



ValEx Cotality Account User Guide

Table of Contents

About this document	1
Overview	2
ValEx & Valconnect Self-Migration	3
Self-registration Migration to Cotality Account	4
Connecting with an Existing Cotality Account	6
Connecting with a New Cotality Account	8
Adding New Users to Your ValEx Account (For Administrators)	10
MFA (Multi-Factor Authentication)	16

About this document

This document describes ValEx Self-Registration to a new Cotality Account:

- Logging into ValEx using the current method
- Navigating through ValEx to create a new Cotality Account
- Linking the ValEx account to the Cotality Account
- Logging into ValEx using the Cotality Account method

This guide has been written for general usage, as such, it does not include bespoke capabilities or customer-specific refinements and settings.

Overview

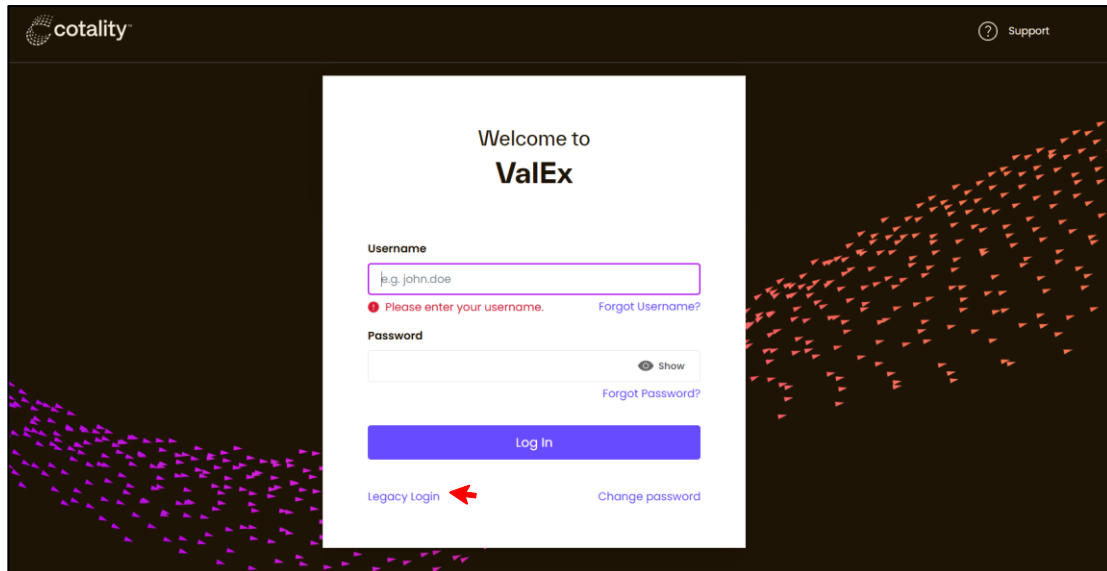
As part of our continued efforts to satisfy and remain above security standards and requirements, the ValEx platform will be migrating its current user login capability to the Cotality Account interface. This change in process will ensure efficiency and alignment across all platforms with the use of a single Cotality Account.

The Cotality Account Creation User Guide is a step-by-step walkthrough of the user journey for logging into ValEx via the current method, handling the Cotality account creation prompt, and completing the self-registration process.

ValEx & Valconnect Self-Migration

After December 5, 2025

- If you do not complete the self-migration process prior to the interface update, you will still be able to access ValEx and ValConnect via the "**Legacy Login**" hyperlink, located on the left-hand side below the password field.
- Selecting this link will direct you to the ValEx legacy login page where you may input your existing credentials. Upon logging in, you will be prompted again with a pop-up notification to initiate the self-migration process to ensure continued access.



Self-registration Migration to Cotality Account

Navigate to ValEx via the following URL:

<https://vx.valex.com.au>

The ValEx login screen will load. Follow the steps below if logging in via the “ValEx Legacy Login” method

- Supply the login credentials
- Click ‘Login’

Welcome to Cotality

ValEx Legacy Login
Use your ValEx account details to login

User

Password

Login I forgot my password

OR

Login with Cotality Account
Please use the ValEx Login method until your Cotality Account has been set up.
If you have set up a Cotality Account, click below:

Why is ValEx switching to Cotality Account?
Find out how to create and use a Cotality Account

Login with Cotality Account

Valuation Status Enquiry
If you wish to review the status of a pending valuation request and you do not have a ValEx Login, select Search:

Search

Upon logging in, a “Reminder” pop-up message will appear within the ValEx landing page. Instructing users to link their ValEx Account by completing the Cotality Account self-registration process.

ValEx™

Admin Logout

Help News Valuations Custom Manage Accounts

Job ID Enter a Job ID. Search

Advanced Search

In Progress

Drafts Incoming Quotes In Progress Red Alerts Completed Queries Update Funder Cancelled

Communications Custom

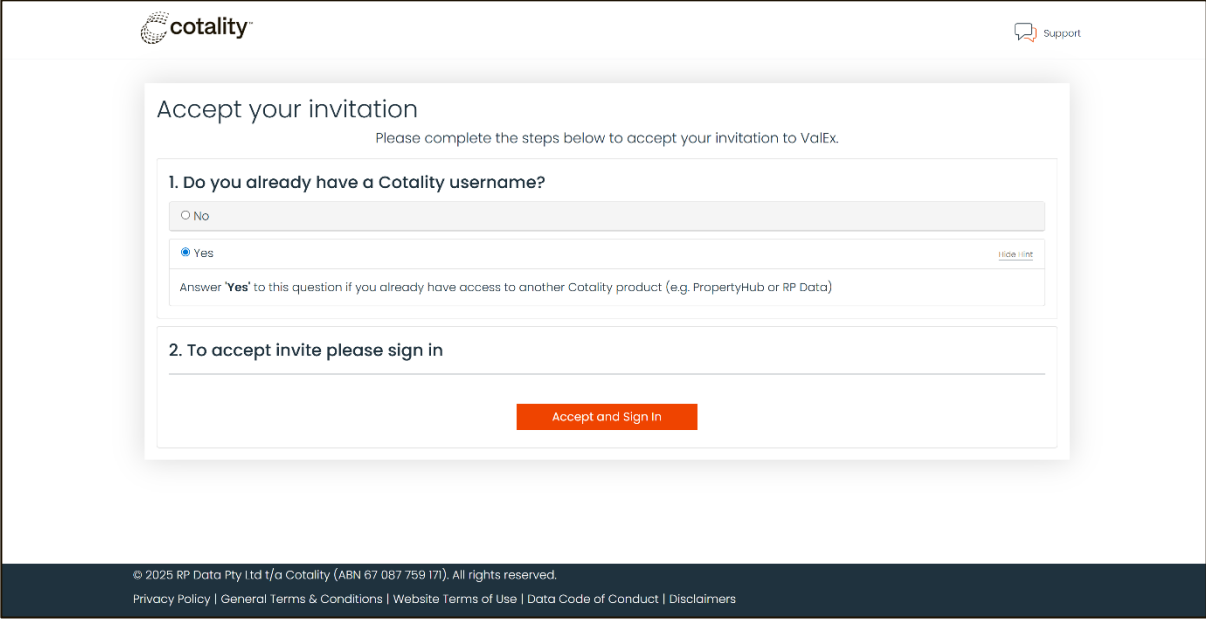
► Reminder
To ensure continued access to ValEx click OK to create/link a Cotality account.

