

This job aid outlines the steps for ordering an appraisal through the Mercury Network.

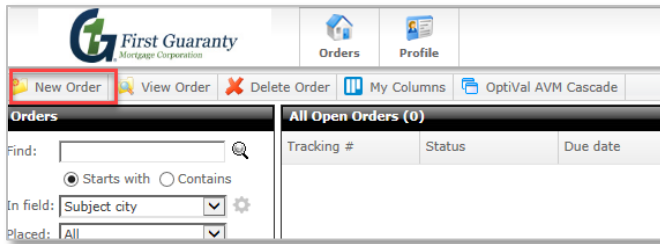
Note: Mercury Network works better with the Google Chrome internet browser.

To Order a New Appraisal:

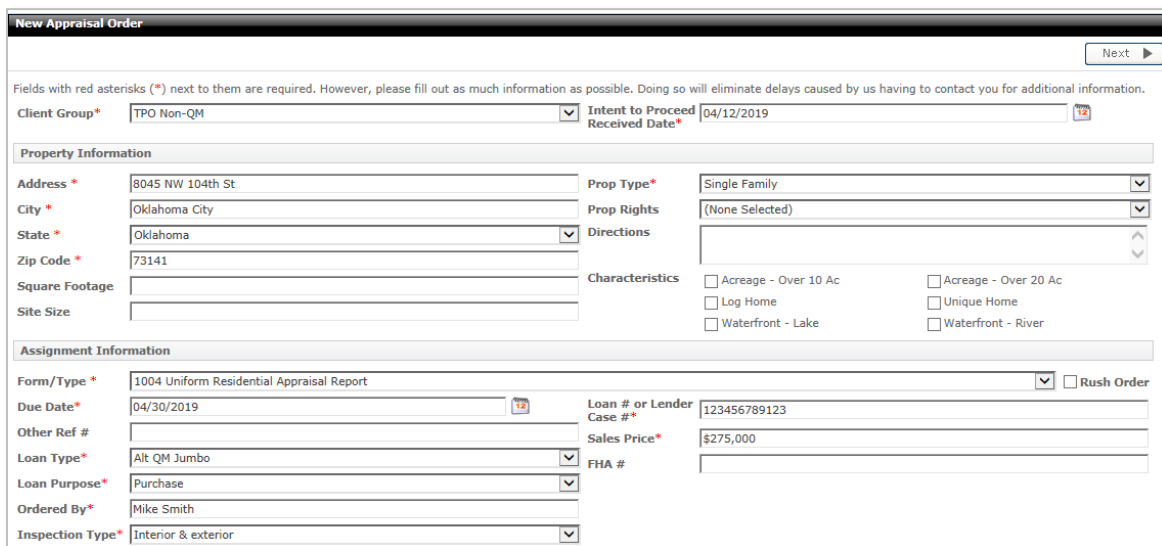
1. Log in to [Mercury](#) Client Portal.
2. In the box that appears, enter your Mercury Network **Username** and **Password** and click **Sign In**.



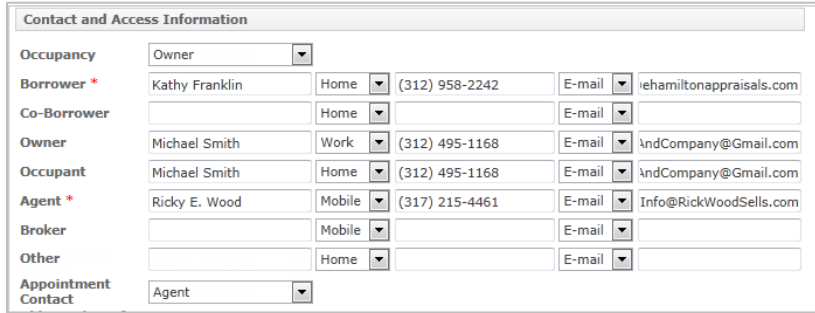
3. To start a new order, click **New Order** in the toolbar on the upper left.



4. From the **Client Group** dropdown, select *TPO Non-QM* and enter the *date* the Intent to Proceed was received.
5. Fill out the appraisal order information. Fields marked with a red asterisk (*) are required.



