



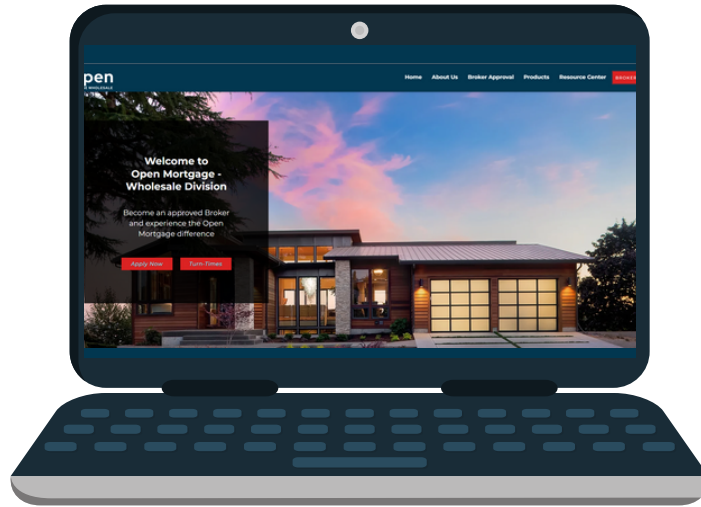
USER GUIDE

Ordering Appraisals

Last Updated 9/5/2024

Ordering Appraisals

1 Visit OpenWholesale.com



2 Hover over "[Resource Center](#)" on the right side of the navigation menu

Home

About Us

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Products

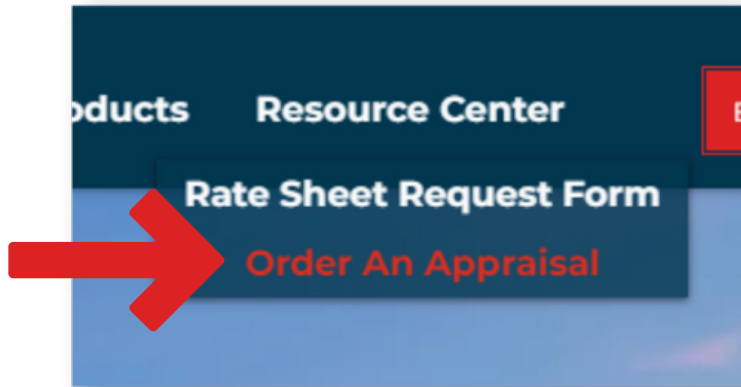
Resource Center

BROKER PORTAL



Ordering Appraisals

3 Click "Order an Appraisal"



4 Select either "Mercury Network" or "VA Secure Online Order Form," depending on your loan type

Continue to next page for Mercury Network

Skip to page 7 for VA Secure Online Order Form

Mercury Network

Conventional/FHA Appraisals

- Log in to [Mercury Network](#) with your user name and password.
- Choose "NEW ORDER".
- Complete the order form.
- Confirm all inputted details and select "FINISH".
- Attach any necessary documents to complete your order.

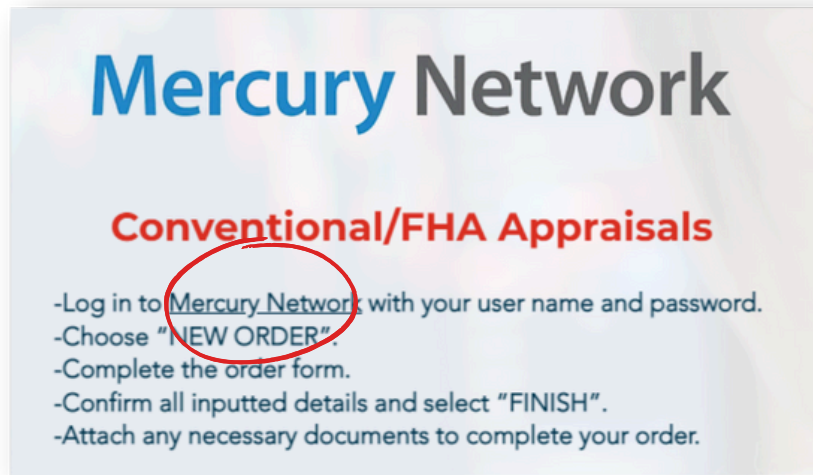
VA Appraisals

- Confirm appraisal cost on the [VA's Appraisal Fee Schedule](#).
- Order your VA appraisal using our [secure online order form](#).