OK

Job Address Cli Status Milestone

Follow the prompts on the “Reminder” message and click “OK”

A redirection will occur to the Cotality Account user invitation landing page to complete the self-registration process.

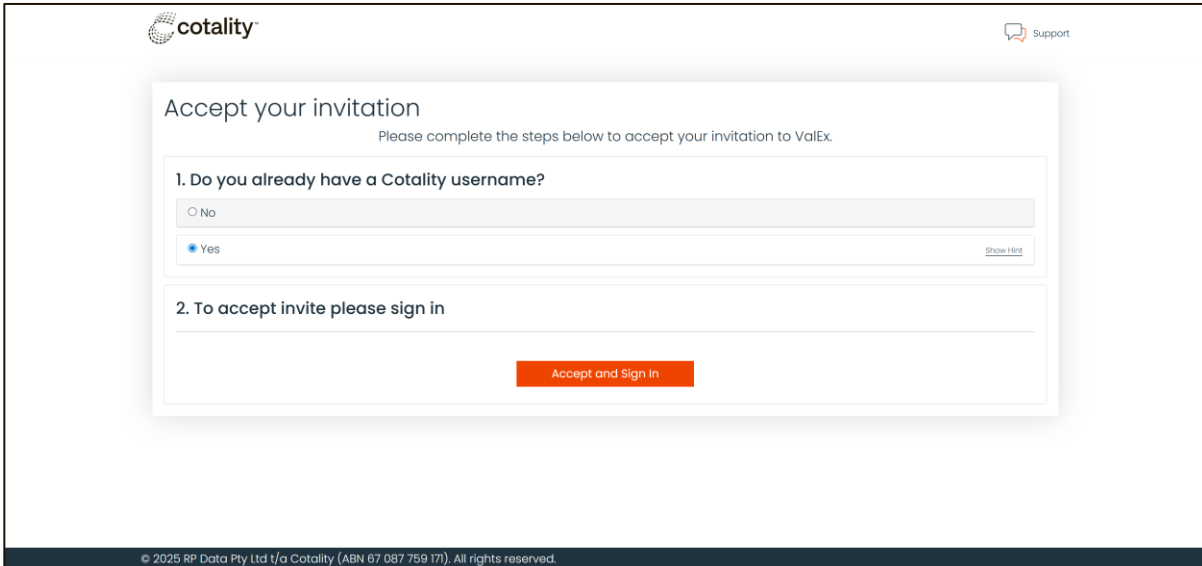


Follow the prompts on the screen to indicate whether a Cotality account has been created previously for other Cotality applications, i.e. Property Hub, RP Data etc.

Connecting with an Existing Cotality Account

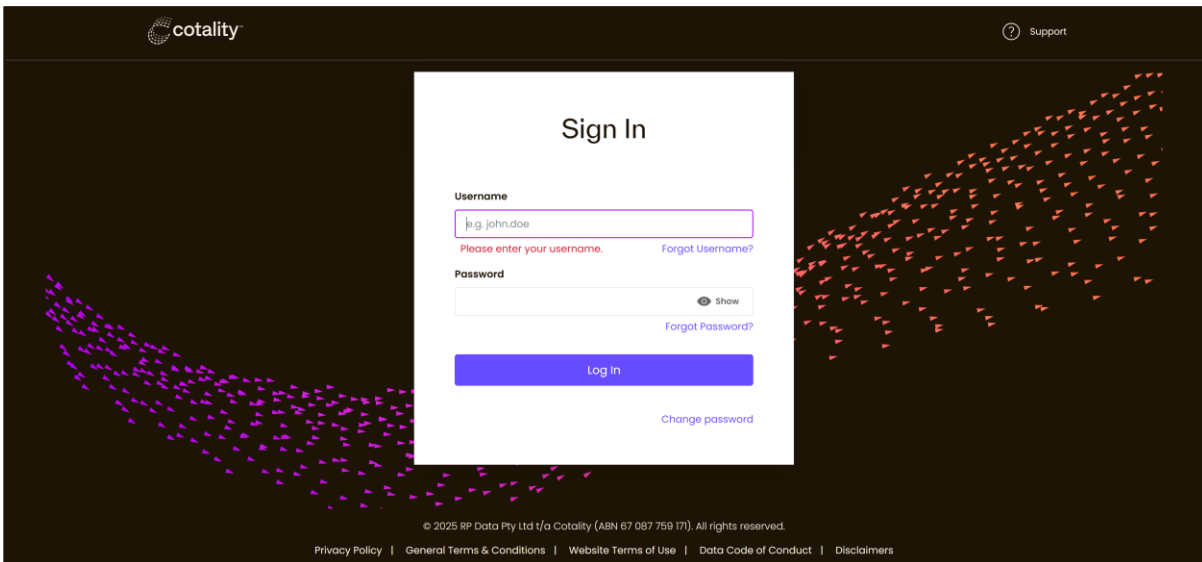
If a Cotality Account has been previously created, then follow the steps below:

- a) Click the “**Yes**” radio button if applicable and complete the login process as per below



The screenshot shows the Cotality website interface. At the top left is the Cotality logo, and at the top right is a 'Support' link. The main content area is titled 'Accept your invitation' and includes the instruction 'Please complete the steps below to accept your invitation to ValEx.' The first step is '1. Do you already have a Cotality username?' with two radio button options: 'No' and 'Yes'. The 'Yes' option is selected. A 'Show Hint' link is visible to the right of the 'Yes' option. The second step is '2. To accept invite please sign in' with a text input field. Below the input field is an orange button labeled 'Accept and Sign In'. At the bottom of the page, there is a copyright notice: '© 2025 RP Data Pty Ltd t/a Cotality (ABN 67 087 759 171). All rights reserved.'

