



Ordering Appraisals through MMC

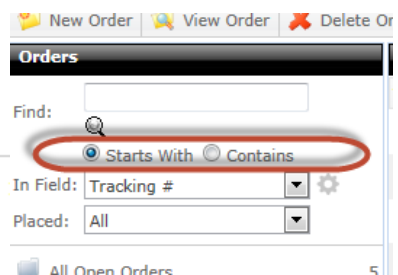
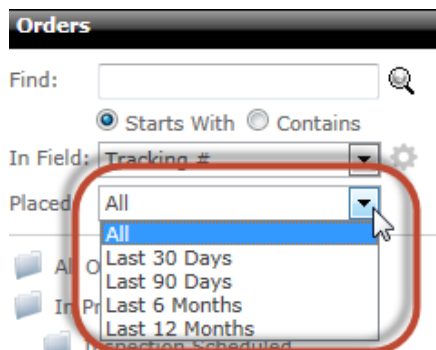
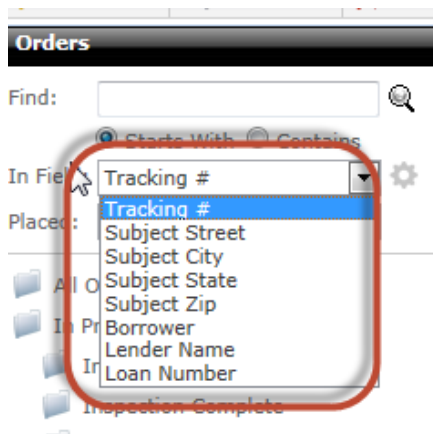
As of April 2, 2014, the screens for ordering appraisals through MMC will have a new look and feel. When you hit “Client Log-In” or “Order an Appraisal” the sign-in page will now present as the following screen shot. Your User Name and Password will remain the same.

The sign-in page features a blue header bar. Below it, a white box contains the 'Sign In' section. At the top of this box, there are two links: 'Sign In' and 'Don't have a free account? Sign Up'. Below these links 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.' This is followed by two input fields: 'Username:' and 'Password:'. Below the password field is a link for 'Forgot Password?'. To the right of these fields is a blue 'SIGN IN' button. Below the sign-in box, there is a logo for 'Mercury Network Vendor Management Platform' and a link for 'Terms of Use'.

Upon signing in, the user is presented with the Dashboard page which shows All Open Orders. Searching for an Order can now be done in the “Find” field and searching can be accomplished through any of the options available in the drop down of the “In Field” or “Placed” fields as illustrated in the screen shots below.

The dashboard screenshot shows a top navigation bar with buttons: 'New Order', 'View Order', 'Delete Order', and 'Restore Column Widths'. Below this is a section titled 'Orders' with a sub-header 'All Open Orders (10)'. On the left, there is a search panel with a 'Find:' field, radio buttons for 'Starts With' (selected) and 'Contains', and dropdown menus for 'In Field:' (set to 'Tracking #') and 'Placed:' (set to 'All'). A list of orders is displayed on the right, with columns for 'Tracking #', 'Current Status', and 'Due Date'. Red arrows highlight the search filters and the 'All Open Orders (10)' header.

Tracking #	Current Status	Due Date
651110-15836680	In Progress	03/13/2014
651110-15846732	In Progress	03/13/2014
651110-15814302	Inspection Scheduled	03/07/2014
651110-15813035	In Progress	03/06/2014
651110-15818517	Inspection Scheduled	03/06/2014
651110-15820937	Revision Needed	03/05/2014
651110-15784048	Pending Quality Review	03/03/2014
651110-15786528	Pending Quality Review	03/03/2014
651110-15666639	Pending Quality Review	02/05/2014
651110-15263001	Revision Needed	11/08/2013



Please note that the “Starts With” button or “Contains” button can assist in searching for a particular order. The “Starts With” button will pull up any orders that specifically start with what you put in the “Find” field. The “Contains” button will search for any file that contains the information you put in the “Find” field.

