

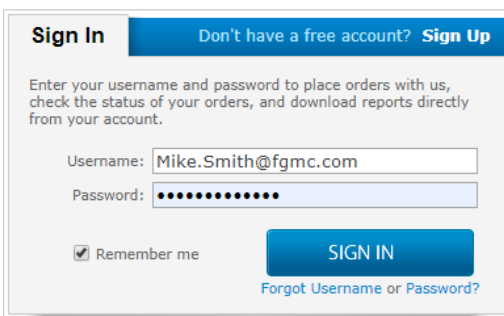
Appraisal Portal

This job aid walks through how to order an appraisal through FGMC's Appraisal Portal. If you have any questions, please contact Brokersupport@fgmc.com. Please ensure you have registered an account registered with FGMC, prior to ordering an approval in the portal. Refer to the [Appraisal Portal: Account Creation & Setup](#).

Note: The Appraisal Portal works best in the Google Chrome internet browser.

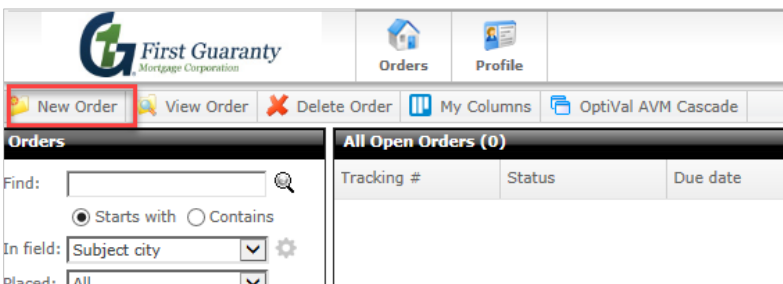
Order a New Appraisal

1. Log into [FGMC's Appraisal Portal](#).
2. Enter your **Username** and **Password** and click **Sign In**.



Note: If you have Mercury credentials with another lender, these will not work in FGMC's Appraisal Portal. Refer to the Appraisal Portal: Account Creation & Setup Job Aid to register a new account with FGMC.

3. Click **New Order** located on the toolbar in the upper-left corner to start a new order.



4. Select **Wholesale** from the Client Group drop-down.
5. Select the **Intent to Proceed Received Date**.
6. Select the **Client Group** from the drop-down.

Note: [Click here](#) to view a list of approved AMCs for FGMC's Wholesale Channel.




7. Complete out the appraisal order information.

Note: Fields marked with a red asterisk (*) are required.

New Appraisal Order Next ▶

Fields with red asterisks (*) next to them are required. However, please fill out as much information as possible. Doing so will eliminate delays caused by us having to contact you for additional information.

Client Group* AMC*

Intent to Proceed Received Date* 

Property Information

Address* Prop Type*

City* Prop Rights

State* Directions

Zip Code*


Square Footage

Site Size

Characteristics Acreage - Over 10 Ac Acreage - Over 20 Ac
 Log Home Unique Home
 Waterfront - Lake Waterfront - River

Assignment Information

Form/Type* Rush Order

Due Date* 

Other Ref #

Loan # or Lender Case #*

Loan Type* Sales Price*

Loan Purpose*

Ordered By*

FHA #*

Inspection Type*

8. Enter the **Contact and Access Information** for the order.

- Enter the contacts' names
- Select their preferred contact methods using the drop-down menus
- Enter their contact information in the appropriate fields

Contact and Access Information

Occupancy

Borrower*

Co-Borrower

Owner

Occupant

Agent*

Broker

Other

Appointment Contact

9. Enter any **Additional Notification Recipients** located at the bottom of the Contact and Access Information section. Use this section 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 (;).

Additional Notification Recipients

Enter additional e-mail addresses to receive notifications for this order. Separate multiple e-mail addresses with a semicolon.

Note: The registered user placing the order is already included in notifications and does not need to be added as an additional notification recipient.

- Enter any Additional Comments or Instructions to Vendor in the **Additional Comments or Instructions to Vendor** field. 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!

- Click **Next**. (The order confirmation screen appears).

New Appraisal Order

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

Assessment Information	
Due Date	5/15/2020
Other Ref #	
Loan Type	Conventional
Loan Purpose	Purchase
Ordered By	
Lender	First Guaranty Mortgage Corp
Client Group	TPO Non-QM
AMC	AMC Links
Disclosure Date	
Inspection Type	Interior & exterior
Property Information	
Address	1234 Training Test Lane
City	Plano
State	TX
Zip Code	75024
County	Collin
Square Footage	
Site Size	
Contact and Access Information	
Occupancy *	Owner
Borrower *	Test Account
Co-Borrower	Home
Owner	Home
Occupant	Home
Agent	Work
Other	Home
Appointment Contact *	Borrower

- Review the information and scroll to the bottom of the page to select the **Add credit card info** link. The CC payment window appears.