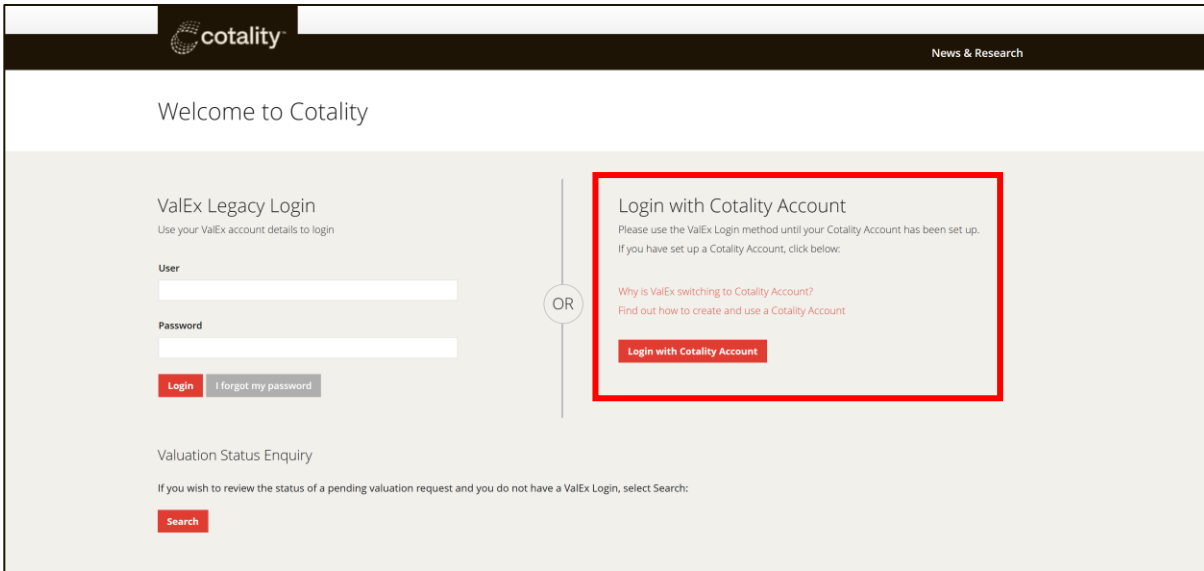
- b) Click “**Accept and Sign In**” to be directed to the Cotality Account Login Page – referenced in the screen capture below:



The screenshot shows the Cotality website interface. At the top left is the Cotality logo, and at the top right is a 'Support' link. The main content area is titled 'Sign In' and features a white login form on a dark background. The form has two input fields: 'Username' with a placeholder 'e.g. john.doe' and a red error message 'Please enter your username.' with a 'Forgot Username?' link; and 'Password' with a 'Show' eye icon and a 'Forgot Password?' link. Below the password field is a blue 'Log In' button and a 'Change password' link. The background of the page is dark with a pattern of small, colorful arrows. At the bottom of the page, there is a copyright notice: '© 2025 RP Data Pty Ltd t/a Cotality (ABN 67 087 759 171). All rights reserved.' and a footer with links for 'Privacy Policy', 'General Terms & Conditions', 'Website Terms of Use', 'Data Code of Conduct', and 'Disclaimers'.

- i) Enter login credentials and,
- ii) Click “**Log In**” to link the Cotality Account to ValEx and be redirected back to the ValEx Homepage

Upon completion of the login process the Cotality Account will be linked to ValEx. Please use the Cotality Account login method when logging into ValEx, moving forward. Please refer to the screen capture below.



Connecting with a New Cotality Account

In the instance whereby a New Cotality Account is required, then follow the steps below:

- i) Click the “**NO**” radio button if applicable and complete the self-registration form
- ii) Populate and complete all required fields to finalise the registration process

The screenshot shows the 'Accept your invitation' page on the Cotality website. The page title is 'Accept your invitation' and it includes the instruction 'Please complete the steps below to accept your invitation to ValEx.' The form is divided into two main sections:

- 1. Do you already have a Cotality username?** This section contains two radio buttons: 'No' (which is selected) and 'Yes'. There is a 'Show Help' link next to the 'Yes' option.
- 2. Create your Cotality username** This section is marked with an asterisk as a required field. It prompts the user to 'Create your user details and password to proceed to login.' It contains several input fields: 'Username (e.g. jane.doe) *', 'Email *', 'Password (at least 8 characters) *', 'Confirm Password *', 'First Name *', 'Last Name *', 'Phone', and 'Mobile (e.g. +61 421 111 222)'. A note below the password fields states: 'Good passwords are hard to guess. Use uncommon words, inside jokes, non-standard uppercase/lowercase, creative spelling, and non-obvious numbers and punctuation.' At the bottom of the form is a red 'Create Username' button.

At the bottom of the page, there is a footer with the text: '© 2025 RP Data Pty Ltd t/a Cotality (ABN 67 087 759 171). All rights reserved. Privacy Policy | General Terms & Conditions | Website Terms of Use | Data Code of Conduct | Disclaimers'.

- iii) Click “**Create Username**” button, located on the bottom of the page to be redirected to the Cotality Sign In page

The screenshot shows the 'Sign In' page on the Cotality website. The page has a dark background with a pattern of small orange and purple triangles. The 'Sign In' form is centered and contains the following elements:

- Username:** An input field with the placeholder text 'e.g. john.doe'. Below it is a red error message: 'Please enter your username.' and a blue link: 'Forgot Username?'.
- Password:** An input field with a 'Show' button (eye icon) to the right. Below it is a blue link: 'Forgot Password?'.
- Log In:** A large blue button.
- Change password:** A blue link below the 'Log In' button.

At the bottom of the page, there is a footer with the text: '© 2025 RP Data Pty Ltd t/a Cotality (ABN 67 087 759 171). All rights reserved. Privacy Policy | General Terms & Conditions | Website Terms of Use | Data Code of Conduct | Disclaimers'.