The navigation spine on the left side of the screen categorizes all the orders and the user can simply click on any of the categories and sub-categories to view the different orders in the system. The user can review all loans “In Progress” and “Exceptions” and several sub-categories within these sections. There are also sections to break-down the Completed and Cancelled orders.

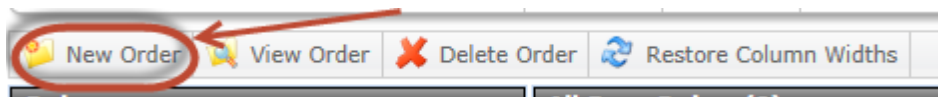
Orders		All Open Orders (9)		
Find:		Tracking #	Current Status	Due Date ▲
<input checked="" type="radio"/> Starts With <input type="radio"/> Contains		651110-15820937	Revision Needed	03/05/2014
In Field: Tracking #		651110-15263001	Revision Needed	11/08/2013
Placed: All		651110-15784048	Inspection Complete	03/03/2014
All Open Orders	9	651110-15813035	In Progress	03/06/2014
In Progress	2	651110-15666639	Pending Quality Review	02/05/2014
Inspection Scheduled	1	651110-15814302	Inspection Scheduled	03/07/2014
Inspection Complete	1	651110-15818517	Inspection Scheduled	03/06/2014
Pending Quality Review	2	651110-15836680	In Progress	03/13/2014
Due Today	1	651110-15786528	Revision Needed	03/03/2014
Past Due	0			
Exceptions	0			
Awaiting Disclosure Expiration	38			
Require Disclosure Date	3			
No Borrower E-mail	0			
Revision Needed	0			
Delayed	0			
On Hold	3			
Payment Failed	201			
Completed	12			
Cancelled	0			
Deleted				



By clicking on any of the column headers, the user can sort the columns

All Open Orders (9)								
Tracking #	Current Status	Due Date ▼	Inspection Date	Borrower	Address	Lender	Acct. Exec.	Last Modified
651110-15263001	Revision Needed	11/08/2013	11/09/2013	Robert Collins	150 Clearland Drive Bay Point, CA 94565	Real Estate Mortgage Network, Inc.		03/04/2014 04:20:42 PM
651110-15666639	Pending Quality Review	02/05/2014	01/31/2014	Leigh Adcock	110 Brentwood Allen, TX 75013	Real Estate Mortgage Network, Inc.		02/25/2014 11:39:17 AM
651110-15784048	Inspection Complete	03/03/2014		Vanessa Coleman	3305 Camelot Drive Dallas, TX 75229	HomeBridge Financial Services, Inc.		02/27/2014 12:32:44 PM
651110-15786528	Revision Needed	03/03/2014		Christian Boettcher	835 Locust Ave Unit 420 Long Beach, CA 90813	HomeBridge Financial Services, Inc.		03/05/2014 03:58:49 PM
651110-15820937	Revision Needed	03/05/2014		Russ Hall	2722 Joe Reeves Road Whitewright, TX 75491	HomeBridge Financial Services, Inc.		03/05/2014 03:22:48 PM
651110-15813035	In Progress	03/06/2014		Kirkland Tynes	1804 Windward Drive Killeen, TX 76543	HomeBridge Financial Services, Inc.		03/04/2014 11:41:58 AM
651110-15818517	Inspection Scheduled	03/06/2014	03/04/2014	Tracy Blumenthal	34081 Blue Lantern St Dana Point, CA 92629	HomeBridge Financial Services, Inc.		03/05/2014 01:54:28 PM
651110-15814302	Inspection Scheduled	03/07/2014	03/05/3914	Michael Green	9603 Enmore Ln Frisco, TX 75035	HomeBridge Financial Services, Inc.		03/04/2014 04:01:16 PM
651110-15836680	In Progress	03/13/2014		Ramiro Enriquez	25571 Christopher Court Hemet, CA 92544	HomeBridge Financial Services, Inc.		03/06/2014 10:01:29 AM

Choose the “New Order” button on the top left of the screen to place a new order.





The new appraisal order screen looks slightly different but requires the same information to place an order as previously.

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.

