

Faster appraisals

•

Better
status updates

•

Higher quality
appraisals

•

Enhanced service
for your agents

•

Easier ordering

•

More powerful tools



QUICK START GUIDE

Ordering appraisals in 5 easy steps

Powered by
Mercury Network

① Log in with your user name and password.

Enter your Mercury Network username and password, then click **SIGN IN**.

Sign In

Enter your username and password to place orders with us, check the status of your orders, and download reports directly from your account.

Username:

Password:

☐ Remember me

[Forgot Password?](#)

SIGN IN



[Terms of Use](#)

② Choose "New Order".

③ Complete the form.

Fields marked with an asterisk (*) are required.

Instructions for the appraiser?
Enter them here.

New Appraisal Order

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.

Property Information

Address * 2200 Augusta Ave Prop Type Single Family
City * Edmond Legal Desc
State * Oklahoma Directions From Danforth and Bryant, turn East to neighborhood.
Zip Code * 73034

Assignment Information

Form/Type * 1004 URAR
Due Date * 03/25/2015 Loan Number * 123121
Loan Type Conventional Sales Price
Loan Purpose Purchase FHA #
Date to charge borrowers card * 04/09/2015

Lender Information

Lender Name ABC Bank Lender Street 1234 Main St
Lender City Edmond
Lender State Oklahoma
Lender Zip 73034

Contact and Access Information

Occupancy Owner
Borrower Mary Simmons Home 4051213232 E-mail mary.simmons@gmail.
Co-Borrower Jason Simmons Home 4051213252 E-mail jason.simmons@gmail.
Owner Martin Glenning Home 4051213232 E-mail martin.glenning@gmail.
Occupant Home E-mail
Agent Home E-mail
Other Home E-mail
Appointment Contact * Owner

Additional Notification Recipients
Enter additional e-mail addresses to receive notifications for this order. Separate multiple e-mail addresses with a semicolon.
MaryRealtor@Realtor.com

Additional Comments or Instructions to Vendor
Please contact owner 2 days prior to inspection so he can make sure someone's there.

Property Map

- ④ Confirm all the order details and click "Finish."

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	3/25/2015	Loan #	123121
Other Ref #		File #	
Loan Type	Conventional	Form/Type	1004 URAR
Loan Purpose	Purchase	Sales Price	
Ordered By		Loan Amount	
Lender	ABC Bank	Estimated Value	
Client Group		FHA #	
Disclosure Date	4/9/2015		

Property Information

Address	2200 Augusta Ave	Prop Type	Single Family
City	Edmond	Legal Desc	
State	OK	Directions	From Danforth and Bryant, turn East to neighborhood.
Zip Code	73034	County	Oklahoma

Contact and Access Information

Occupancy	Owner		
Borrower	Mary Simmons	Home	4051213232
		E-mail	mary.simmons@gmail.com
Co-Borrower	Jason Simmons	Home	4051213252
		E-mail	jason.simmons@gmail.com
Owner	Martin Glenning	Home	4051213232
		E-mail	martin.glenning@gmail.com
Occupant		Home	
Agent		Home	
Other		Home	
Appointment Contact *	Owner		

Additional Comments or Instructions to the Vendor

Please contact owner 2 days prior to inspection so he can make sure someone's there.

Payment Information

Fee Notes [No Fee Notes]

Order Fee 453

Payment Method * CC to Vendor

First Name * Mary

Last Name * Simmons

Street Address 121 Oak Street

City Jemina

State California

Zip 65658

E-mail Mary.Simmons@gmail.com

Card Number * *****1957 AMEX

Exp. Month/Year * 12 / 2015

Property Map

Finish

Payment information

Mercury Network
Need help? Call 1-888-794-0455

- ⑤ Attach any documents you need to your order.

Click to watch the video and see how easy it is to attach documents to an existing appraisal order.

