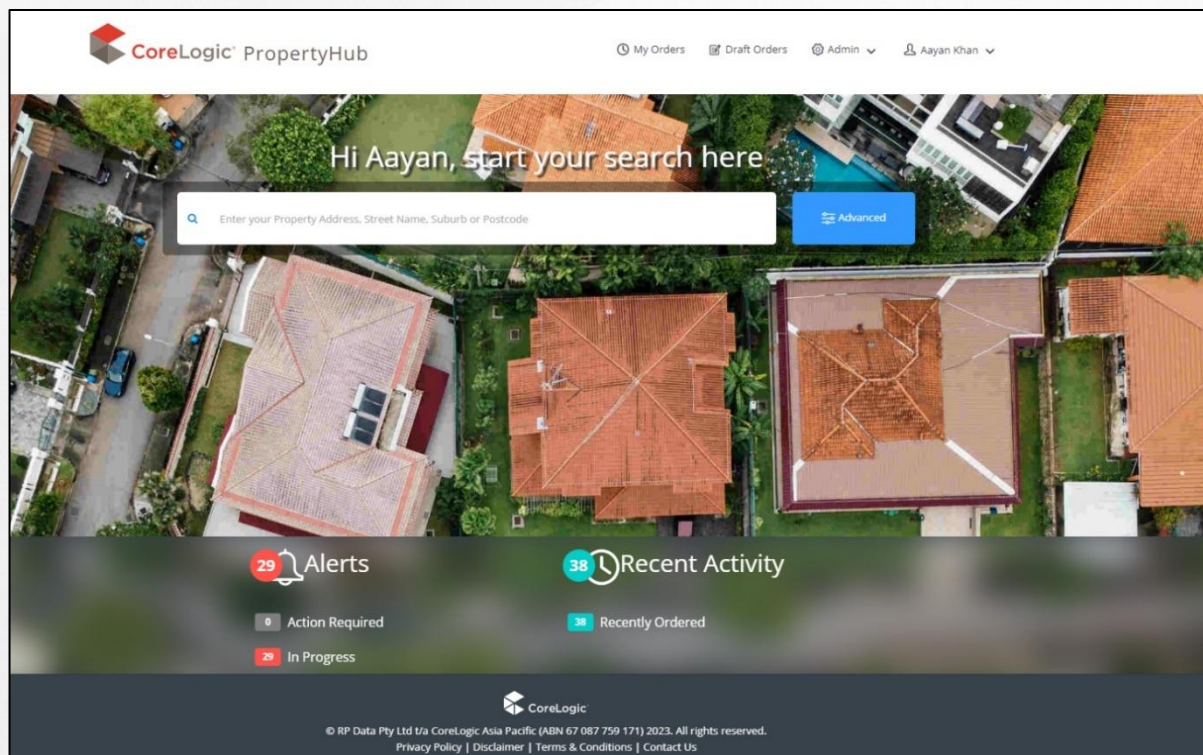
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1. Purpose



This guide explains how to access PropertyHub, register or log in, order a new valuation, manage valuation orders, and retrieve completed reports where available.

This guide is intended for First Federal brokers and internal users who need a clear, step-by-step reference for lodging and managing valuation requests through PropertyHub. Screenshots have been provided to support training and make the process easier to follow.



2. Accessing PropertyHub



PropertyHub link: <https://propertyhub.corelogic.asia/>

Go to the PropertyHub website and enter your email address when prompted. PropertyHub will check whether your email address is linked to an existing RP Data Professional subscription.

A screenshot of the CoreLogic login form. It features the CoreLogic logo at the top left. Below the logo, there is a label 'Email Address:' followed by a text input field containing the email address 'aayan.khan@corelogic.com.au'. Below the input field, there is a checkbox labeled 'Remember me?' which is checked. At the bottom right of the form, there is a blue 'Login' button.