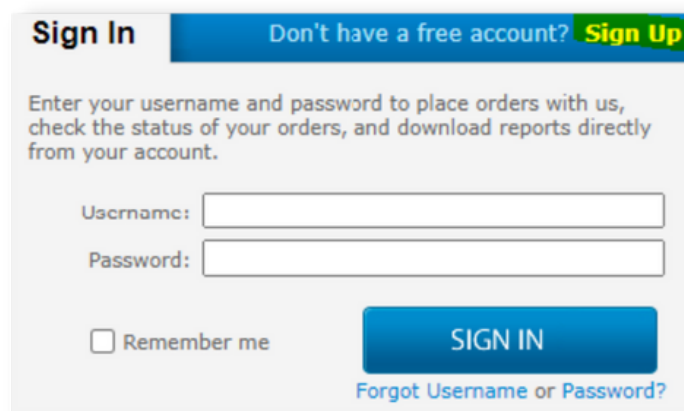


Ordering Appraisals – Mercury Network

- 5A** Click on the "Mercury Network" link



- 5B** Sign in with your credentials provided by your organization



Sign In Don't have a free account? [Sign Up](#)

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

SIGN IN

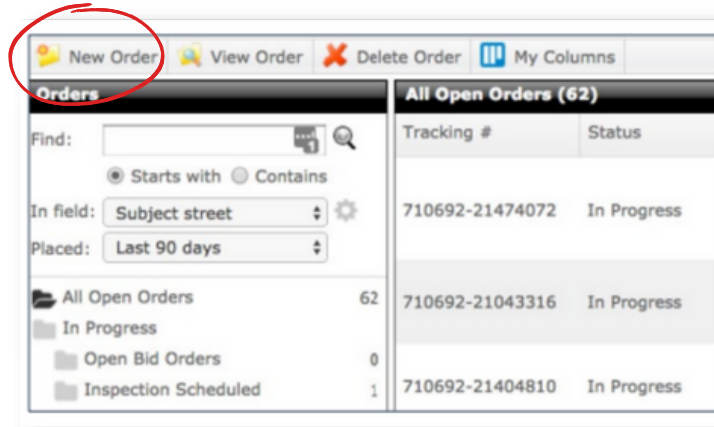
[Forgot Username or Password?](#)

- ★ If you do not have an account with Mercury Network, click on the "Sign Up" link on the top right side of the login box and follow the steps



Ordering Appraisals – Mercury Network

- 5C** Click on "New Order" on the top left corner of the dashboard



- 5D** Enter order details – fill in everything you can to improve accuracy and avoid delays; all fields marked with an asterisk (*) are required

The screenshot shows the 'New Appraisal Order' form in the Mercury Network system. The form is divided into several sections: 'Property Information', 'Assignment Information', and 'Contact and Access Information'. Fields are marked with an asterisk (*) to indicate they are required. A blue checkmark icon is visible in the bottom right corner of the form area.

Property Information

Address * 2200 Augusta Ave Prep 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 # 381134
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 * 4052213584
Co-Borrower Home * E-mail *
Owner Max Shilling Home * 4053121547 E-mail * msq4@comcast.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.
jennifer@remax.com; harry@envoymortgagefd.com

Additional Comments or Instructions to Vendor
Please contact owner via cell prior to inspection. Please include engagement letter with invoice.



Ordering Appraisals – Mercury Network

5E

Confirm all order details, click "Next," enter payment information, and click "Finish"

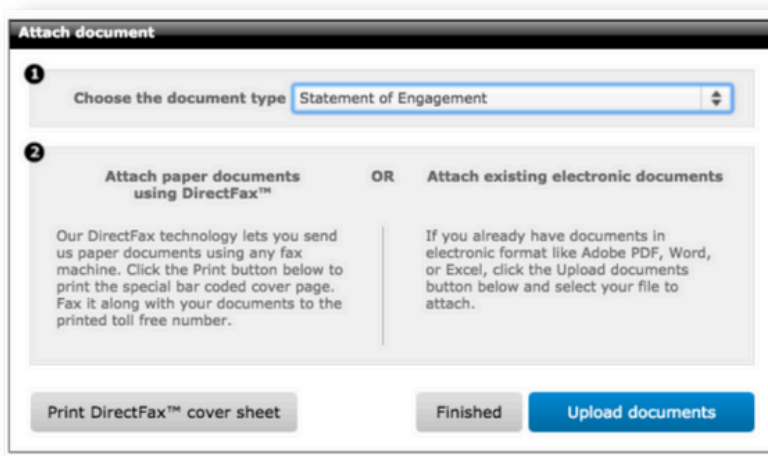
- ★ If you need to confirm appraisal cost, click on the "AMC Appraisal Fee Schedule" button found on OpenWholesale.com's [Order an Appraisal page](#) - it will download automatically to your computer



A screenshot of a payment form. The fields are: First Name*, Last Name*, Street Address, City, State (None Selected), Zip, E-mail, Card Number* (with a MasterCard logo and the number *****1320), and Exp. Month/Year* (07 / 2017).