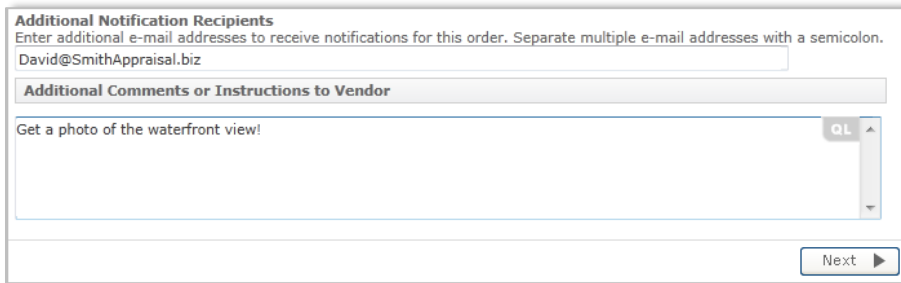
6. Enter the Contact and Access Information for the order. Enter the contacts' names, select their preferred contact methods using the drop-down menus, and enter their contact information in the appropriate fields.



Contact and Access Information				
Occupancy	Owner			
Borrower *	Kathy Franklin	Home	(312) 958-2242	E-mail ehamiltonappraisals.com
Co-Borrower		Home		E-mail
Owner	Michael Smith	Work	(312) 495-1168	E-mail \ndCompany@Gmail.com
Occupant	Michael Smith	Home	(312) 495-1168	E-mail \ndCompany@Gmail.com
Agent *	Ricky E. Wood	Mobile	(317) 215-4461	E-mail Info@RickWoodSells.com
Broker		Mobile		E-mail
Other		Home		E-mail
Appointment Contact	Agent			

7. At the bottom of the Contact and Access Information section, enter any **Additional Notification Recipients**. If you need to send notifications to anyone that isn't covered in the order and contact information, enter their email address here. Separate multiple recipients using a semicolon (;).

Beneath the Contact and Access Information section, enter any **Additional Comments or Instructions to Vendor**. If there is any additional information you need to convey to the vendor when placing the order that isn't covered by the other areas of the order form, enter that information here.

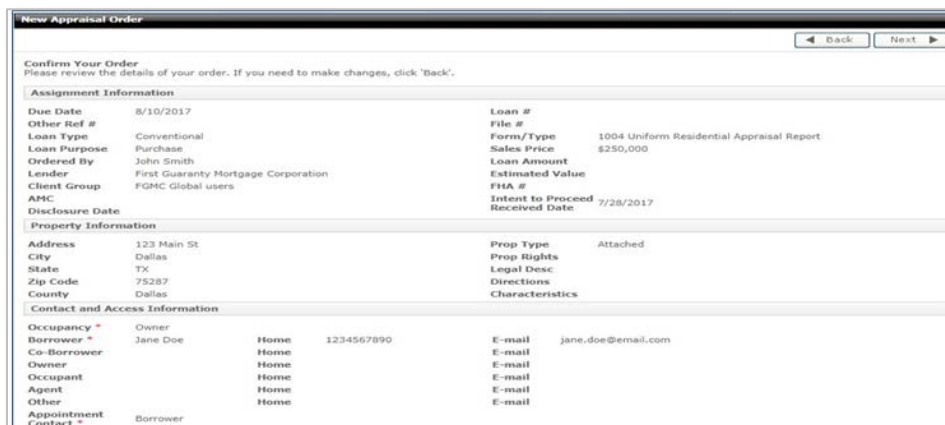


Additional Notification Recipients
Enter additional e-mail addresses to receive notifications for this order. Separate multiple e-mail addresses with a semicolon.
David@SmithAppraisal.biz

Additional Comments or Instructions to Vendor
Get a photo of the waterfront view!

Next

8. When you click **Next**, you're taken to an order confirmation screen. From here you're able to view the order's details. At the bottom, confirm or adjust the fee and payment method.



New Appraisal Order

Confirm Your Order
Please review the details of your order. If you need to make changes, click 'Back'.