If your email address is linked to an existing subscription, you will be directed to the login screen. If it is not linked to an existing subscription, you will be directed to the registration screen to create a new PropertyHub profile.

2.1 Existing RP Data Professional Subscribers

Log in using your existing RP Data Professional username and password. If you cannot remember your details, select the **Forgot username or password** option and follow the prompts to reset your access.

2.2 Brokers without an RP Data Professional Subscription

If you do not have an existing RP Data Professional username, create a broker profile when prompted. Complete all mandatory fields carefully, as these details may be used for future valuation requests and order notifications.

PropertyHub Registration Form

Welcome to PropertyHub, please select one of the following options:

☒ I am a new user to PropertyHub. I do not have an existing login to PropertyHub or RP Data

☐ I have an existing login to PropertyHub or RP Data

Please fill out the details below to create a new login for PropertyHub

* denotes mandatory field

Region:	AU	
Title:	Title	
First Name:	First Name	*
Last Name:	Last Name	*
Mobile Number:	Mobile Number	
Phone Number:	Phone Number	
Fax Number:	Fax Number	
Email:	Email	*
Username:	aakhan	*
Password: ⓘ		*
Confirm Password:	Confirm Password	*

Submit

2.3 First Login

On first login, review and accept the CoreLogic terms and conditions. Read the terms carefully before selecting the acceptance option at the bottom of the page.

You may then be asked to select an aggregator. If you do not have an aggregator association, or your institution does not appear in the list, close the pop-up and continue.

3. Ordering a New Valuation



3.1 Address Selection

To start a valuation request, enter the full property address in the search field and select the correct property from the available results. Confirm the address carefully before progressing, as the selected address will drive the valuation order.

Brokers with an RP Data Professional subscription may see additional property information, including comparable sales, market trends, local demographics, school catchment information, interactive maps and suburb reports.

Brokers without an RP Data Professional subscription will generally see basic property information only. This does not prevent the broker from ordering a valuation.

The screenshot displays the CoreLogic PropertyHub web interface. At the top, there's a navigation bar with the CoreLogic logo, 'PropertyHub' text, and links for 'My Orders', 'Draft Orders', 'Help', and a user profile 'Ajayn Khan'. A search bar contains the address '20 Kidds Road Doveton VIC 3177'. Below the search bar, the page title is '20 Kidds Road Doveton VIC 3177' with an 'Order' button. The main content area is divided into several sections: 'Property Insights' featuring a photo of a bedroom and a map; 'Estimated Value & Rent' showing a value range from \$511K to \$512K with an estimate of \$560K; 'About This Property' with a table of details; and 'Similar Properties' at the bottom. The 'Details' table includes information such as Bedrooms (3), Bathrooms (1), Car Spaces (3), Land Size (661m²), Building Area (97m²), and House Type (House - One Storey / Limestone).

Details	
Bedrooms	3
Bathrooms	1
Car Spaces	3
Land Size	661m²
Building Area	97m²
House Type	House - One Storey / Limestone
Council Area	Casey
Year Built	1975
Zone	General Residential Zone - Schedule 1
Lot Plan	LOT 38 UPR1539
Property Type	House

Property screen for a broker with an RP Data Professional subscription.



[My Orders](#)
[Draft Orders](#)
[Admin](#)
[Aayan Khan](#)

[Advanced Search](#)

Dashboard > 20 Kidds Road Doveton VIC 3177

20 Kidds Road Doveton VIC 3177
[Order](#)

Property Insights




20 Kidds Road Doveton VIC 3177
 9,114² 66,114²
 Property Type: House Development Zone: General Residential Zone - Schedule 1

