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: MaryHill	
Password:	
Remember me	SIGN IN Forgot Password?



Terms of Use

Choose "New Order".

Complete the form.

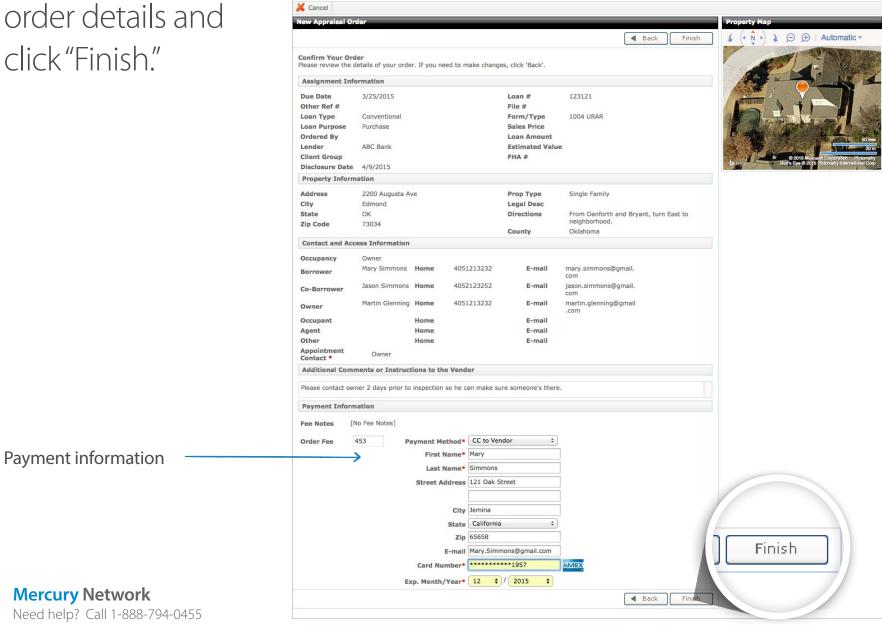
Fields marked with an asterisk (*) are required.

New O New Order 🖳 View **Orders** ↓ (N) ↓ ⊝ ⊕ | Automatic 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. 2200 Augusta Ave **Prop Type** Single Family Address City * Legal Desc Directions From Danforth and Bryant, turn East to Oklahoma 73034 1004 URAR Form/Type * 03/25/2015 Loan Number* 123121 Due Date* Conventiona \$ Sales Price Loan Type + FHA # 04/09/2015 **Lender Informatio** 1234 Main St **Lender Name QL** Lender Street Lender City **Lender State** Oklahoma Lender Zip **Contact and Access Information** 4051213232 Borrower Mary Simmons Home ‡ E-mail ‡ mary.simmons@gmail. 4051213252 Co-Borrower Home ‡ E-mail ‡ Home ‡ E-mail ‡ martin.glenning@gmail Occupant Home ‡ E-mail ‡ Home ‡ E-mail ‡ E-mail ‡ Owner Contact * **Additional Notification Recipients** Enter additional e-mail addresses to receive notifications for this order. Separate multiple e-mail addresses with a semicolon. **Additional Comments or Instructions to Vendor** Please contact owner 2 days prior to inspection so he can make sure someone's there **Mercury Network**

Instructions for the appraiser? Enter them here.

Need help? Call 1-888-794-0455

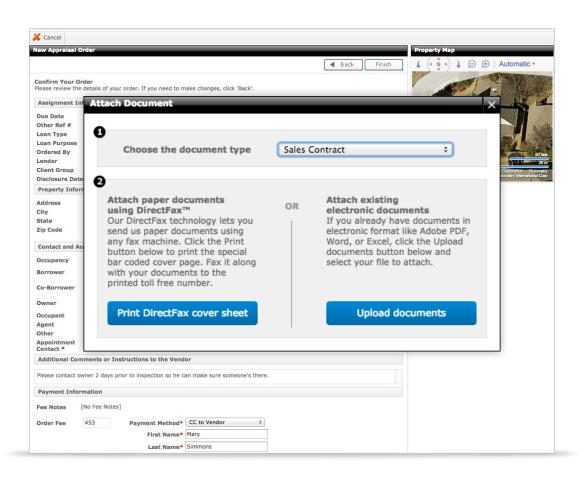
4 Confirm all the order details and click "Finish."



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.