Assignment Information

Due Date	8/10/2017	Loan #	
Other Ref #		File #	1004 Uniform Residential Appraisal Report
Loan Type	Conventional	Form/Type	1004 Uniform Residential Appraisal Report
Loan Purpose	Purchase	Sales Price	\$250,000
Ordered By	John Smith	Loan Amount	
Lender	First Guaranty Mortgage Corporation	Estimated Value	
Client Group	FGMC Global users	FHA #	
AMC		Intent to Proceed	7/28/2017
Disclosure Date		Received Date	

Property Information

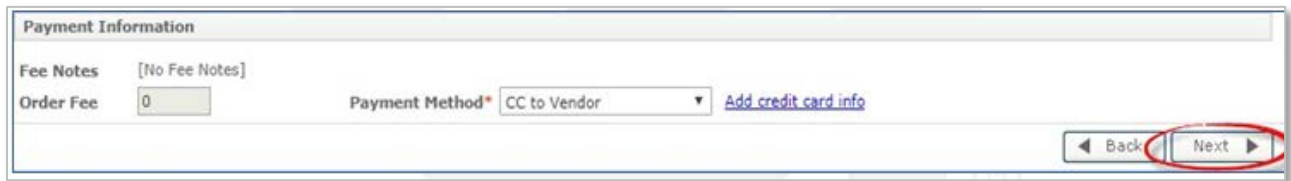
Address	123 Main St	Prop Type	Attached
City	Dallas	Prop Rights	
State	TX	Legal Desc	
Zip Code	75287	Directions	
County	Dallas	Characteristics	

Contact and Access Information

Occupancy *	Owner			
Borrower *	Jane Doe	Home	1234567890	E-mail jane.doe@email.com
Co-Borrower		Home		E-mail
Owner		Home		E-mail
Occupant		Home		E-mail
Agent		Home		E-mail
Other		Home		E-mail
Appointment Contact *	Borrower			

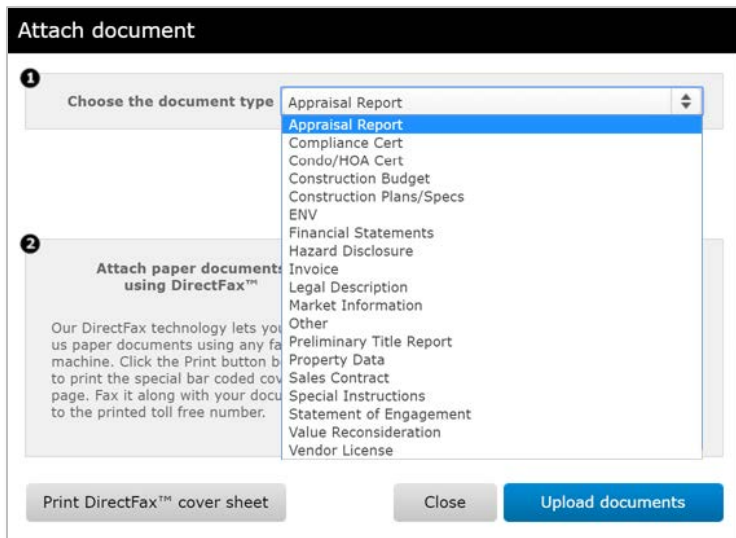
- After reviewing all information, scroll to the bottom of the page to the **Payment Information Section**. The Order Fee will automatically be generated. Select the Payment Method. If the borrower is ready to pay at that moment, select **CC to Vendor**, and then click on the **Add Credit Card Info** link to the right of the *Payment Method* field.

Once the credit card information has been entered and saved, click the **Next** button.