About This Property

Similar Properties

Neighbourhood

Local Schools

Market Trends

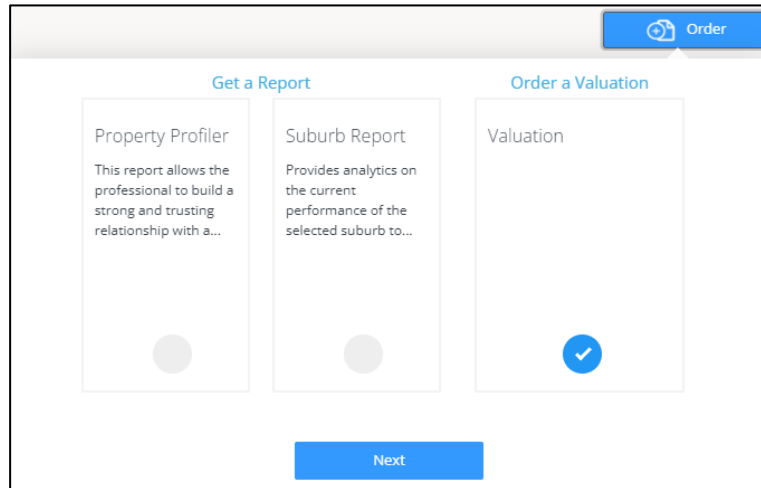
Property Timeline

Research access is not available for 20 Kidds Road Doveton VIC 3177. To upgrade your subscription please contact 'Customer Care'

Property screen for a broker without an RP Data Professional subscription.

3.2 Order Valuation

To order a valuation, select the **Order** button on the property page. This option is available to PropertyHub brokers regardless of whether they have an RP Data Professional subscription.



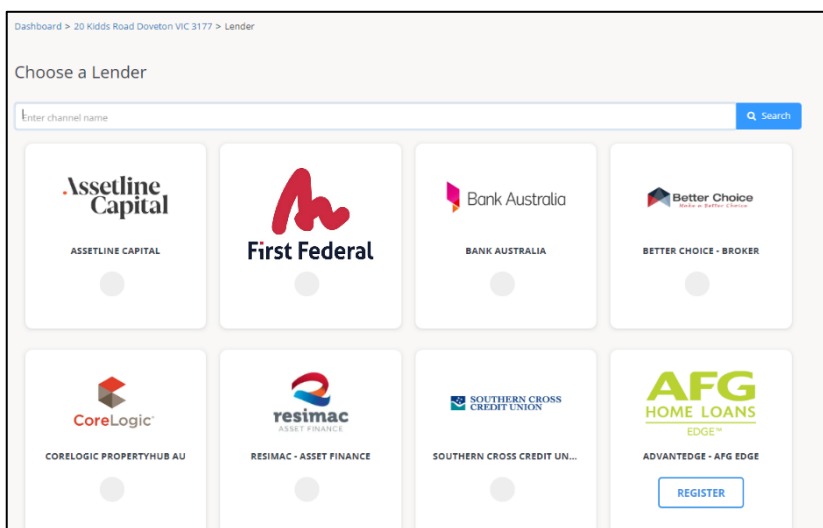
3.3 Lender Selection

Select First Federal for the valuation request from the **Choose a Lender** screen. Only proceed once you have selected First Federal for the application.

Tip: typing First Federal into the search bar is the quickest way to find the lender.

If First Federal appears and you are already registered, select First Federal and continue.

If you are a First Federal broker and are unsure whether you already have access, try searching for First Federal first. If the **Register** option appears, complete the registration request before attempting to order the valuation.



Important: A grey circle under the lender logo generally indicates that you are already registered to order valuations for that lender. A blue **Register** button generally indicates that registration is required before you can proceed.

3.4 Business Rules

PropertyHub will apply First Federal-specific business rules to determine the correct valuation service type. Where business rules apply, answer each question accurately so the correct service type is returned.

The answers provided in this section determine the valuation pathway shown by PropertyHub. Brokers should ensure the information entered aligns with the loan application and supporting documents before continuing.

Business Rules Questions

Tell us about the property and loan

By answering the questions accurately you will help ensure that the valuation type you ordered is correct and does not need re-processing later.

