
Mercury Appraisal - Job Aid

Cardinal Financial Company - Wholesale

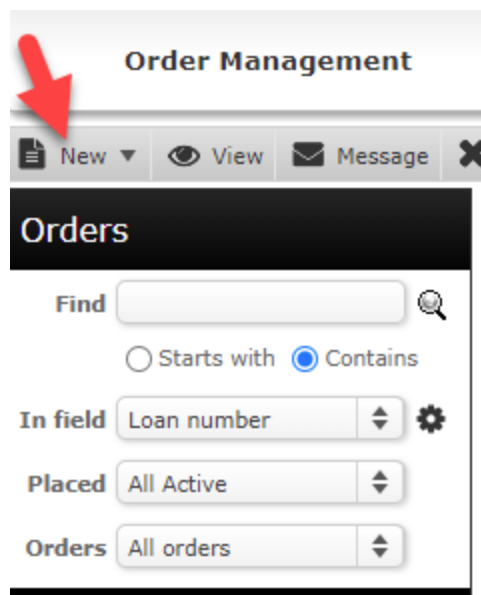
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Mercury Appraisal - Job Aid

Follow the instructions below to create a new order:

1. [Log in](#) to the VMP Client Portal.
(<https://cardinalfinancial.vmpclient.com/SignIn.aspx>)
2. Click **New Order** in the toolbar on the upper left.



3. If you see the *Client Group* drop-down, use it to select the Client Group in which to place the new order.
4. Fill out the appraisal order information. Fields marked with a red asterisk (*) are required.

Cancel Modify selection settings Switch to AMC/Firm

New residential appraisal order

Required fields are indicated. Please complete as much order information as possible. -----> **Next**

Property information

Address*

Unit type (None Selected)

City*

State* (None Selected)

Zip code*

County

Sq ft

Site size

Prop type (None Selected)

Prop rights (None Selected)

Legal desc

Directions

Characteristics None

Assignment information

Form/type* (None Selected)

Vendor due*

Closing date

Other ref #

Loan type (None Selected)

Loan purpose (None Selected)

Ordered by

Order group

Inspection type (None Selected)

Rush Order
 Complex

Loan #*

File #

Sales price #

FHA case #

Disclosure

Assigned to

Value conditions As is As stabilized
 As completed Retrospective

Lender information

Lender name

Address 1

Address 2

City, State Zip

Contact and access information

Occupancy (None Selected)

Borrower	Home <input type="text"/>	Work <input type="text"/>
Co-Borrower	Home <input type="text"/>	Work <input type="text"/>
Owner	Home <input type="text"/>	Work <input type="text"/>
Occupant	Home <input type="text"/>	Work <input type="text"/>
Agent	Home <input type="text"/>	Work <input type="text"/>
Other	Home <input type="text"/>	Work <input type="text"/>

Appt. 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.

Attach completed report to the completion or pending quality review notification sent to additional recipients.

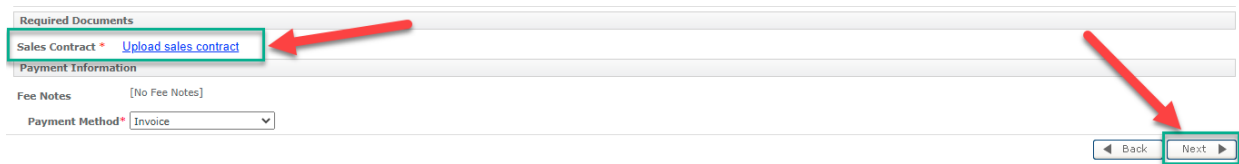
Note: Sending the completed report via e-mail is not secure and can introduce compliance issues. [Click here](#) for more information.



The screenshot shows a web form with two input fields. The first field is labeled "Product requirements" and is empty. The second field is labeled "Additional comments or instructions to vendor" and is also empty. A red dashed arrow points from the right side of the second field down to a blue "Next" button located at the bottom right of the form.

Note: The Lender Information will automatically populate.

- a. While filling out the order form, enter the **Contact and Access Information** for the order. Enter the contacts' names, select their preferred contact methods using the drop down menus, and enter their contact information in the appropriate fields.
 - b. At the bottom of the Contact and Access Information section, enter any **Additional Notification Recipients**. If you need to send notifications to anyone that isn't covered in the order and contact information, enter their email address here. separate multiple recipients using a semicolon (;).
 - c. Beneath the Contact and Access Information section, enter any **Additional Comments or Instructions to Vendor**. If there is any additional information you need to convey to the vendor when placing the order that isn't covered by the other areas of the order form, enter that information here.
5. When you click **Next**, you're taken to an order confirmation screen. From here you're able to review the order's details.
- a. If Purchase Transaction, you will need to upload the Sales Contract by clicking on the blue hyperlink.
 - b. At the bottom, confirm the Payment Method drop down has "invoice" selected (the payment will be collected in Octane). Review Order on next screen
6. Click next to receive the additional document attachment box.