- iv) Enter login credentials and,
- v) Click “**Log In**” to link the Cotality Account to ValEx and be redirected back to the ValEx Homepage

Upon completion of the login process the Cotality Account will be linked to ValEx. Please use the Cotality Account login method when logging into ValEx, moving forward. Please refer to the screen capture below.

cotality News & Research

Welcome to Cotality

ValEx Legacy Login
Use your ValEx account details to login

User

Password

[Login](#) [I forgot my password](#)

Valuation Status Enquiry
If you wish to review the status of a pending valuation request and you do not have a ValEx Login, select Search:

[Search](#)

OR

Login with Cotality Account
Please use the ValEx Login method until your Cotality Account has been set up. If you have set up a Cotality Account, click below:

[Why is ValEx switching to Cotality Account?](#)
[Find out how to create and use a Cotality Account](#)

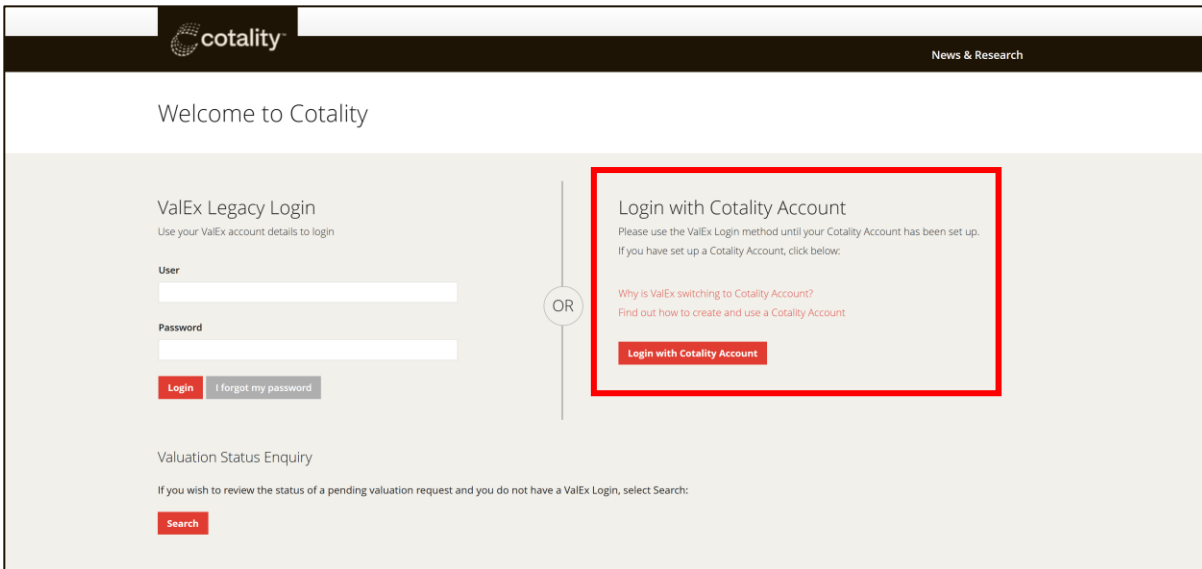
[Login with Cotality Account](#)

Adding New Users to Your ValEx Account (For Administrators)

Navigate to ValEx via the following URL:

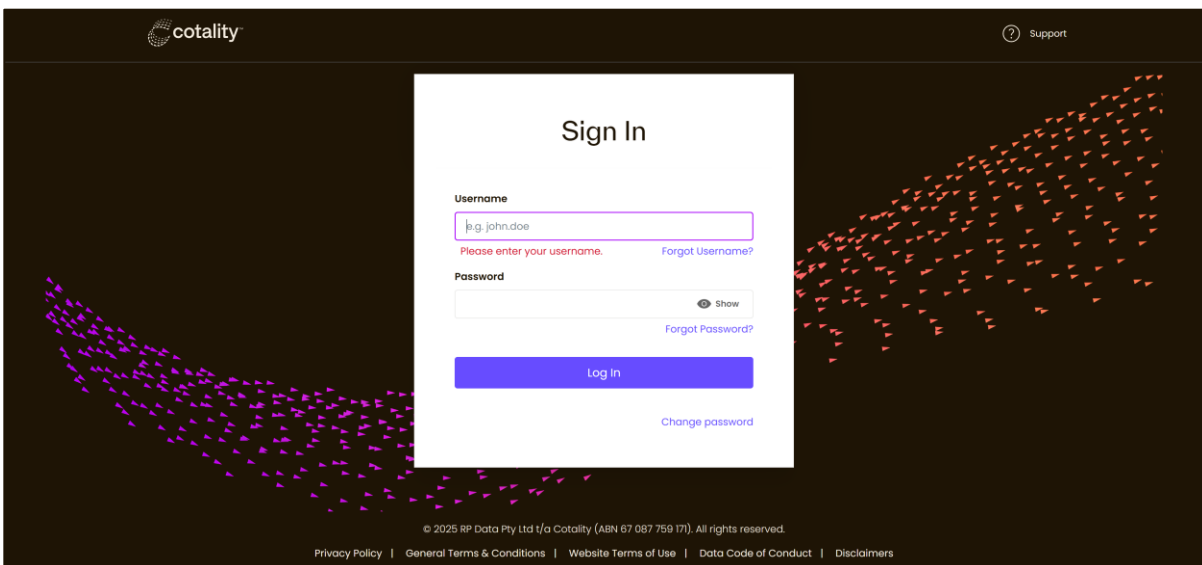
<https://vx.valex.com.au>

The ValEx login screen will load. Follow the steps to “Login with Cotality Account”



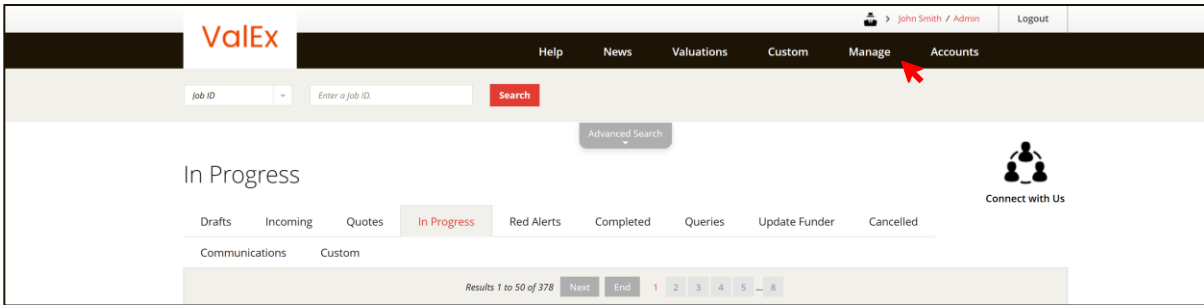
The screenshot shows the ValEx login interface. At the top left is the Cotality logo, and at the top right is a link for 'News & Research'. The main heading is 'Welcome to Cotality'. Below this, there are three login options: 'ValEx Legacy Login' (with fields for User and Password), 'Login with Cotality Account' (highlighted with a red box), and 'Valuation Status Enquiry'. The 'Login with Cotality Account' section includes instructions to use the ValEx Login method until a Cotality Account is set up, and a red button labeled 'Login with Cotality Account'. A central 'OR' separator is visible between the legacy and Cotality options.