Property Information

Property Type *
Please Select

Property Value *
Enter Value

Select type *
☐ Customer Estimate ☐ Contract Price

Loan Information

Loan Amount (for this security only) *
Enter Value

Calculated LVR Ratio:
~%

Loan Purpose (for this security only) *
Please Select

Do any of these apply?
☐ Low Doc Loan
☐ Subject to Flooding
☐ Off the plan / Established < 2 Years
☐ Owner Builder
☐ Property size is greater than 2ha
☐ Senior Access
☐ Property Being Purchased IS NOT Arm's Length / Or is Without Intervention of a Real Estate Agent

[< Back](#) [Next >](#)

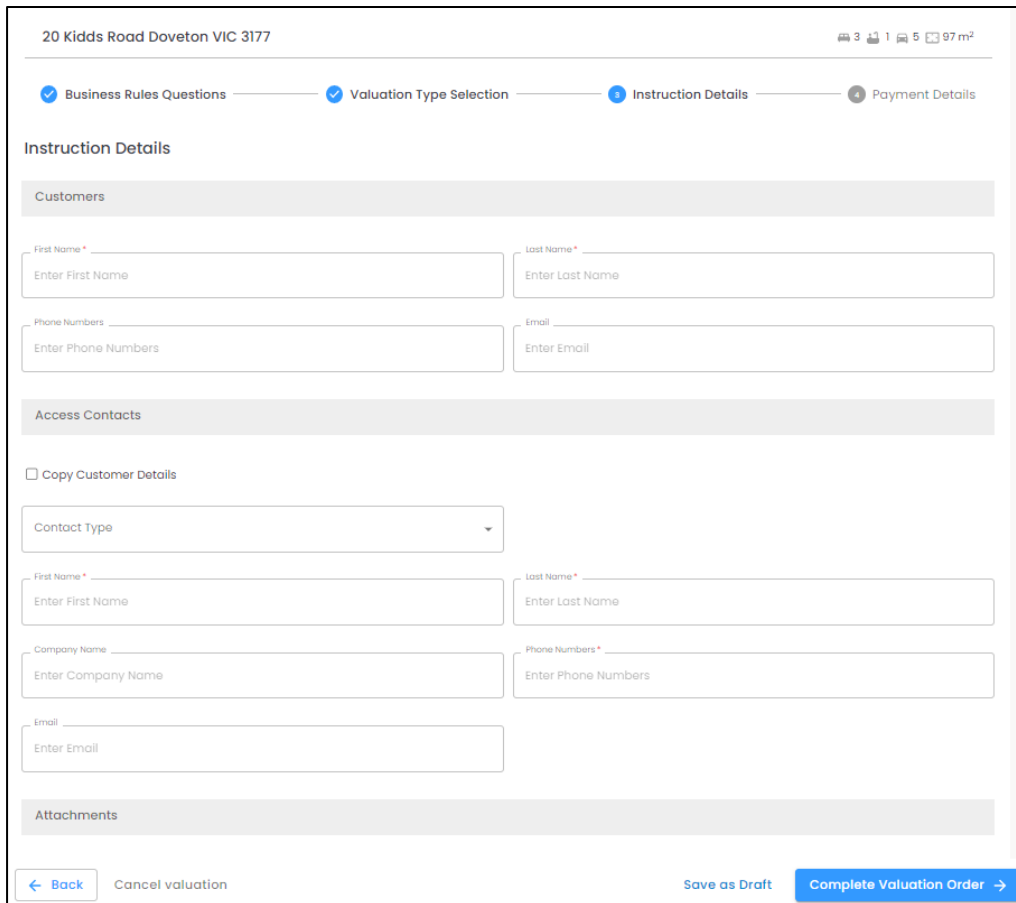
Example of business rules questions and returned service type.

3.5 Instruction Details

Complete the instruction details screen with all information the valuer needs to complete the assessment. Enter the details clearly and avoid unclear abbreviations.