Property Information

Address *

City *

State *

(None Selected)

Zip Code *

Prop Type

(None Selected)

Legal Desc

Assignment Information

Form/Type *

(None Selected)

Due Date *

Loan Type *

(None Selected)

Loan Purpose *

(None Selected)

Ordered By *

Lender Disclosure Date *

Lender Loan Number *

Sales Price

FHA #

Lender Information

Name

HomeBridge Financial Services, Inc.

Lender Street

194 Wood Avenue South, 9th Floor

Lender City

Iselin

Lender State

(None Selected)

Lender Zip

08830

Contact and Access Information

Occupancy

(None Selected)

Borrower *

Home

E-mail

Co-Borrower

Home

E-mail

Owner

Home

E-mail

Occupant

Home

E-mail

Agent

Home

E-mail

Other

Home

E-mail

Appointment Contact *

(None Selected)

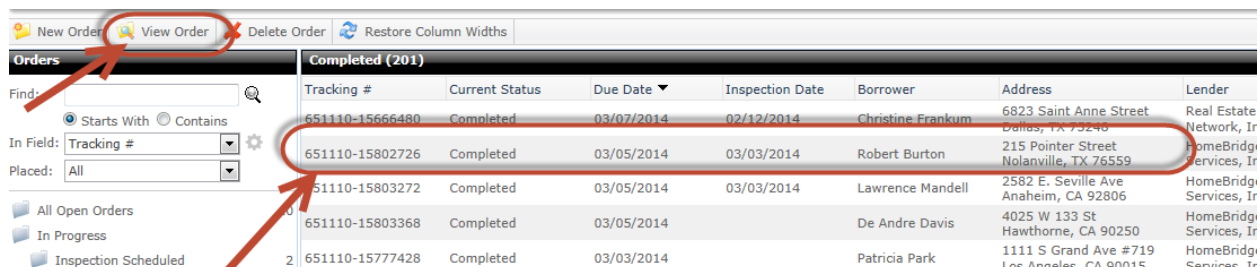
Additional Notification Recipients
Enter additional e-mail addresses to receive notifications for this order. Separate multiple e-mail addresses with a semicolon.

