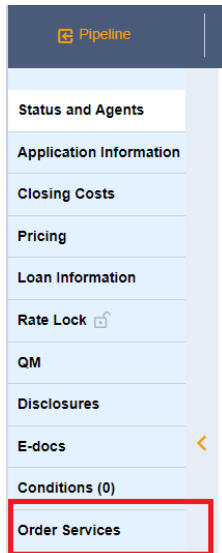


## How to place an Appraisal Order in the Broker Portal

1. Open the loan that you would like to order the appraisal for and click on the “Order Services” tab on the left-hand side.



2. Once in the page, select “Appraisals” and click on “ADD ORDER”.



3. Input your Mercury Network Login information and the Account ID 5592372 and then click “CONNECT TO VENDOR”

Order Request Information

AMC Vendor *	Login *	Password *	Account ID *	<b>CONNECT TO VENDOR</b>
Mercury Network Software ▾	Test	.....	5592372	

- Please input all the required information with the Asterix \*  
(Borrower / Property Info, Property Access/Contact Information, Order Information, and Billing Information)

Borrower / Property Info

---

Borrower Name:  Borrower Email:

Property Address  
Select Property:

Street \*  ZIPCode  City  State \*

---

Property Access/Contact Information

Contact Name \*  Contact Email  Additional Emails (up to 8 and

Phone Number \*  Work Number \*  Other Number \*

---

Order Information

Report Type \*

---

Billing Information

Billing Method \*

Billing Name: \*

Billing Address  
Street \*  ZIPCode  City  State \*

Card Type \*

Card Number \*  Card Expiration (mm/yyyy) \*  CVV / CCID # \*

---

Extra Information

Documents [+ attach document to order](#) Notes

**PLACE ORDER**

- After placing an order, your Appraisals page will show all the active orders.

Order Services

Tax Transcripts/4506-C **Appraisals** Other Services

Vendor	Order #	Ordered Date	Status	Status Date	Uploaded Documents
<a href="#">view / edit / attach docs</a> Mercury Network Software	42633199	1/20/2022	Unassigned		

**ADD ORDER**