A redirection will occur to the Cotality Account Login Page – referenced in the screen capture below:

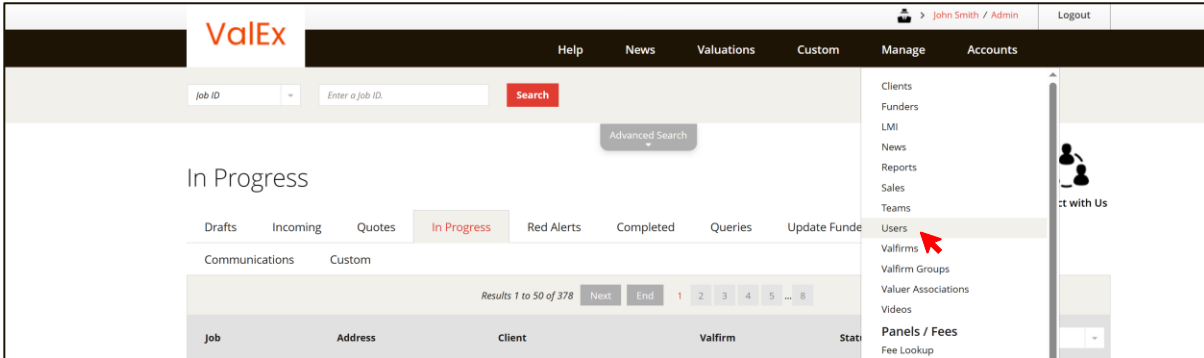


The screenshot shows the Cotality Account Login Page. At the top left is the Cotality logo, and at the top right is a 'Support' link. The main heading is 'Sign In'. Below this, there are two input fields: 'Username' (with a placeholder 'e.g. john.doe') and 'Password' (with a 'Show' toggle). There are links for 'Forgot Username?' and 'Forgot Password?'. A blue 'Log In' button is prominently displayed, with a 'Change password' link below it. The background features a decorative pattern of purple and orange arrows. At the bottom, there is a copyright notice: '© 2025 RP Data Pty Ltd t/a Cotality (ABN 67 087 759 171). All rights reserved.' and a row of links: 'Privacy Policy | General Terms & Conditions | Website Terms of Use | Data Code of Conduct | Disclaimers'.

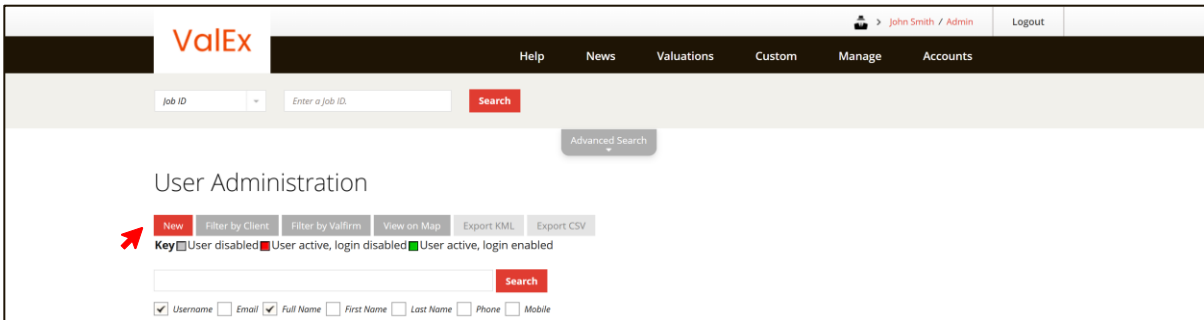
- Supply the login credentials
- Click “**Log In**” to be redirected back to the ValEx Homepage (referenced in screen capture below)



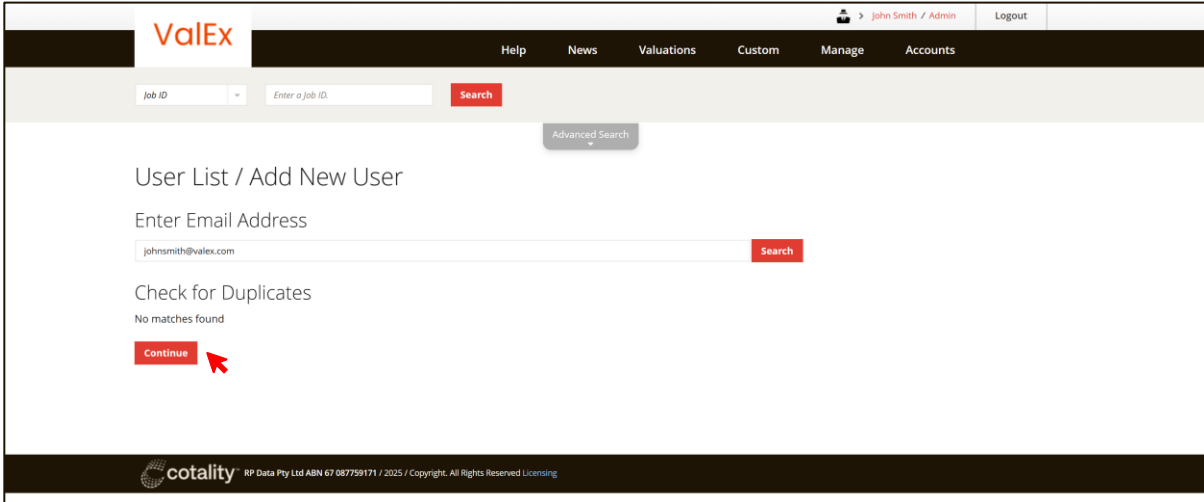
- i) Navigate to the “**Manage**” tab on the main menu located on the top of the screen
- ii) Click on “**Users**” within the Manage menu to be directed to the “**User Administration**” Page