- ▶ Borrower or applicant name.
- ▶ Inspection contact name, phone number and email address.
- ▶ Access instructions, tenancy details or preferred inspection arrangements.
- ▶ Supporting documents required by the lender or valuer.
- ▶ Any additional comments that are relevant to the valuation.

Before closing the confirmation screen, check that the property address, lender, valuation type, contact details and payment information are correct.



20 Kidds Road Doveton VIC 3177 3 1 5 97 m²

☒ Business Rules Questions
 ☒ Valuation Type Selection
 ☒ **Instruction Details**
☐ Payment Details

Instruction Details

Customers

First Name *

Enter First Name

Last Name *

Enter Last Name

Phone Numbers

Enter Phone Numbers

Email

Enter Email

Access Contacts

☐ Copy Customer Details

Contact Type

First Name *

Enter First Name

Last Name *

Enter Last Name

Company Name

Enter Company Name

Phone Numbers *

Enter Phone Numbers

Email

Enter Email

Attachments

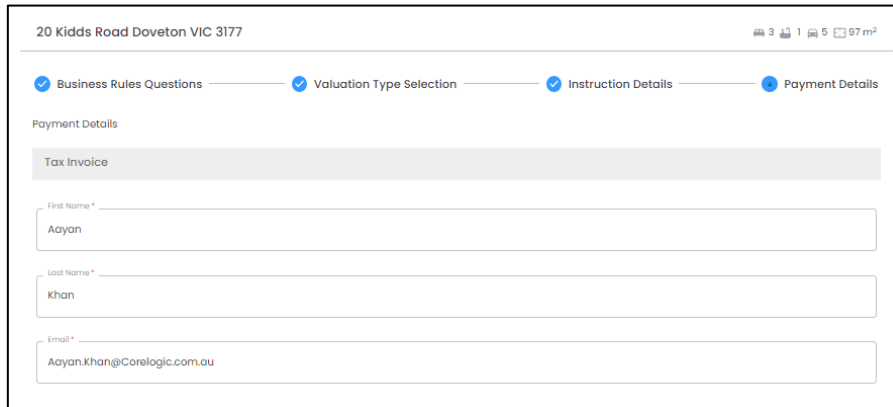
[← Back](#)
[Cancel valuation](#)
[Save as Draft](#)
[Complete Valuation Order →](#)

Instruction details screen showing mandatory fields.

3.6 Payment

Payment for valuations is made up-front through the PropertyHub system.

If the customer is paying for the valuation, enter the invoice recipient details when prompted. Check the email address carefully before continuing.



20 Kidds Road Doveton VIC 3177 3 1 5 97 m²

☒ Business Rules Questions
 ☒ Valuation Type Selection
 ☒ Instruction Details
 ☒ Payment Details