How to: Attach a document to your appraisal order

Powered by
Mercury Network

The screenshot shows a web application interface for a 'New Appraisal Order'. A modal window titled 'Attach Document' is open, displaying two options for attaching documents. The first option, 'Attach paper documents using DirectFax™', includes instructions and a 'Print DirectFax cover sheet' button. The second option, 'Attach existing electronic documents', includes instructions and an 'Upload documents' button. The background shows the 'Confirm Your Order' page with a sidebar menu, a 'Property Map' section, and a 'Payment Information' section at the bottom.

Attach Document

1 Choose the document type

2

Attach paper documents using DirectFax™
Our DirectFax technology lets you send us paper documents using any fax machine. Click the Print button below to print the special bar coded cover page. Fax it along with your documents to the printed toll free number.

OR

Attach existing electronic documents
If you already have documents in electronic format like Adobe PDF, Word, or Excel, click the Upload documents button below and select your file to attach.

Print DirectFax cover sheet **Upload documents**

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

Assignment Information
Due Date
Other Ref #
Loan Type
Loan Purpose
Ordered By
Lender
Client Group
Disclosure Date
Property Information

Address
City
State
Zip Code

Contact and Appointment
Occupancy
Borrower
Co-Borrower
Owner
Occupant
Agent
Other
Appointment
Contact *

Additional Comments or Instructions to the Vendor
Please contact owner 2 days prior to inspection so he can make sure someone's there.

Payment Information
Fee Notes [No Fee Notes]
Order Fee 453
Payment Method CC to Vendor
First Name Mary
Last Name Simmons

That's it! Your appraisal order has been placed.

Mercury Network
Need help? Call 1-888-794-0455

When you log in, you'll see all your appraisal orders.

Search your orders here. They're sorted in these folders according to order status.

Orders

New Order View Order Delete Order Restore Column Widths

Find:

☒ Starts With ☐ Contains

In Field: **Borrower**

Placed: **All**

All Open Orders (1)

Current Status	Due Date	Inspection	Borrower	Address	Vendor	Loan #	Order Date	Form Type	Last Modified
In Progress	03/25/2015		Mary Simmons	2200 Augusta, Edmond, OK 73034	Cassandra Eaton	123121	03/11/2015 09:51:46 AM	1004 URAR	03/11/2015 09:51:46 AM

Appraisal Order Details Tracking #: 758510-17989542

2200 Augusta Ave Edmond, OK 73034

Borrower: Mary Simmons

Appraised Value:

Order Date: 3/11/2015
Due Date: 3/25/2015
Fee: \$453
Payment Type: CC to Vendor
Estimated Value:
Loan Number: 123121
File Number:
FHA Case #: [Edit](#)
Other Ref #:
Vendor Name: American Southwest Mortgage
Assigned AE: Cassandra Eaton (405) 848-3600 ceaton@amswmtg.com

Ordered By:
Lender: ABC Bank
Lender Address: 1234 Main St Edmond, OK 73034
Appraisal Date:
Loan Type: Conventional
Loan Purpose: Purchase
Product: 1004 URAR

History (1)

Time: 3/11/2015 9:51 AM CDT
Event: In Progress by John Doe

This is your audit trail.

For compliance exams, every order event is recorded here for your protection.

Documents

No documents are attached to this order, yet.

When you add them, your documents will be securely stored in the cloud with the order workflow.

[Attach Documents](#)

Double-click any order to see details.

From here, you can see your order status and much more.

Use the top toolbar to...

- send messages.
- attach documents.
- place the order on hold.
- delay the order.
- duplicate the order.
- cancel the order.
- update payment information.

See all documents attached to the order.

The full audit trail is recorded for compliance.

Edit property contacts.