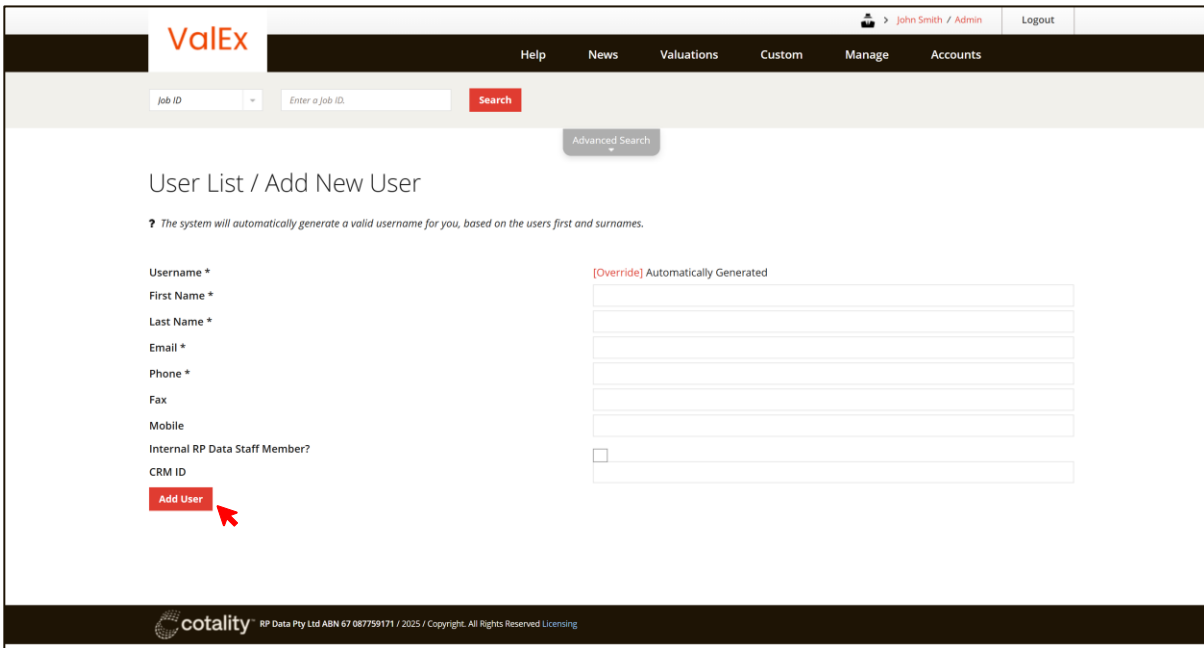
- iii) Within the User Administration screen, click on “**New**” to create a new user profile



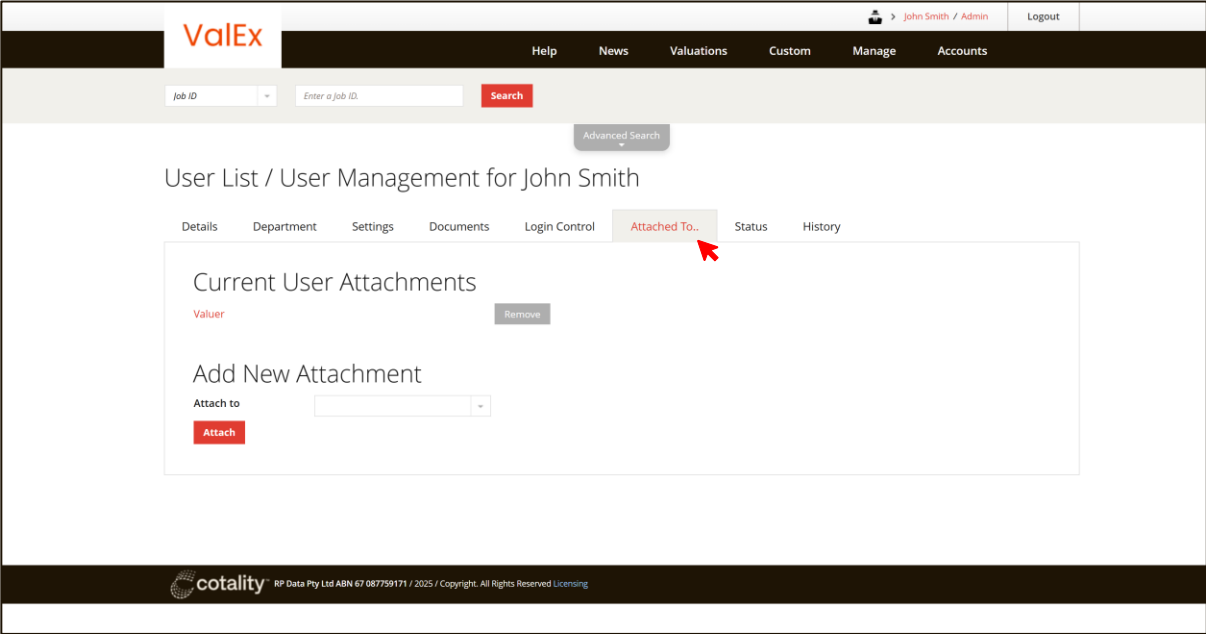
- iv) Supply the email address associated with the new user to perform a search and validate for duplicate profiles
- v) Click “Continue” to be directed to the next step



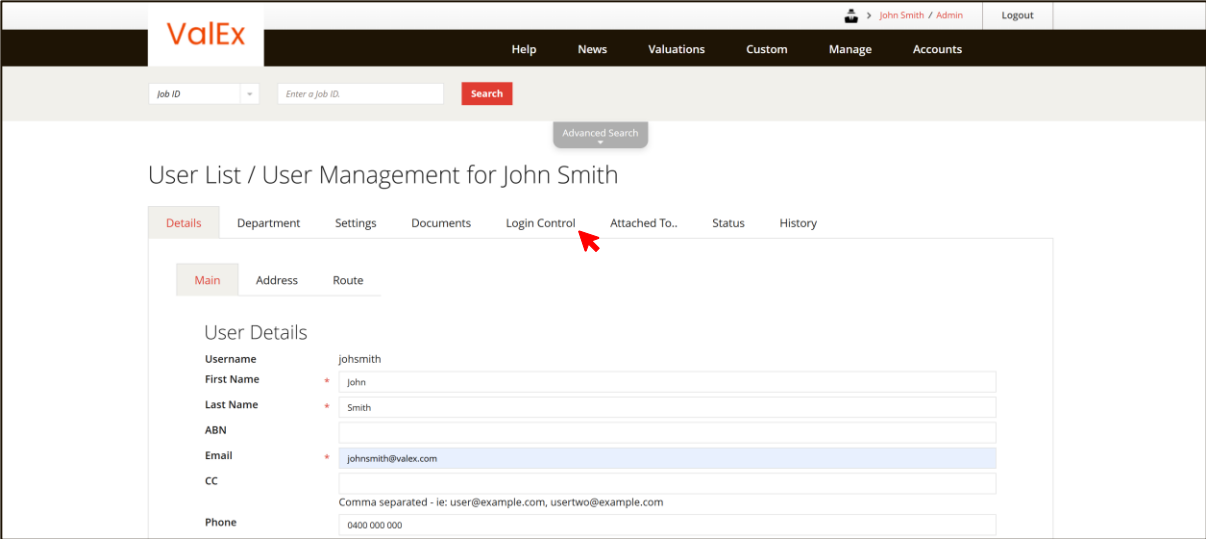
- vi) Complete the user creation form and click “Add User” to be directed to the next step



