



Easy Appraisal Ordering



Use Mercury Network's client portal for faster appraisals, better status updates, higher-quality appraisals, and enhanced service for your partners

1 Sign in

Enter the username and password you created, or which was sent to you by your organization.

A screenshot of a web application's sign-in page. At the top left is a 'Sign In' button, and at the top right is a blue button that says 'Don't have a free account? Sign Up'. Below this is a paragraph of text: 'Enter your username and password to place orders with us, check the status of your orders, and download reports directly from your account.' There are two input fields: 'Username:' with the text 'User' and 'Password:' with a masked password of ten dots. To the right of each field is a small icon of a document with a '1'. Below the password field is a checked checkbox labeled 'Remember me'. At the bottom center is a large blue 'SIGN IN' button. Below the button is a blue link that says 'Forgot Password?'.

If you forget your password, click “Forgot Password” and enter the email address for your account.

When you do, you’ll receive an email containing your login information.

2 Choose "New Order"

Top left corner of your dashboard



The screenshot shows the top navigation bar with buttons for 'New Order', 'View Order', 'Delete Order', and 'My Columns'. Below this is a sidebar menu for 'Orders' with a search bar and filters for 'Starts with', 'Contains', 'In field', and 'Placed'. The main content area displays a table of 'All Open Orders (62)' with columns for 'Tracking #' and 'Status'.

Orders		All Open Orders (62)	
Find:		Tracking #	Status
<input type="text"/>	<input checked="" type="radio"/> Starts with <input type="radio"/> Contains	710692-21474072	In Progress
In field: Subject street		710692-21043316	In Progress
Placed: Last 90 days		710692-21404810	In Progress
All Open Orders	62		
In Progress			
Open Bid Orders	0		
Inspection Scheduled	1		

Watch the video

[See the full process in under 5 minutes.](#)



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3 Enter order details

Fill in everything you can to improve accuracy and avoid delays.

Start by selecting a **Client Group**, if available.

Fields marked with an asterisk are **required**.

Want to keep agents or processors in the loop on all order status updates? **Add** email addresses separated with semicolons. (Don't include yourself.)

Instructions for the vendor? **Enter** them here.

Then, click **Next**.

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Cancel Orders Profile

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* 100

Property Information

Address* 2200 Augusta Ave Prop Type* Single Family

City* Edmond

State* Oklahoma

Zip Code* 73034

Assignment Information

Form/Type* 1004 URAR

Due Date* 11/09/2016 Loan #* 788847

Other Ref # File # 33111K4

Loan Type* Conventional Sales Price

Loan Purpose* Purchase FHA #

Ordered By Shelby Brown

Contact and Access Information

Occupancy Owner

Borrower* Terry Harvey E-mail terry.harvey@gmail.com Mobile 4052215584

Co-Borrower Home E-mail

Owner Max Shilling Home 4053121547 E-mail maxH@coxnet.net

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.
jenn.fersky@remax.com; harry@envoymortgagehd.com

Additional Comments or Instructions to Vendor

Please contact owner via cell prior to inspection. Please include engagement letter with invoice.

Next

4 **Confirm** all order details, enter the payment information and click **“Finish”**.

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

Attach any documents you need to your order.

Attach document

1 Choose the document type **Statement of Engagement**

2

Attach paper documents using DirectFax™ OR Attach existing electronic documents

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.

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 Finished **Upload documents**

That's it!
Your appraisal order is underway.

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Find. Buy. Protect.

Sign in to see all your appraisal orders.
Double-click the Order to see details.

- Send messages
- Attach documents
- Place it on hold
- Delay the order
- Duplicate the order
- Cancel the order
- Update payment information
- Access all documents
- Audit trail for compliance
- Edit property contacts
- Customize your preferences for email status alerts

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Orders Profile

Back Send Message Attach Documents Other Actions Print

Appraisal Order Details Tracking #: 774117-21527910 History (1)

**2200 Augusta Ave
Edmond, OK 73034**

Borrower: Mary Solan

Appraised Value:

Order Date: 11/2/2016
Due Date: 11/16/2016
Fee:
Payment Type: Invoice
Estimated Value:
Loan Number: KK2323
File Number:
FHA Case #: [Edit](#)
Other Ref #:
Vendor Name: Envoy Mortgage, Ltd.
Assigned AE: Appraisal Envoy (832) 564-0164 appraisal@envoymortgage.com;joe.bue

Ordered By:
Lender: Envoy Mortgage, LTD
Lender Address: 5100 Westheimer Rd, Suite 320 Houston, TX 77056

Appraisal Date:
Loan Type: Conventional
Loan Purpose: Purchase
Product: 1004 URAR

Delayed
Resume
Request Revision
Duplicate Order
Cancel Order

Automatic

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

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](#)

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