5F

Attach any documents needed to your order and click "Upload documents" - if you have no documents to upload, click "Finished"

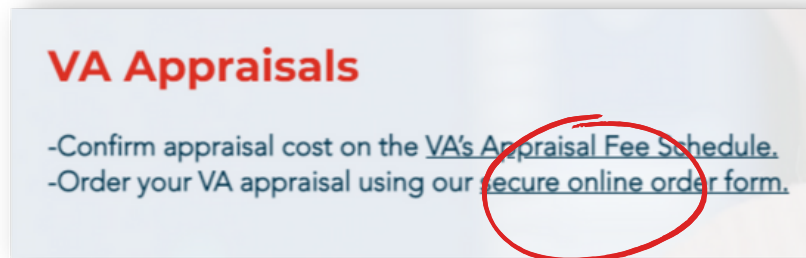


A screenshot of the "Attach document" form. It has a dropdown menu for "Choose the document type" set to "Statement of Engagement". Below are two options: "Attach paper documents using DirectFax™" and "Attach existing electronic documents". The "Attach existing electronic documents" option is selected. At the bottom are buttons for "Print DirectFax™ cover sheet", "Finished", and "Upload documents".



Ordering Appraisals – VA Secure Online Order Form

- 6A** Click on the "secure online order form" link



- 6B** Enter order details – fill in everything you can to improve accuracy and avoid delays; all fields marked with an asterisk (*) are required

Contact Name *

First Last

Appraisal Type * Transaction Type *

Please Choose One Please Choose One

Loan Number * Email *

Listing Agent * Listing Agent Company *

Listing Agent Phone * Selling Agent *

Selling Agent Company * Selling Agent Phone *

Property Type * Appraisal Fee *

Please Choose One \$0.00

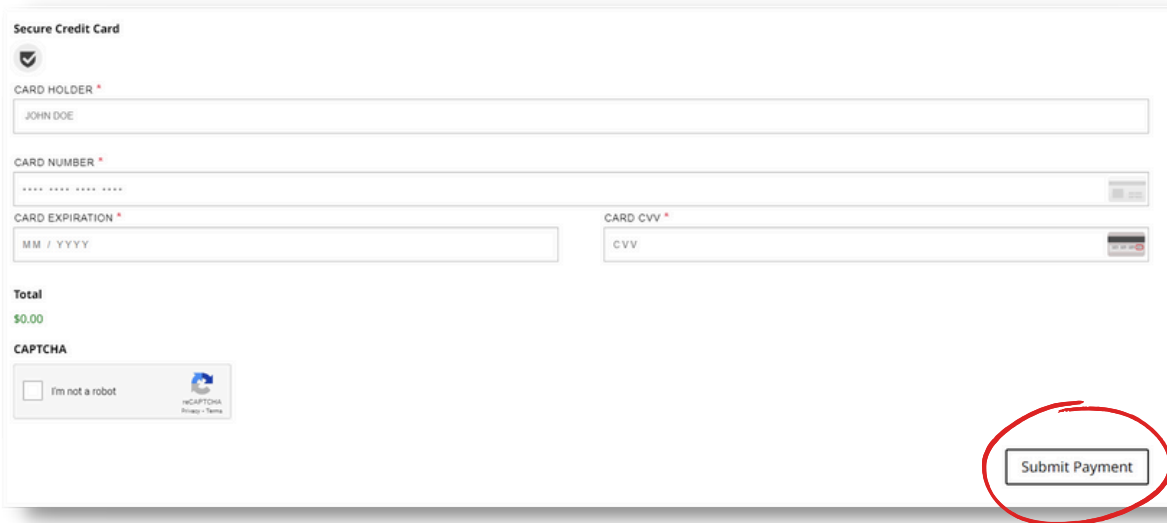
Specific Requests



Ordering Appraisals – VA Secure Online Order Form

6C

Confirm all order details, enter payment information, and click "Submit Payment"



The screenshot shows a 'Secure Credit Card' payment form. It includes a 'CARD HOLDER' field with 'JOHN DOE', a 'CARD NUMBER' field with masked digits, a 'CARD EXPIRATION' field with 'MM / YYYY', and a 'CARD CVV' field with 'CVV'. Below these fields, the 'Total' is listed as '\$0.00'. A 'CAPTCHA' section contains an 'I'm not a robot' checkbox and a CAPTCHA image. A red circle highlights the 'Submit Payment' button in the bottom right corner.

★ If you need to confirm appraisal cost, click on the "[VA Appraisal Fee Schedule](#)" link found on OpenWholesale.com's [Order an Appraisal](#) page



Ordering Appraisals

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Your appraisal has been ordered! Please call your Account Executive or 800-644-1258 for additional assistance





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MORTGAGE WHOLESAL



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