Additional Comments or Instructions to Vendor

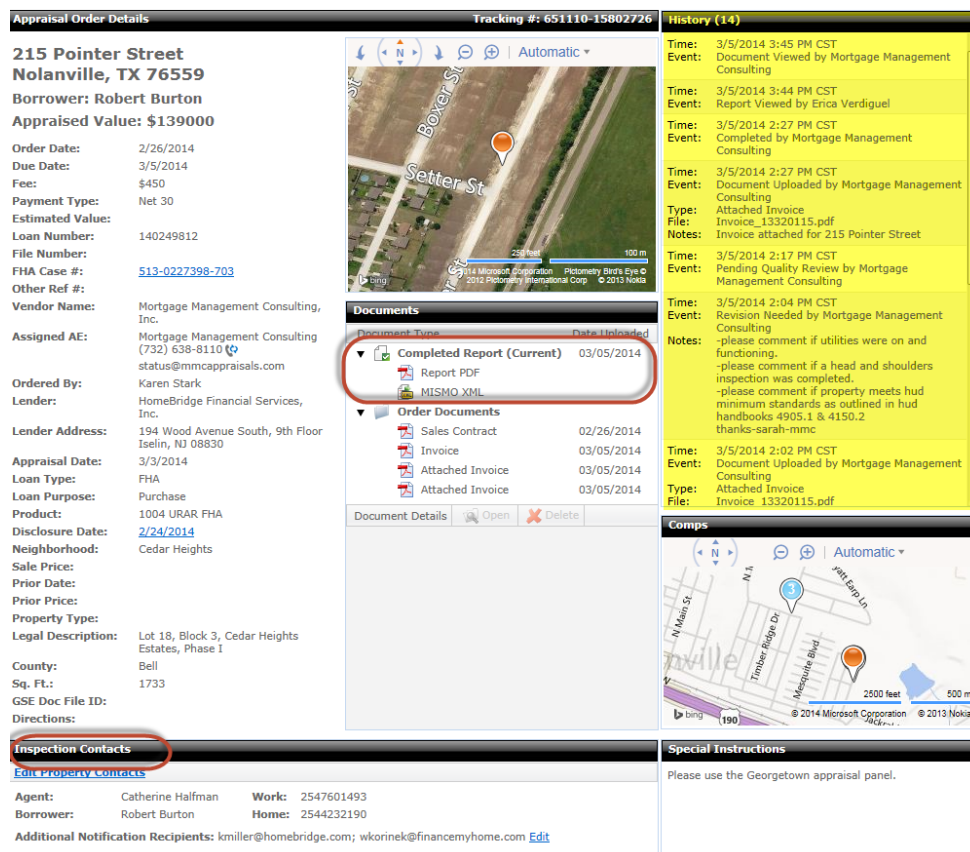
Next



When the user finds an order that they want to view, they simply highlight the order and can then either double-click on the order or click on the “View Order” button to view all the information available.

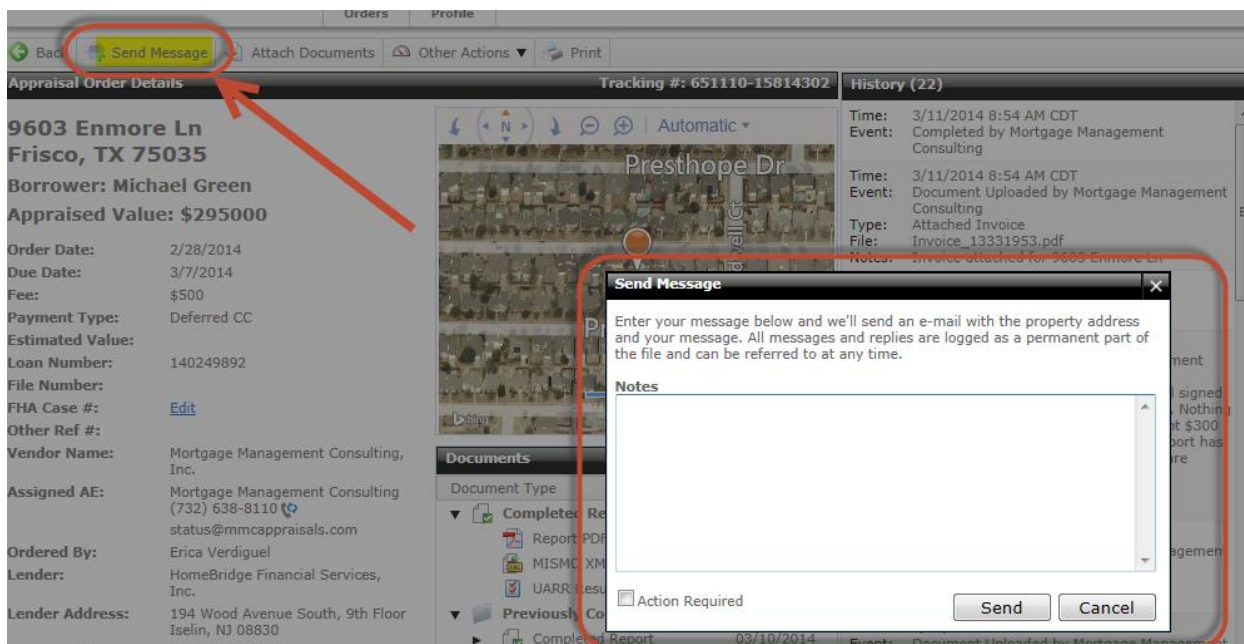


The “Appraisal Order Details” Screen allows the user to send a message to MMC, review the history of messages on the order, and attach documents such as the sales contract. All the information regarding this order is available on this screen including a PDF of the report and the XML. There is a map showing the location of the property, the inspection contact details, legal description, lender, lender’s address, the fee for the order and the applicable order dates.





To send a message, you simply click on the “Send Message” button which is located in the tool bar in the “Appraisal Order Details” Screen and a dialog box will appear for you to type and send your message to MMC. All messages sent are logged as a permanent part of the file.



If you need to request a revision to the appraisal, click on “Other Actions” within the “Appraisal Order Details” screen and then “Request Revision”. A dialog box will appear for you to request your revision.