Appraisal Order Details

**2200 Augusta Ave
Edmond, OK 73034**

Borrower: Molly Simmons

Appraised Value:

Order Date: 11/25/2014
Due Date: 12/8/2014
Fee:
Payment Type: CC to Vendor
Estimated Value:
Loan Number: PMAC Loan 2
File Number:
FHA Case #: [Edit](#)
Other Ref #:
Vendor Name: PMAC Lending Services
Assigned AE: Rebecca Bruggeman (909) 539-6790 rebecca.bruggeman@pmac.com

Ordered By:
Lender: PMAC Lending Services
Lender Address: 15325 Fairfield Ranch Rd Chino Hills, CA 91709

Appraisal Date:
Loan Type: Conventional
Loan Purpose: Purchase
Product: 1004 Full/ARM
Disclosure Date: [11/28/2014](#)
Neighborhood:
Sale Price:
Prior Date:
Prior Price:
Property Type: Single Family
Legal Description:
County: Oklahoma
Sq. Ft.:
GSE Doc File ID:
Directions:

Documents

Document Type	Date Uploaded
Order Documents	
Sales Contract	11/25/2014

[Document Details](#) [Open](#) [Delete](#)

History (6)

Time	Event	Type	File
11/25/2014 3:09 PM CST	Document Deleted by Trey Gee	Sales Contract	AQM-API-061114_1.pdf
11/25/2014 3:09 PM CST	Document Deleted by Trey Gee	Sales Contract	AQM-API-061114_2.pdf
11/25/2014 2:27 PM CST	Document Uploaded by Trey Gee	Sales Contract	AQM-API-061114_2.pdf
11/25/2014 2:21 PM CST	Document Uploaded by Trey Gee	Sales Contract	AQM-API-061114_1.pdf
11/25/2014 2:21 PM CST	Document Uploaded by Trey Gee	Sales Contract	AQM-API-061114_1.pdf
11/25/2014 2:19 PM CST	In Progress by Trey Gee		

Inspection Contacts

[Edit Property Contacts](#)

Owner: Mary Malone Home: 405-312-3325 E-mail: mary.malone@gmail.com
Borrower: Molly Simmons Home: 405-317-2221 E-mail: molly.simmons@gmail.com
Co-Borrower: Jason Simmons Home: 405-202-1388 E-mail: jason.simmons@gmail.com
Additional Notification Recipients: realestateagent@gmail.com; jenn.staff@gmail.com [Edit](#)

Special Instructions

Please contact owner on cell phone to schedule inspection. Mary Malone: 405-445-4484 Cell. Thank you!

Stay in the loop at all times, on all orders.

Choose Profile, then E-mail to set up your automatic status updates.

Get automatic e-mails at every milestone.

The screenshot displays the Mercury Network web application interface. A blue arrow points to the 'Profile' link in the top navigation bar. Another blue arrow points to the 'E-mail' link in the 'Notification Settings' section. A third blue arrow points to the 'Advanced Notification Settings' dialog box.

Profile

Advanced Notification Settings

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

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

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

Notification Settings

Order Notifications (M)

☒ E-mail

Daily Status Report

The Daily Status Report is a... you by e-mail and/or fax.

☒ E-mail ☐ Fax

Top 10 benefits for you:

- ① **Easier ordering:**
No more details or multiple logins to remember, with one streamlined portal for all of your appraisal orders.
- ② **Better status updates:**
Log in anytime to see the status of your order. If you choose, you'll receive e-mail notifications of status updates.
- ③ **Fewer status calls from agents and borrowers:**
Add their e-mail address and they'll automatically receive status updates, too.
- ④ **Faster turn times:**
Our technology investment streamlines our operations, resulting in faster appraisals for you.
- ⑤ **Better appraisal quality:**
We have the most powerful appraiser selection tools to ensure geographic competence and excellent service.
- ⑥ **More powerful order management tools:**
Make changes to your order anytime, cancel it, or update contact info without hassles.
- ⑦ **More information:**
The more information, the better. The new system allows you to easily attach documents to any appraisal order.
- ⑧ **Total control:**
See all of your orders in one powerful dashboard.
- ⑨ **Better communication:**
Save time and stay off the phone by easily adding the details to every order. Enter the contact information, instructions for the appraiser or appraisal desk, and much more.
- ⑩ **More professional support:**
Have a question? Call our technology provider, [Mercury Network](#), anytime for help: 1-888-794-0455.