

Appraisal Portal

This job aid walks through how to create an account for FGMC's Appraisal Portal and set up your account for e-mail notifications. If you have any questions, please contact Brokersupport@fgmc.com.

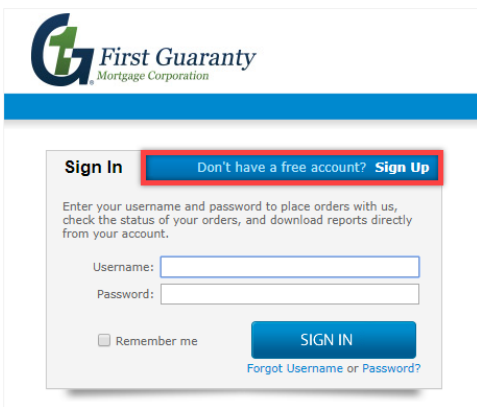
Note: If you have a Mercury account with another Lender, those credentials are not valid in FGMC's appraisal portal. You must create an account **with a unique username** prior to ordering an appraisal.

Create an Account

1. Access [FGMC's Appraisal Portal](#).

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

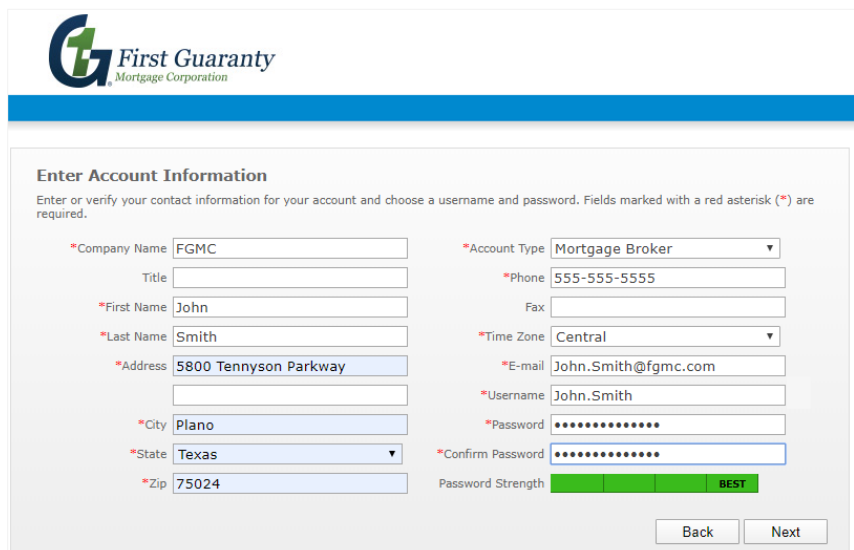
2. Click **Sign Up**.



The screenshot shows the 'Sign In' section of the FGMC portal. A blue button labeled 'Sign Up' is highlighted with a red border. Below it, there are input fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'SIGN IN' button. A link for 'Forgot Username or Password?' is also visible.

3. Complete the **Required*** fields to create an account.

- Company Name
- First Name
- Last Name
- Address
- City
- State
- Zip
- Account Type
- Phone
- Time Zone
- E-mail
- Username*
- Password
- Confirm Password



The screenshot shows the 'Enter Account Information' form. It contains various input fields for account creation, including Company Name (FGMC), Title, First Name (John), Last Name (Smith), Address (5800 Tennyson Parkway), City (Plano), State (Texas), Zip (75024), Account Type (Mortgage Broker), Phone (555-555-5555), Time Zone (Central), E-mail (John.Smith@fgmc.com), Username (John.Smith), Password, and Confirm Password. A Password Strength indicator shows 'BEST'. 'Back' and 'Next' buttons are at the bottom right.

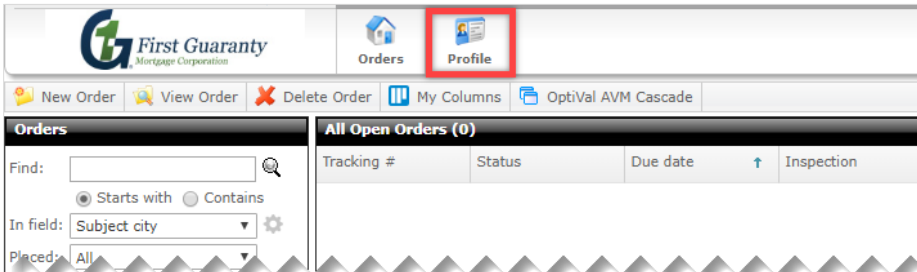
***Note:** If you have a Mercury login with another lender, your username must be unique to access FGMC's appraisal portal.

4. Click **Next** to complete the account creation process.

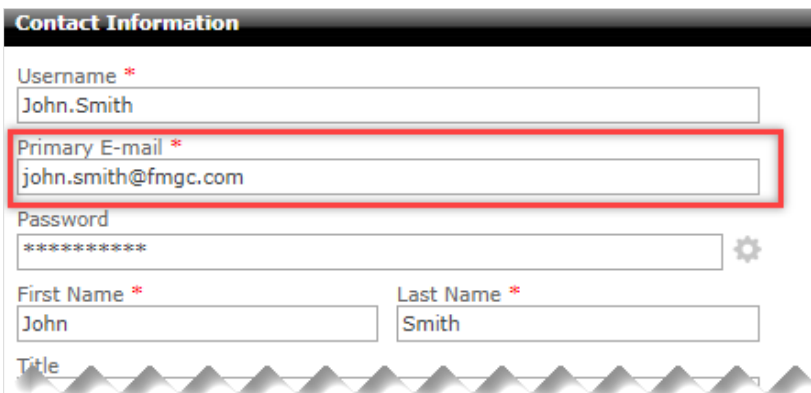
Setup E-Mail Notifications

Once your account has been created, adjust your e-mail notifications to receive updates regarding your appraisal orders.