Payment Information

Fee Notes [No Fee Notes]

Order Fee

Payment Method* CC to Vendor [Add credit card info](#)

- Enter the credit card information and select **Save**. (You will return to the previous screen.)

Credit card information

First name*

Last name*


Street address*

City*

State* (None Selected)

Zip code*

Credit card number*



Expiration date*

E-mail address*

- Scroll to the bottom -right corner and click the **Next** button.

Payment Information

Fee Notes [No Fee Notes]

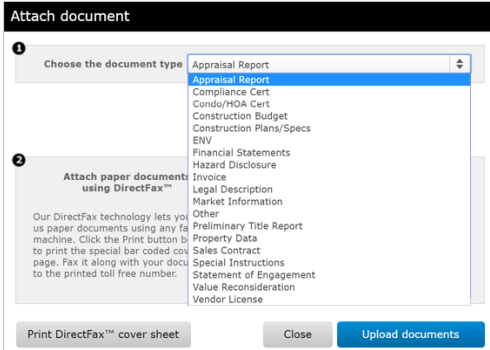
Order Fee

Payment Method* CC to Vendor [Add credit card info](#)

Attaching Documents:

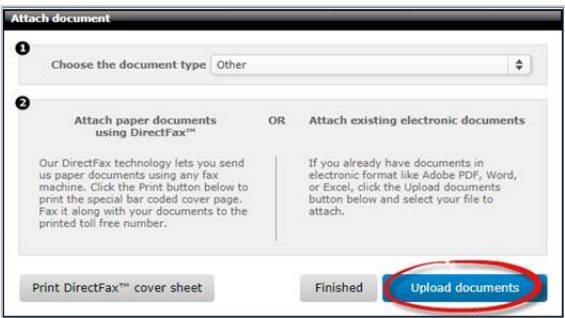
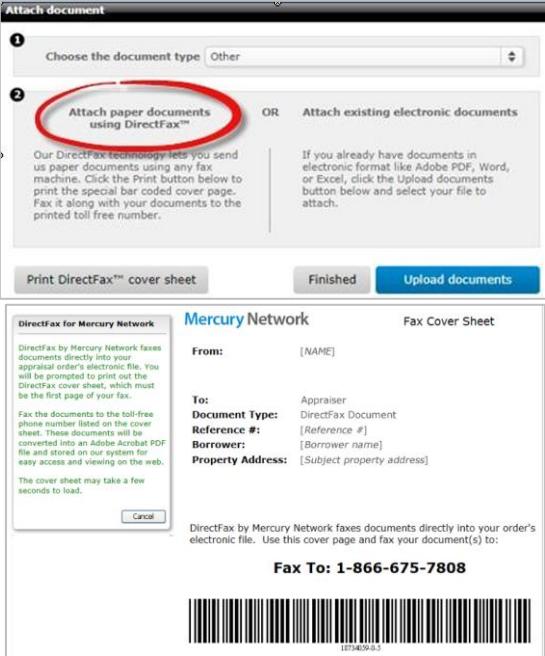
A dialog box appears, allowing you to attach documents to the order, if necessary.

1. Choose the **document type** from the drop-down list and click **Upload Documents**.

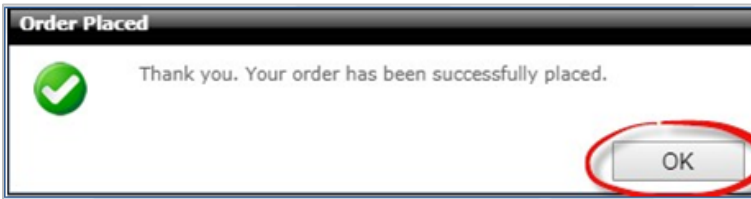


2. Choose the option to **Upload Documents** or **Print DirectFax™ cover sheet**.

*(Note: If you do not have any documents to upload, click **Finished** to continue to the next step.)*

To attach existing electronic documents:	
<ol style="list-style-type: none"> 1. Click Upload documents. 2. Browse to the location where the document is saved. 3. Select the file and click Open. <i>(A progress bar appears while the document is uploading.)</i> 4. Upload additional documents or select Close when done. 5. Click Finished after all documents have been uploaded to complete your order. 	
Attach paper documents via DirectFax™:	
<ol style="list-style-type: none"> 1. Click Print DirectFax™ Cover Sheet in the Attached Document window. 2. Select your print options and click Save or Print. 3. Follow the instruction on the DirectFax™ cover sheet and fax the document(s), along with the cover sheet to 866-675-7808. 4. Click Finished to complete your order. 	

- An Ordered Placed pop-up box will appear, indicating that your order has been completed. Click **OK** to return 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.

