

Faster appraisals

•

Better
status updates

•

Higher quality
appraisals

•

Enhanced service
for your agents

•

Easier ordering

•

More powerful tools

QUICK START GUIDE

Ordering appraisals

Powered by
Mercury Network

Choose "New Order".

Complete the form.

Fields marked with an asterisk (*) are required.

Want to keep agents or processors in the loop on all order status updates? Enter e-mail addresses here separated with semi-colons.

Instructions for the appraiser? Enter them here.

The screenshot shows a web application interface for creating a new appraisal order. The top navigation bar includes a 'New Order' button, which is highlighted with a circular callout. Below the navigation bar, the 'New Appraisal Order' form is displayed. The form is divided into several sections:

- Property Information:** Fields for Address (2200 Augusta Ave), City (Edmond), State (Oklahoma), Zip Code (73034), Prop Type (Single Family), Legal Desc, and Directions.
- Assignment Information:** Fields for Form/Type (1004 Full/URAR), Due Date (12/08/2014), Other Ref #, Loan Type (Conventional), Loan Purpose (Purchase), Ordered By, Account Exec. (None Selected), Disclosure Date (11/28/2014), PMAC Loan # (PMAC Loan 12212), File #, Sales Price, and FHA #.
- Contact and Access Information:** Fields for Occupancy (Owner), Borrower (Molly Simmons), Co-Borrower (Jason Simmons), Owner (Mary Malone), Occupant, Agent, Other, and Appointment Contact (Owner). Each contact entry includes a Home phone number and an E-mail address.
- Additional Notification Recipients:** A text field for entering additional e-mail addresses to receive notifications for this order. The example text is 'realestateagent@gmail.com; jenn.staff@gmail.com'.
- Additional Comments or Instructions to Vendor:** A text field for entering instructions for the appraiser. The example text is 'Please contact owner on cell phone to schedule inspection. Mary Malone: 405-445-4484 Cell. Thank you!'.

A 'Property Map' is visible on the right side of the form, showing a satellite view of the property location. The form includes a 'Next' button at the bottom right.

Confirm all the order details, enter the credit card information, and click "Finish."

Trey Gee | Mercury Network | Help | Terms of Use | Sign Out

Orders Profile

Cancel

New Appraisal Order

Back Finish

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

Assignment Information

Due Date	12/8/2014	Loan #	PMAC Loan 2
Other Ref #		File #	
Loan Type	Conventional	Form/Type	1004 Full/URAR
Loan Purpose	Purchase	Sales Price	
Ordered By		Loan Amount	
Lender	PMAC Lending Services	Estimated Value	
Client Group		FHA #	
Disclosure Date	11/28/2014		

Property Information

Address	2200 Augusta Ave	Prop Type	Single Family
City	Edmond	Legal Desc	
State	OK	Directions	
Zip Code	73034	County	Oklahoma

Contact and Access Information

Occupancy *	Owner				
Borrower *	Molly Simmons	Home	4053172221	E-mail	molly.simmons@gmail.com
Co-Borrower	Jason Simmons	Home	4052021388	E-mail	jason.simmons@gmail.com
Owner	Mary Malone	Home	4053123325	E-mail	mary.malone@gmail.com
Occupant		Home		E-mail	
Agent		Home		E-mail	
Other		Home		E-mail	
Appointment Contact *	Owner				

Additional Comments or Instructions to the Vendor

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

Payment Information

Fee Notes [No Fee Notes]

Order Fee 0

Payment Method* CC to Vendor

First Name* Molly

Last Name* Simmons

Street Address

City

State (None Selected)

Zip

E-mail

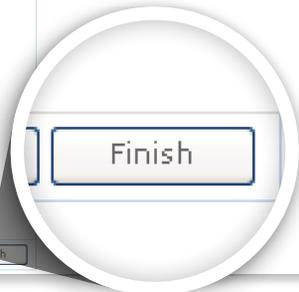
Card Number* *****1320

Exp. Month/Year* 07 / 2017

Back Finish

Property Map

Payment information



Attach any documents you need to your order.

Trey Gee | Mercury Network | Help | Terms of Use | Sign Out

Orders Profile

Cancel

New Appraisal Order

Property Map

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 Access

Occupancy
Borrower
Co-Borrower
Owner
Occupant
Agent
Other
Appointment
Contact

Additional Comments

Please contact owner

Payment Information

Fee Notes [No]

Order Fee 0

Attach Document

1 Choose the document type Sales Contract

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

Street Address
City
State (None Selected)
Zip
E-mail
Card Number *****1320
Exp. Month/Year 07 / 2017

Back Finish

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

Powered by 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.

Double-click any order to see details.