Required Documents

Sales Contract * [Upload sales contract](#)

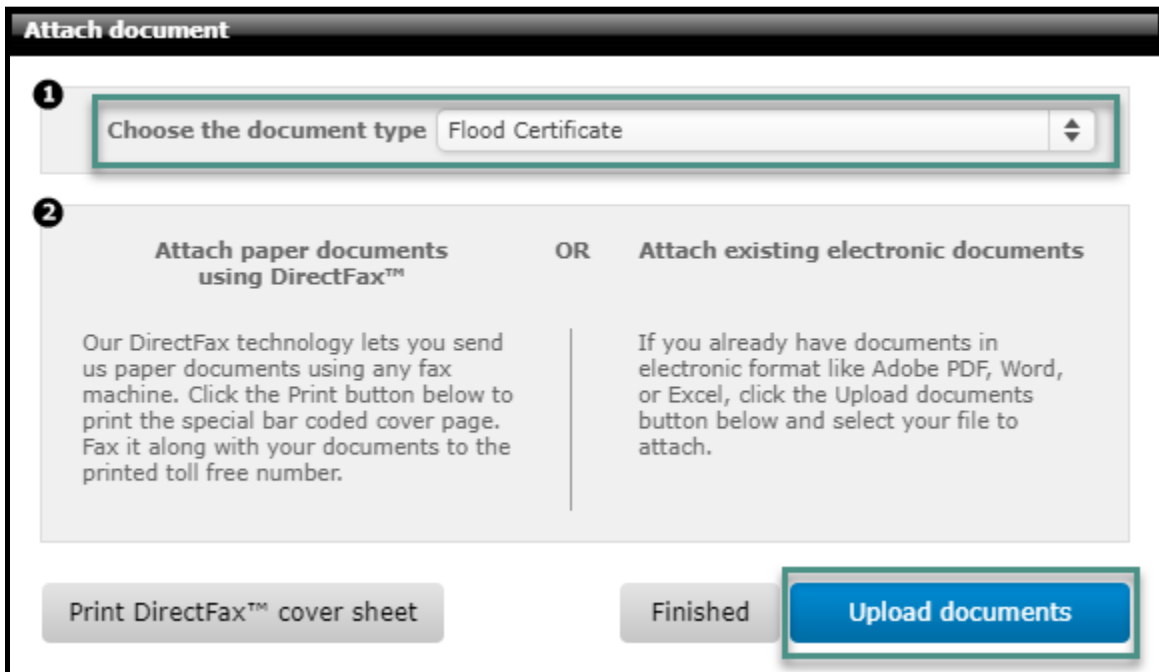
Payment Information

Fee Notes [No Fee Notes]

Payment Method* Invoice

Back Next

7. The Attach Document box will appear
 - a. If your file has indicated that the property is in a flood zone, please upload the Flood Cert at this time to ensure there are no Revision Request delays once the order is complete.
 - b. If the Flood Cert has not yet been received, please upload to the order as soon as it is available in the file, by selecting the “Attach Documents” option on your toolbar.
 - i. Document Type - “Flood Certificate”
 - ii. Select **Upload Documents**



Attach document

1 Choose the document type Flood Certificate

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.

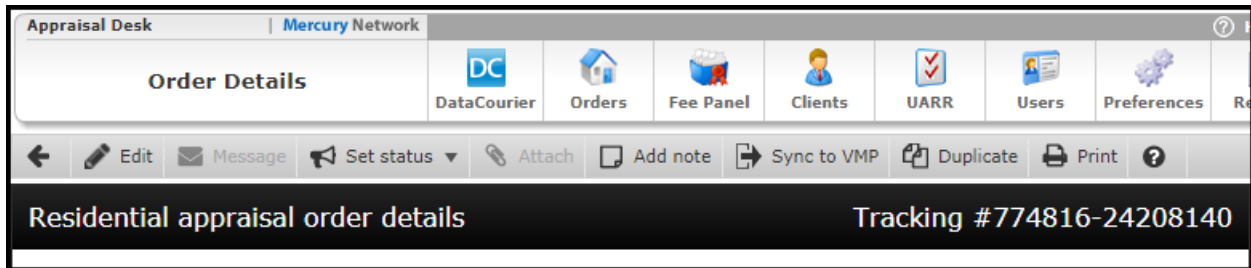
If you already have documents in electronic format like Adobe PDF, Word, or Excel, click the Upload documents button below and select your file to attach.