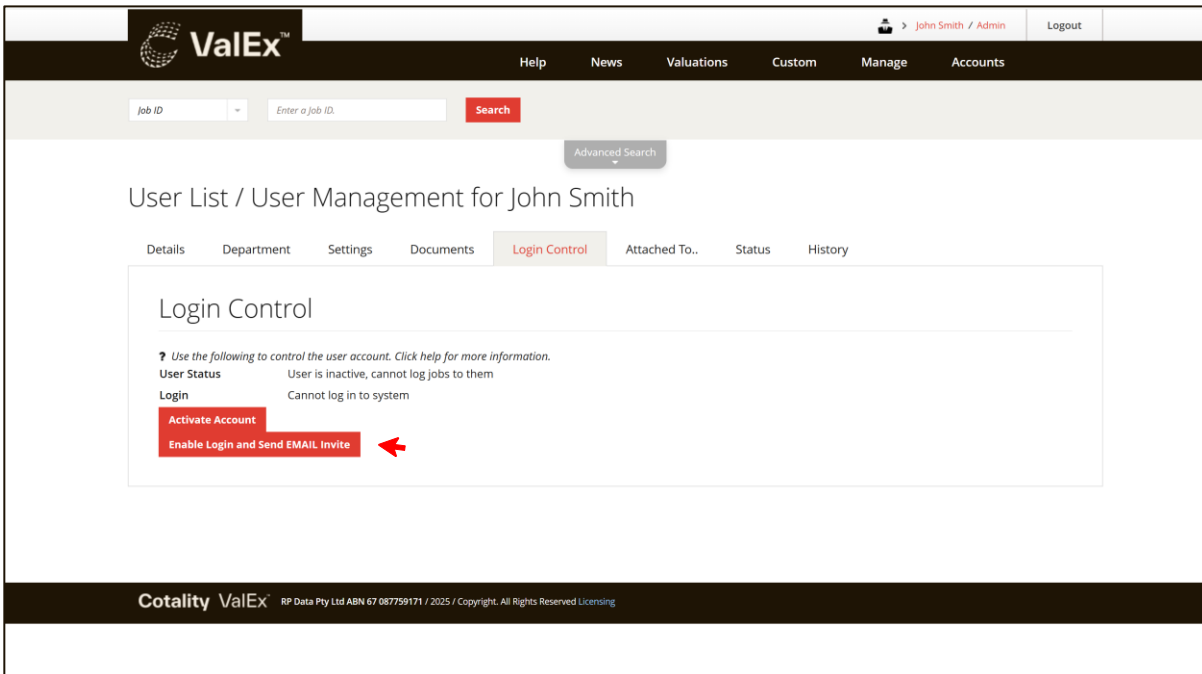
- vii) The **'User Management'** screen will appear with the information relevant to the new user
- viii) Click on **"Attach To"** tab and ensure the user is attached to a role



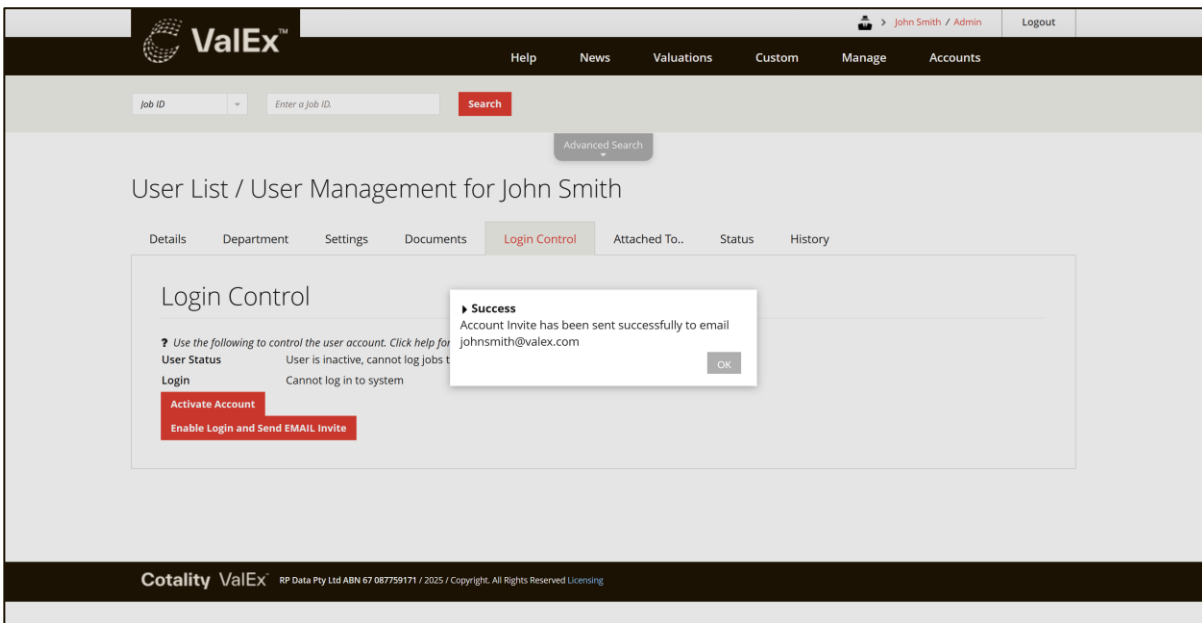
- ix) Navigate to the **"Login Control"** tab within the User Management screen



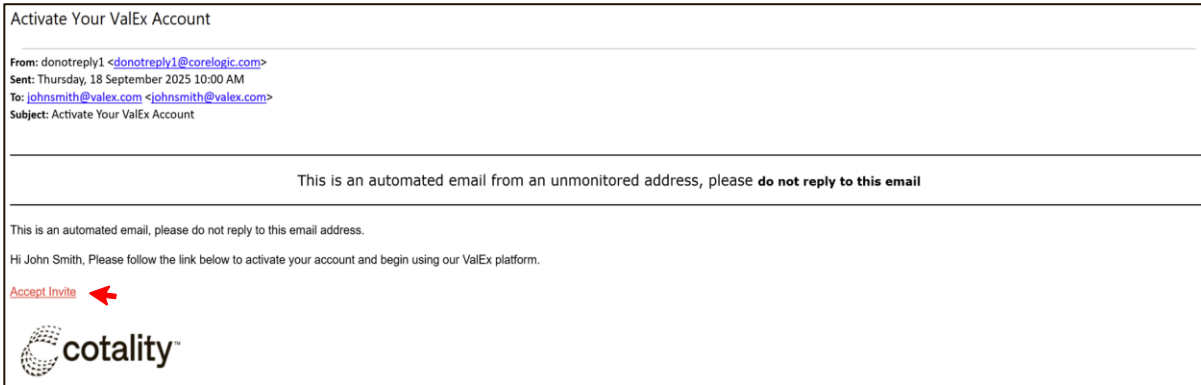
x) Click on “Enable Login and Send Email Invite” button



xi) A confirmation “Success” pop up message will appear once completed



- xii) An auto generated email invitation will be sent to the user to complete the email verification and login process