The screenshot displays the Mercury Network interface for an appraiser named Trey Gee. The top navigation bar includes 'Home' and 'Profile' buttons. Below the navigation, there are action buttons: 'New Order', 'View Order', 'Delete Order', and 'Restore Column Widths'. The main area is divided into two sections. On the left, there is a search bar and a filter menu. The filter menu is expanded to show a list of folders representing different order statuses, such as 'All Open Orders', 'In Progress', 'Inspection Scheduled', etc. The main table displays a list of 'All Open Orders (3)'. The table has columns for Tracking #, Current Status, Due Date, Inspection Date, Borrower, Address, Lender, Acct. Exec., and Last Modified. One order is highlighted in blue, indicating it is selected. Below the table, there is a detailed view of the selected order. This view includes a map of the property location, a list of order details (Order Date, Due Date, Fee, Payment Type, Estimated Value, Loan Number, File Number, FHA Case #, Other Ref #, Vendor Name, Assigned AE, Ordered By, Lender, Lender Address), a 'History' section showing a list of events (Document Uploaded by Trey Gee) with their respective times and file names, and a 'Documents' section showing a list of uploaded documents (Sales Contract) with their upload dates. A blue arrow points from the search bar in the top left to the 'Tracking #' filter in the left sidebar. Another blue arrow points from the 'History' section to the 'Documents' section.

Tracking #	Current Status	Due Date	Inspection Date	Borrower	Address	Lender	Acct. Exec.	Last Modified
766136-17368323	In Progress	12/12/2014		Jane Anderson	6809 Old Orchard Ln Oklahoma City, OK 731	PMAC Lending Services		11/25/2014 01:55:37 PM
766136-17368623	In Progress	12/08/2014		Molly Simmons	2200 Augusta Ave Edmond, OK 73034	PMAC Lending Services		11/25/2014 02:27:49 PM
766136-17368818	In Progress	12/25/2014		Mally Dowdv	4509 E Coffee Creek Rd	PMAC Lending		11/25/2014

Appraisal Order Details Tracking #: 766136-17368623

**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

History (4)

Time	Event	Type	File
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.pdf
11/25/2014 2:19 PM CST	In Progress by Trey Gee		

Documents

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

This is your audit trail.

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

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Need help? Call 1-888-794-0455

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.

Trey Gee | Mercury Network | Help | Terms of Use | Sign Out

Orders Profile

Back Send Message Attach Documents Other Actions Print

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/AR
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:

Ordering #: 766136-17368623

Automatic

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.pdf
11/25/2014 2:19 PM CST	In Progress by Trey Gee		

Documents

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

Document Details Open Delete

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 software interface. At the top, a navigation bar includes 'Orders' and 'Profile' buttons. A circular callout highlights the 'Profile' button. Below the navigation bar, a table lists 'All Open Orders (3)' with columns for Tracking #, Current Status, Address, Lender, Acct. Exec., and Last Modified. A blue arrow points from the 'Profile' button to the 'Advanced Notification Settings' dialog box. This dialog box contains a section for 'Contact Information' with fields for Username (TestMolly), Primary E-mail (molly.dowdy@alamode.com), Password, First Name (Molly), and Last Name (Dowdy). Below this is 'Company Information' with fields for Company Name, Address (1515 Medicine Park Avenue), City (Edmond), and State (Oklahoma). The 'Advanced Notification Settings' section is titled 'Please send an e-mail notification for the following events:' and includes a 'Select All | None' option. A list of 16 events is shown, each with a checked checkbox: New Order, Inspection Scheduled, Inspection Complete, Document Uploaded, Message, On Hold, Delayed, Resumed, Order Changed, Pending Quality Review, Complete, Report Sent to Borrower, Report Viewed by Borrower, Cancelled, Appraisal Submitted to UCDP, Doc File ID added, Appraisal Submission Cancelled, Appraisal Submission Accepted, and Appraisal Submission Not Successful. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A second circular callout highlights the 'E-mail' notification option in the 'Notification Settings' section of the main interface.

Tracking #	Current Status	Address	Lender	Acct. Exec.	Last Modified
766136-17368323	In Progress	Anderson 6809 Old Orchard Ln Oklahoma City, OK 731	PMAC Lending Services		11/25/2014 01:55:37 PM
766136-		2200 Augusta Ave Edmond, OK 73034	PMAC Lending Services		11/25/2014 02:27:49 PM
		109 E Coffee Creek Rd	PMAC Lending		11/25/2014

Advanced Notification Settings

Please send an e-mail notification for the following events:
Select [All](#) | [None](#)

- New Order
- Inspection Scheduled
- Inspection Complete
- Document Uploaded
- Message
- On Hold
- Delayed
- Resumed
- Order Changed
- Pending Quality Review
- Complete
- Report Sent to Borrower
- Report Viewed by Borrower
- Cancelled
- Appraisal Submitted to UCDP
- Doc File ID added
- Appraisal Submission Cancelled
- Appraisal Submission Accepted
- Appraisal Submission Not Successful

OK Cancel

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

Powered by **Mercury Network**

Need help? Call 1-888-794-0455

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.