Print DirectFax™ cover sheet Finished **Upload documents**

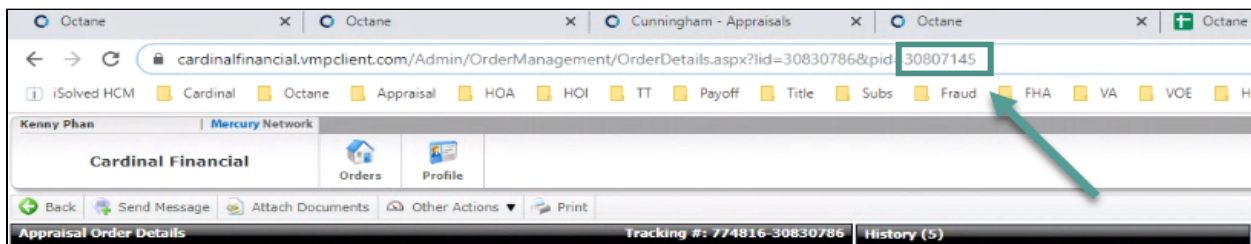
- c. If no additional documentation is required, proceed to Step 13.
8. Click **Finished**



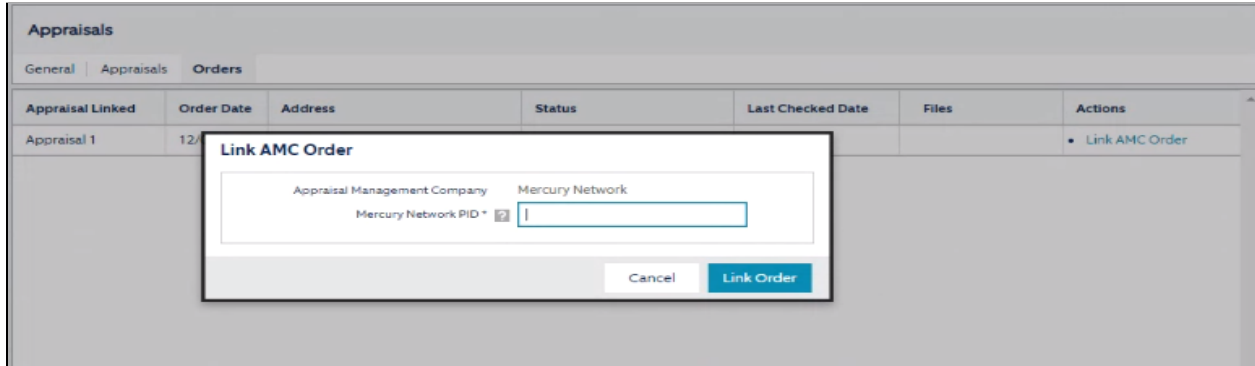
9. When the order is submitted it will take you to the Orders Dashboard
 - a. Double click on the order for the Appraisal Order Details
 - b. The Tracking Number is your Appraisal Reference Number



10. Copy the **PID** (the numbers after the = sign)

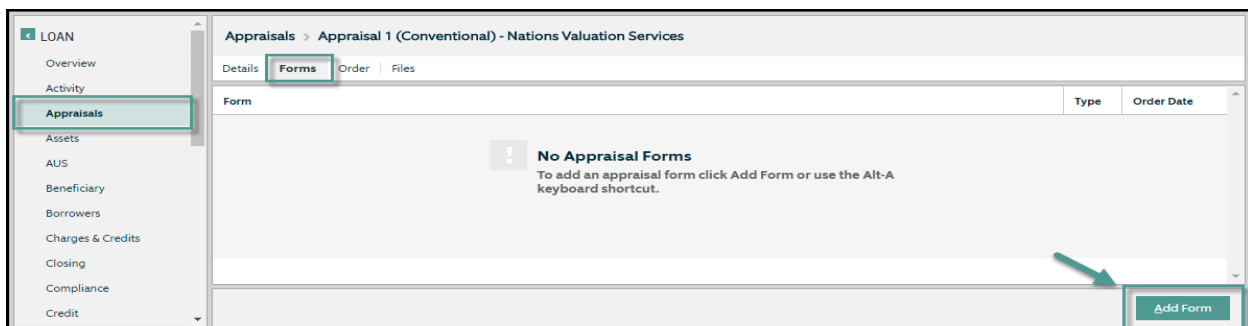


11. Navigate to the **Appraisals** screen in Octane
12. Click on the **Orders** Tab
13. Select **Link AMC Order**
14. Enter the PID in the **Mercury Network PID** field
15. Click **Link Order**