- xiii) Upon clicking the “Accept Invite” please refer to the relevant section below within the user guide to complete the account set up:
 - a) [Existing Cotality Account Users – Page | 5](#)
 - b) [New Cotality Account Users – Page | 7](#)

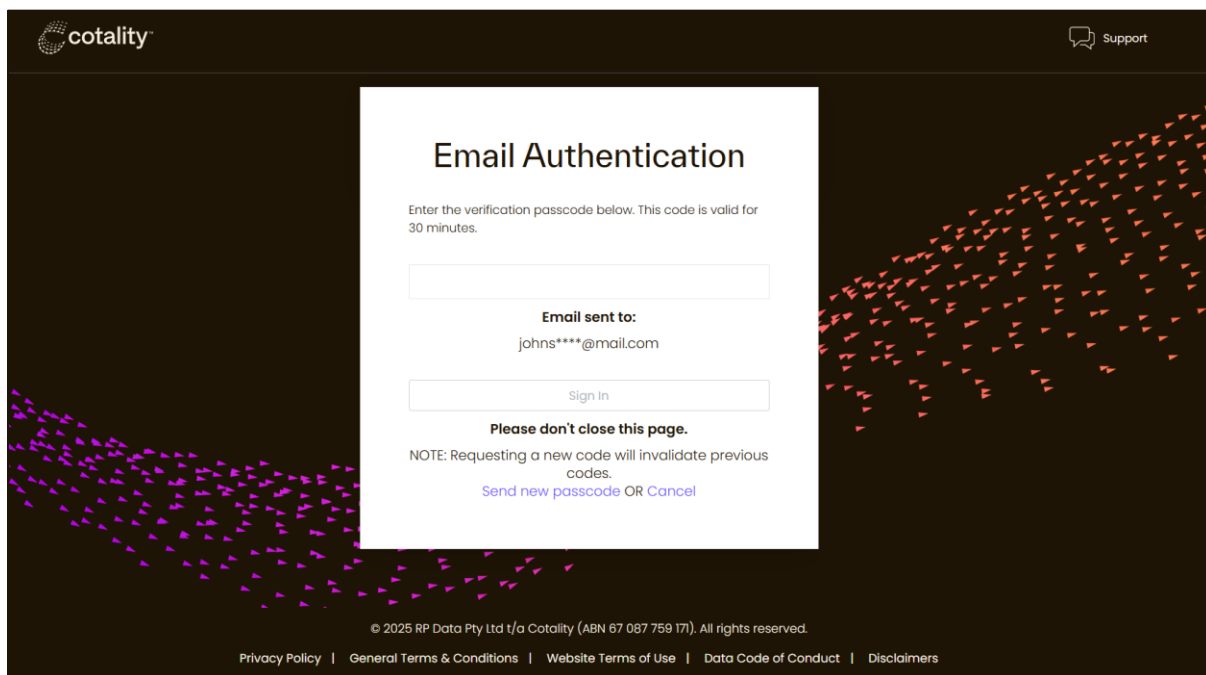
MFA (Multi-Factor Authentication)

FAQs:

1. What is MFA?

MFA means Multi-Factor Authentication and is an additional security layer provided via email or SMS text code.

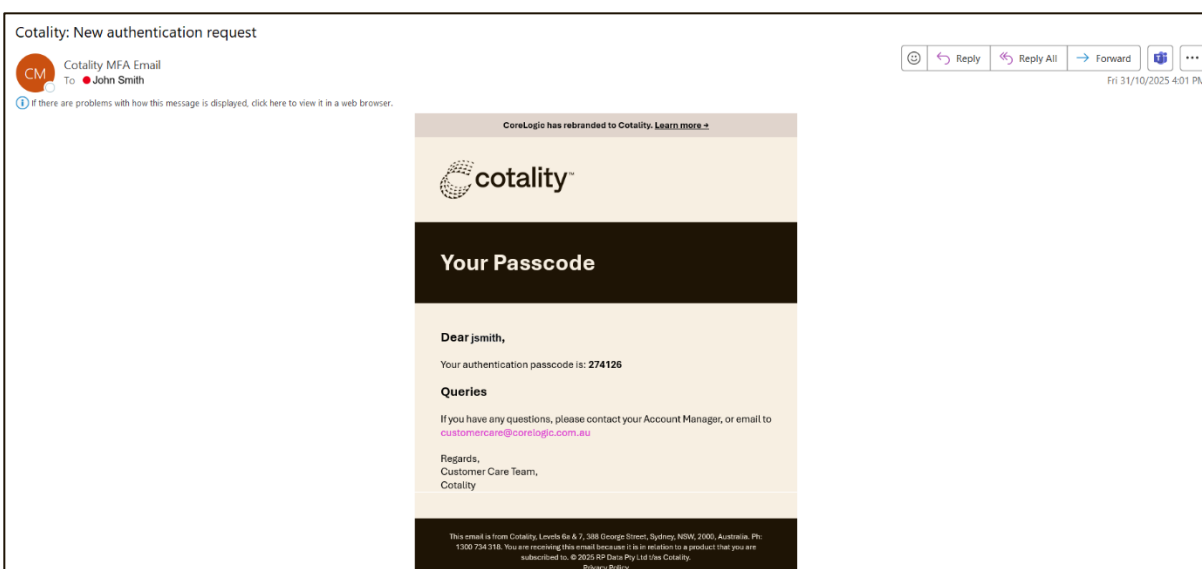
An authentication MFA will be triggered upon logging with a Cotality account. *Referenced in the screen capture below.*



2. Which email is the code sent from?

The Sender will come from "Cotality MFA Email" on email address:

SA-AUS-PingMFAEmail@cotality.com (Referenced in the screen capture below)



3. What to do if I didn't receive the email?

- a) Check your Junk or Spam folder;
- b) Check with your IT Team to ensure that our email domain is whitelisted from any Spam Filters;
- c) Try resending the pass code again by clicking "Send new passcode"

4. What to do if My code expired or is invalid?

The MFA code lasts for 30 minutes. Resend the code if it has expired.

5. How do I reset my email address for the Cotality account?

Log into your Cotality account on another application or contact our support team on customercare@corelogic.com.au.