Payment Details

Tax Invoice

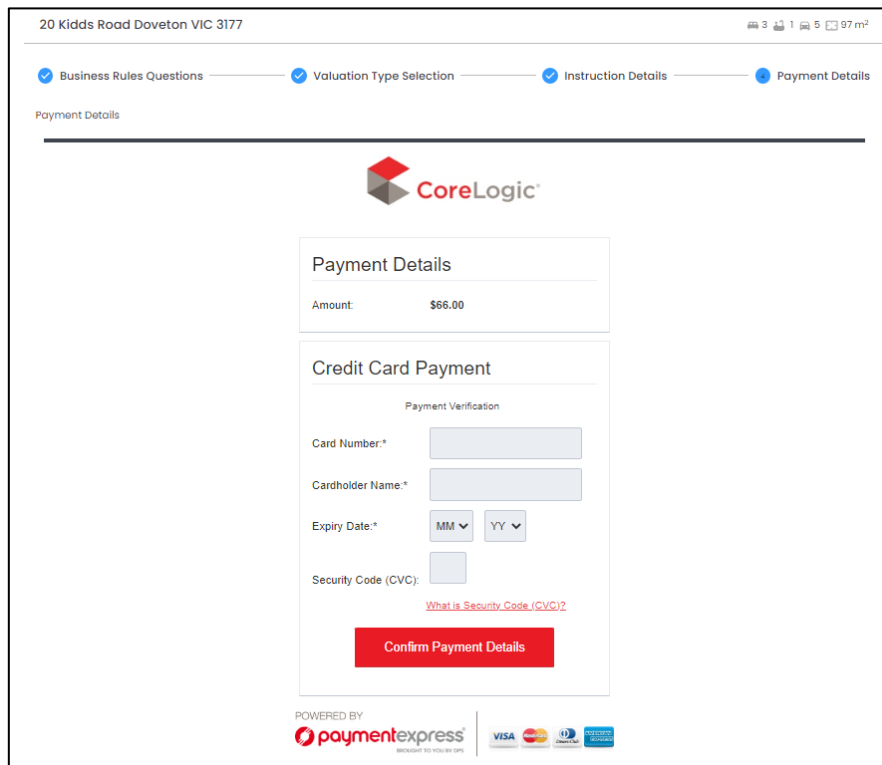
First Name *
Aayan

Last Name *
Khan

Email *
Aayan.Khan@Corelogic.com.au

If you have the card details available, enter the card details when prompted.

In some cases, the amount may be pre-authorised; in other cases, the card may be charged immediately. Follow the on-screen instructions and retain any payment confirmation for your records.



20 Kidds Road Doveton VIC 3177 3 1 5 97 m²

☒ Business Rules Questions
 ☒ Valuation Type Selection
 ☒ Instruction Details
 ☒ Payment Details

Payment Details

CoreLogic

Payment Details

Amount: \$66.00

Credit Card Payment

Payment Verification

Card Number:*

Cardholder Name:*

Expiry Date:*

Security Code (CVC):

[What is Security Code \(CVC\)?](#)

Confirm Payment Details

POWERED BY **paymentexpress**

VISA   

Credit Card Entry Screen

3.7 Order Confirmation

After payment details are completed, PropertyHub will display the order confirmation screen. Review the confirmation carefully before closing the page.

You can access the order later from the **My Orders** or **History** area.



Your order is confirmed

We will let you know the status of your valuation

[Go to My Orders →](#)
[Start new order](#)

Intellival AVM – Reference Number 1537143

Owners Estimate Value: \$560000 Loan Purpose: Purchase

20 Kidds Road Doveton VIC 3177

3 / 1 / 5 / -

Valuation Type: **Intellival AVM**

Payment Method **On Account**

Channel Name: **Bank Limited**

Total (Prices in Australian Dollar and includes GST) **On Account**

Submitter

First Name: **Aayan**

Contact Number:

Last Name: **Khan**

Email: **AayanKhan@Corelogic.com.au**

Property Access

First Name: **Aayan**

Contact Number: **0469890012**

Last Name: **Khan**

Email: **aayanKhan@corelogic.com.au**

4. My Orders Tab

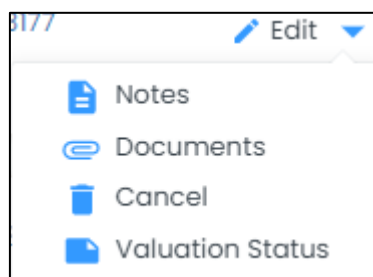


The **My Orders** tab is used to search, review and manage valuation orders through to completion. Where available, brokers can also download the completed valuation report from this area.

4.1 Search and Browse

To find an order, either browse the list or select the magnifying glass icon to search for a specific job. Enter the property address or relevant search term, then press **Enter**.

To view additional options for an order, select the downward arrow on the right-hand side of the job. Depending on the lender settings and order status, you may be able to view details, add notes, upload documents or download the completed report.



5.0 Document Control

VERSION	DATE	MODIFIED BY	DETAILS
1.0	04/08/2026	KAN	Document created