Update Octane and Complete Workflow

1. Navigate to **Appraisals screen**, select the appraisal and click on the **Details tab**
 - a. Input Order # (Same as case number) in Appraisal Reference ID field
 - b. If VA Loan, the 26-1805 will include the Appraiser's information
 - i. First and Last Name
 - ii. Email
 - iii. Phone
 - iv. Address
2. Move to **Appraisals Screen > Forms tab > Add Form**
 - a. Select the form type that was ordered and click **Add**



- i. PIW Eligible Must have "No Appraisal" listed as the form

- Appraised Value Amount for PIW should reflect the Property Value located in the Terms screen

Add Form

Form No Appraisal

Form Type ? Main

Cancel
Add

Terms

Terms | Locks | Lender Concessions

General

<p>Loan Purpose Change In Rate/Term</p> <p>Property Use Primary Residence</p> <p>Doc Level Full Doc</p> <p>Structure Standalone 1st</p> <p>Lead Source PRL_SelfGen_R570</p>	<p>Effective Property Value ? \$830,000 Estimated Value</p> <p>Tax & Insurance Escrow Hazard Insurance - No County Property Tax - No</p>
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Loan Terms

<p>Program ID C30SCFHLMC</p> <p>Program Name Conforming 30 Year Fixed Rate Super Conforming - FHLMC</p> <p>Program Information</p> <p>DURP Eligibility Opt-Out ? Yes No</p> <p>Base Loan Amount \$605,000 .00</p> <p>MI, MIP, Funding Fee Financed \$0</p> <p>Total Loan Amount \$605,000.00</p> <p>Note Rate 4.250 %</p> <p>Price 98.875 % Details</p>	
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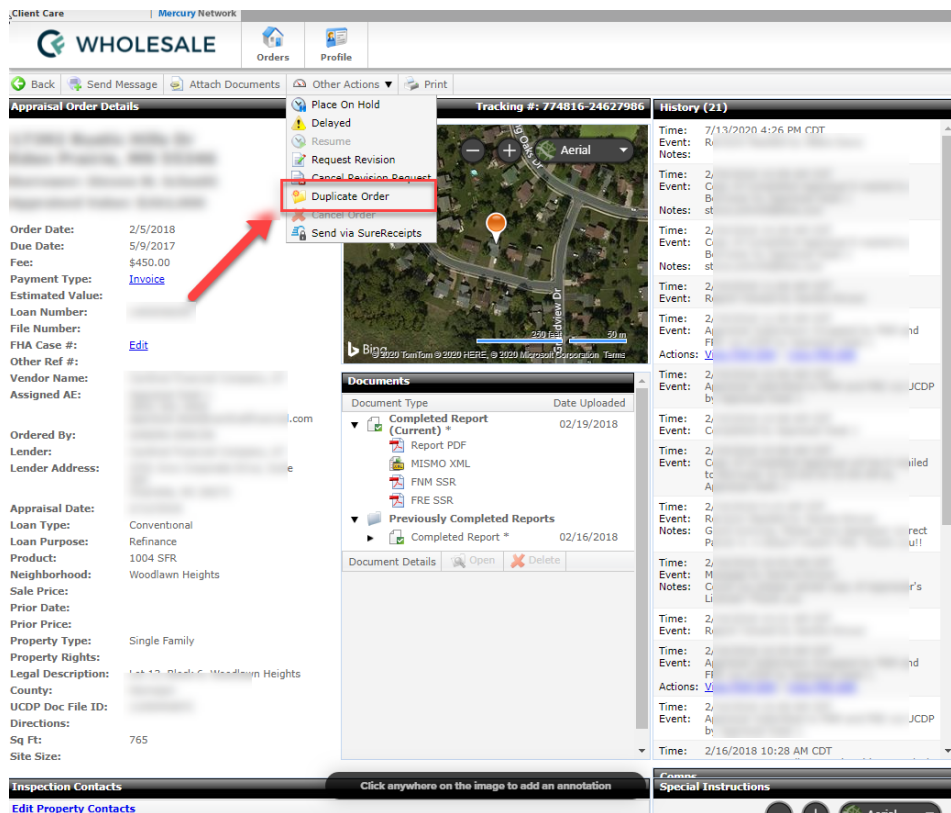
Get Rates
Process Changes
Save