1. Click **Profile** locate at the top of the home screen.

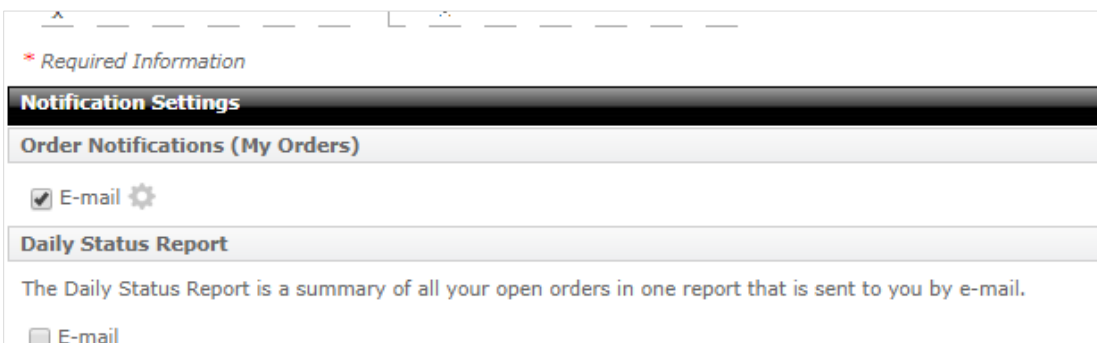


2. Ensure your **Primary E-mail Address** is correct under Contact Information.



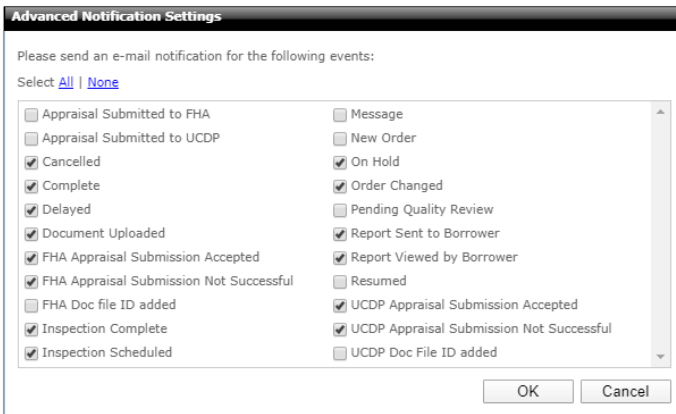
3. If you would like to receive email notifications, scroll to the bottom of the page and select the **E-mail** checkbox under **Order Notifications (My Orders)**.

Note: By checking this box, your account will automatically sign up to receive ALL email notifications. If you wish to minimize the number of e-mails received, be sure to follow the next step.



4. Select the **gear** (⚙️) icon.

- Make the appropriate selections for the type of e-mail notifications you would like to receive and select **OK**.



Advanced Notification Settings

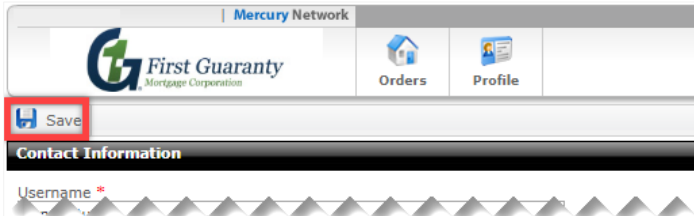
Please send an e-mail notification for the following events:

Select [All](#) | [None](#)

<input type="checkbox"/> Appraisal Submitted to FHA	<input type="checkbox"/> Message
<input type="checkbox"/> Appraisal Submitted to UCDP	<input type="checkbox"/> New Order
<input checked="" type="checkbox"/> Cancelled	<input checked="" type="checkbox"/> On Hold
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Order Changed
<input checked="" type="checkbox"/> Delayed	<input type="checkbox"/> Pending Quality Review
<input checked="" type="checkbox"/> Document Uploaded	<input checked="" type="checkbox"/> Report Sent to Borrower
<input checked="" type="checkbox"/> FHA Appraisal Submission Accepted	<input checked="" type="checkbox"/> Report Viewed by Borrower
<input checked="" type="checkbox"/> FHA Appraisal Submission Not Successful	<input type="checkbox"/> Resumed
<input type="checkbox"/> FHA Doc file ID added	<input checked="" type="checkbox"/> UCDP Appraisal Submission Accepted
<input checked="" type="checkbox"/> Inspection Complete	<input checked="" type="checkbox"/> UCDP Appraisal Submission Not Successful
<input checked="" type="checkbox"/> Inspection Scheduled	<input type="checkbox"/> UCDP Doc File ID added

OK **Cancel**

- Click **Save** to complete your updates.



Mercury Network

First Guaranty
Mortgage Corporation

Orders Profile

Save

Contact Information

Username *