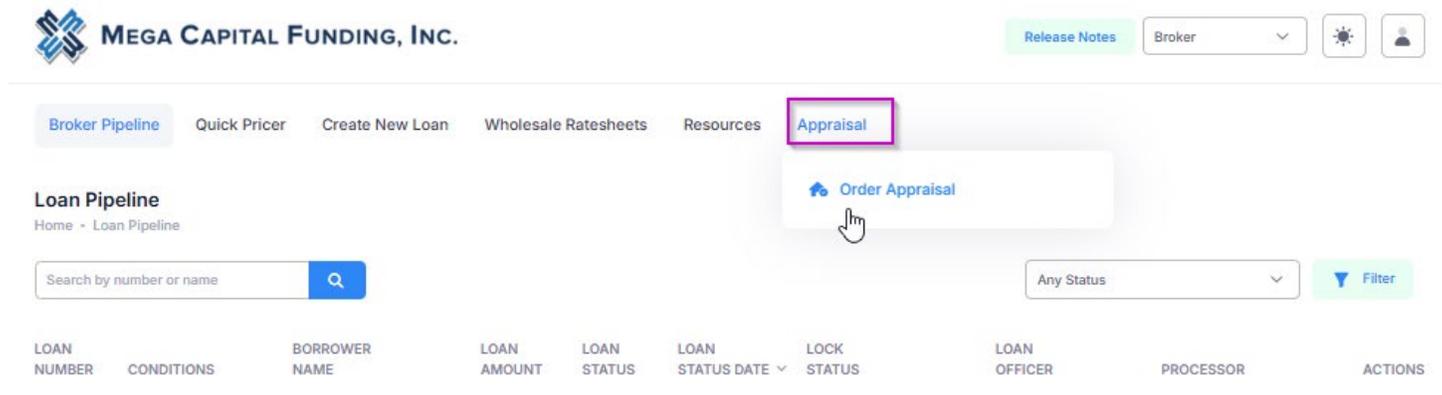


# How to Order an Appraisal

To place an appraisal order, you will need a log-in for Mercury Network. If you do not have a login for this, you can request one by emailing [appraisals@Mcfunding.com](mailto:appraisals@Mcfunding.com).

From the top menu bar, click on “Appraisal” and go to “Order Appraisal”

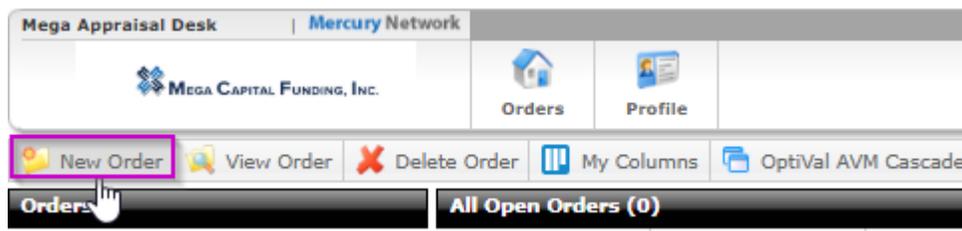


You will enter your username and password with Mercury Network.

The image shows a 'Sign In' form. It has a title 'Sign In' and a paragraph: '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 'megaappraisalteam' and 'Password:' with masked characters. Below the password field is a checkbox labeled 'Remember me'. A blue 'SIGN IN' button is to the right. Below the button is a link: 'Forgot Username or Password?'.

[Terms of Use](#)

Once logged in, select “New Order” to place a new appraisal order.



Input all the required information with an Asterix \* and then press “Next”

## 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.

Intent to Proceed Received Date\*   Closing Date  

### Property Information

Address \*  Prop Type    
Unit Type   Prop Rights    
City \*   
State \*    
Zip Code \*

### Assignment Information

Form/Type \*    Rush Order  
Due Date \*    Complex  
Loan Type\*   Loan #\*   
Loan Purpose\*   Sales Price   
Account Exec.\*   Estimated Value   
FHA #   
DU Case File ID   
LPA Key

### Broker Information

Broker Name  Broker Branch   
Broker ContactType1    Broker ContactType2  

### Contact and Access Information

Occupancy    
Borrower \*    \*      
Co-Borrower         
Owner         
Occupant         
Agent         
Other         
Appointment 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

Next ▶

Enter the payment details. To have the payment link go to the borrower directly, select deferred CC as the payment method.

**Payment Information**

**Fee Notes** [No Fee Notes]

**Order Fee**

**Payment Method\***  ▼

**First Name**

**Last Name**

**Street Address**

**City**

**State**  ▼

**Zip**

**E-mail**

Once everything is filled out, click on the “Next” button at the bottom right of the page to complete the appraisal order.

You can track the status of your order through this website as well.