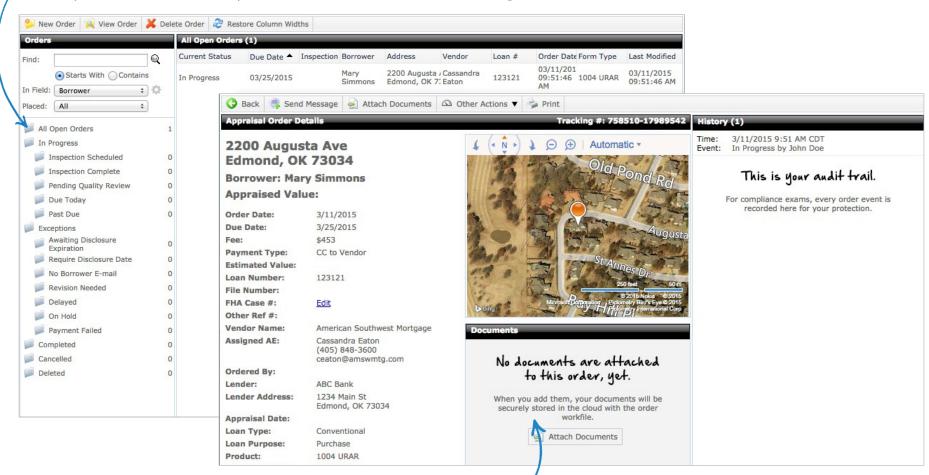




That's it! Your appraisal order has been placed.

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.



Double-click any order to see details.

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

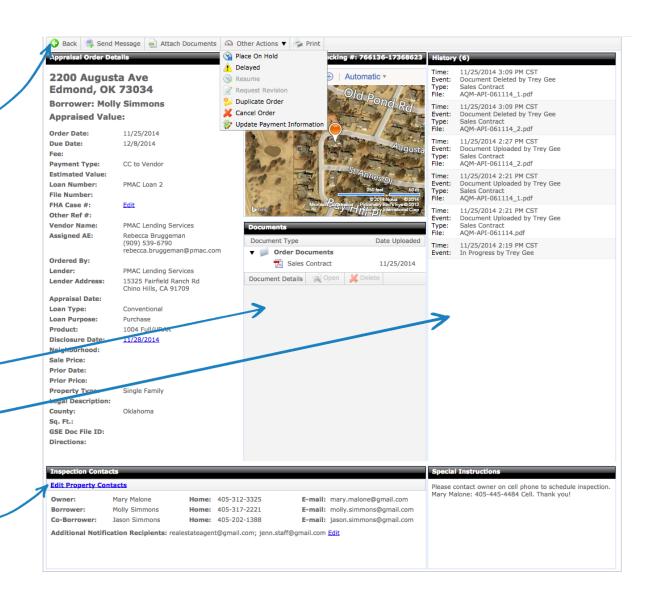
Use the top toolbar to...

- · 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.

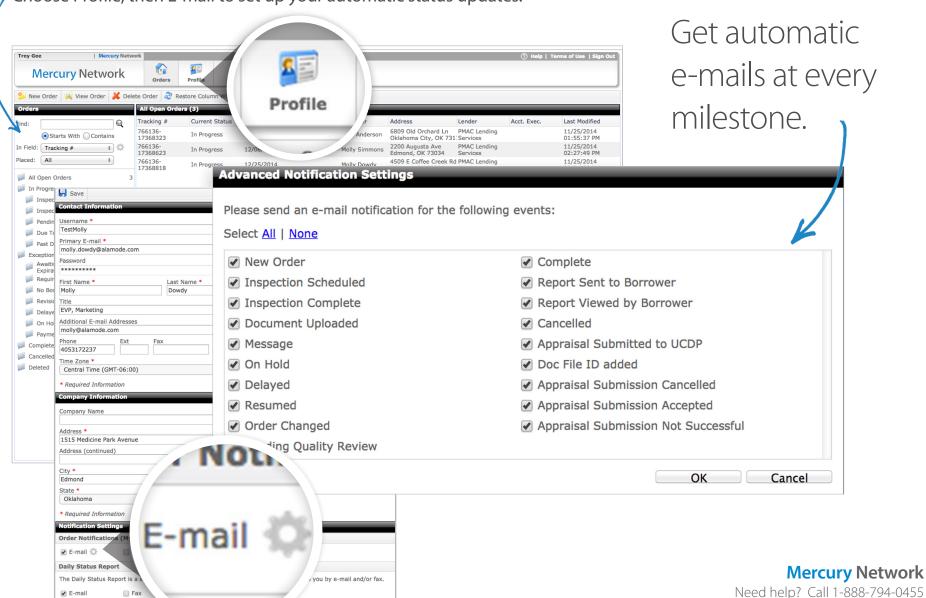
The full audit trail is recorded for compliance.

Edit property contacts.



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

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



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.

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.

- Fewer status calls from agents and borrowers:

 Add their e-mail address and they'll
 automatically receive status updates, too.
- 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.

- 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.
- 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.
- More professional support:
 Have a question? Call our technology provider, Mercury Network, anytime for help: 1-888-794-0455.