Attaching Documents:

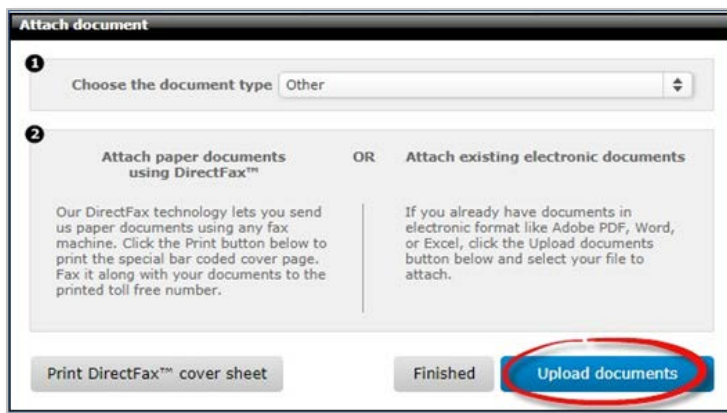
- A dialog box will appear that will allow you to attach documents to the order, if necessary. Choose the document type from the drop-down list:



2. Choose the option to **Upload Documents** or **Print DirectFax™ cover sheet**.

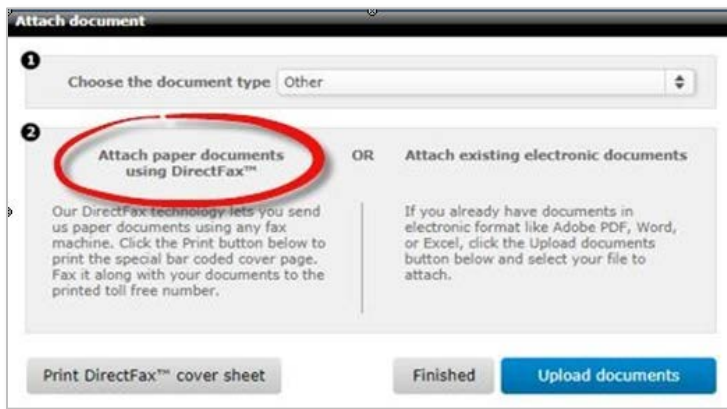
Attach existing electronic documents

- Click **Upload documents**.
- Browse to the location where the document is saved
- Select the file and click **Open** then you will see a progress bar while the document is uploaded.
- When the document has finished uploading, you have the option to upload additional documents or select **Close** when done.
- Once all documents have been uploaded, click **Finished**.



Attach paper documents using DirectFax™

- Click **Print DirectFax™ Cover Sheet** in the **Attached Document** window.
- Select your print options and click **Save** or **Print**.
- Follow the instruction on the DirectFax™ cover sheet and fax the document(s), along with the cover sheet to 866-675-7808.



DirectFax for Mercury Network

DirectFax by Mercury Network faxes documents directly into your appraisal order's electronic file. You will be prompted to print out the DirectFax cover sheet, which must be the first page of your fax.

Fax the documents to the toll-free phone number listed on the cover sheet. These documents will be converted into an Adobe Acrobat PDF file and stored on our system for easy access and viewing on the web.

The cover sheet may take a few seconds to load.

Mercury Network Fax Cover Sheet

From: [NAME]

To: Appraiser

Document Type: DirectFax Document


Reference #: [Reference #]

Borrower: [Borrower name]

Property Address: [Subject property address]

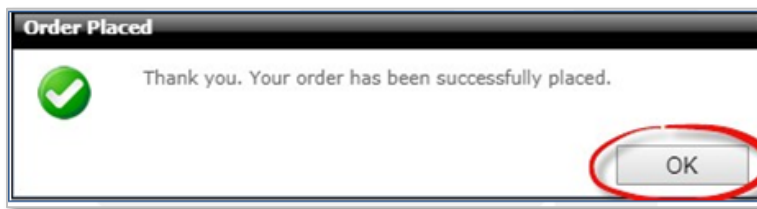
DirectFax by Mercury Network faxes documents directly into your order's electronic file. Use this cover page and fax your document(s) to:

Fax To: 1-866-675-7808



18734059-0-5

An *Ordered Placed* pop-up box will appear indicating that your order has been successfully completed. Click **OK** and will bring you back to the main Order page.



Once your document is attached to the order, it will appear in the **Documents** section of the order.

- Click any document in the list, to view the Document Details in the Details and Tools section below.
- To open a document, select it from the list and click the Open icon the Details and Tools section below.
- To remove the document, select it from the list and click the **Delete** icon in the **Details and Tools** section.