- Navigate to the **Workflow screen > Appraisal Order [Work]** and click on the **Notes tab** and leave a detailed note
- Navigate back to the **Work Tab**
- Select **Outcome: Appraisal Order Completed**

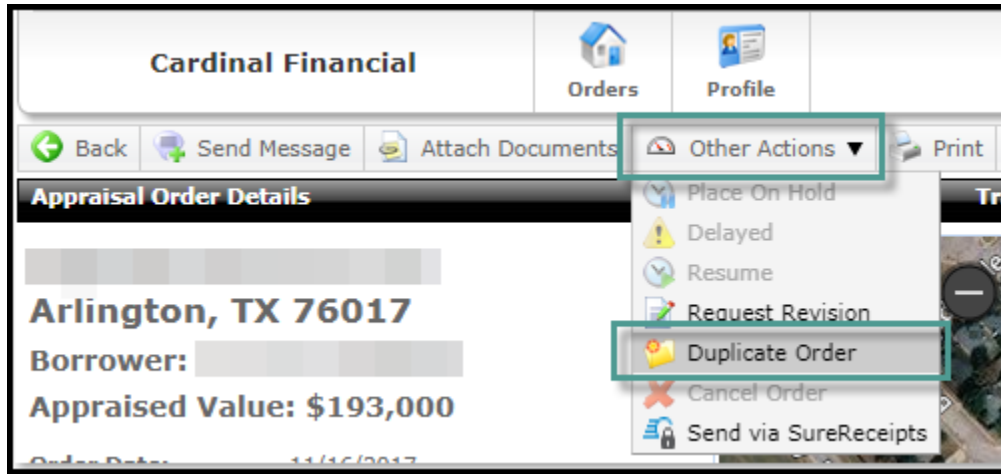
How to Order 1004D

When an appraisal is completed, Subject-To Completion or Subject-To Repairs, the Loan Officer and Transaction Coordinator will determine when the borrower is ready for a re-inspection.

1. Once you have confirmed the home is ready for the re-inspection and payment has been received, navigate to the [Mercury Network Website](#)
2. Find the **original order** and double-click to open the details



3. Select **Other Actions > Duplicate Order**



4. All information should copy over and just Update the **Form/Type**

Cancel

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* []

Property Information

Address* [] Prop Type* 2 []

City* []

State* Utah

Zip Code* []

Assignment Information

Form/Type* 1004D FINAL INSPECTION / COMPLETION REPORT

Due Date* []

Loan # or Lender Case #* []

Loan Type* [] Sales Price* 295000

Loan Purpose* [] Loan Amount* 284675

Ordered By* [] FHA #* 888-888888

Lender Information

Lender Name* [] Lender Street* 3701 Arco Corporate Drive

Lender City* Charlotte

Lender State* North Carolina

Lender Zip* 28273

Contact and Access Information

Occupancy* Owner

Borrower* [] Home [] E-mail* []

Co-Borrower [] Home [] E-mail []

Owner [] Home [] E-mail []

Agent [] Mobile [] E-mail [] KCALLESATEDDRA@GMAIL.COM

Other [] Home [] E-mail []

Appointment Contact* Agent

Additional Notification Recipients

click next below (not shown)

- a. Appraisal is subject to completion or repairs - 1004D Update & Completion Report
- b. Appraisal is expiring - 1004D Update Only

Assignment Information

Form/Type * (None Selected) ▼

Due Date* (None Selected)

Loan Type* 1004 SFR

Loan Purpose* 1004/1007 SFR Inv.
1004/1007/216 SFR Inv.

Ordered By* 1004/216 SFR Inv.
1004C Manufactured Home
1004D Update & Completion Report
1004D Update Only
1007 Comp. Rent Schedule

5. Click **Next at the bottom**
6. Add any required documentation and confirm payment type is Invoice

New Appraisal Order

Confirm Your Order
Please review the details of your order. If you need to make changes, click 'Back'.

Assignment Information

Due Date, Other Ref #, Loan Type, Loan Purpose, Ordered By, Lender, Client Group, AMC, Disclosure Date, Loan #, File #, Form/Type, Sales Price, Loan Amount, Estimated Value, FHA #, Intent to Proceed, Received Date, Closing Date

Property Information

Address, City, State, Zip Code, County, Prop Type (Single Family), Prop Rights, Legal Desc, Directions

Contact and Access Information

Occupancy * (Owner), Borrower * (Home), Co-Borrower (Home), Owner (Home), Agent (Mobile), Other (Home), E-mail

Additional Comments or Instructions to the Vendor

Required Documents

Sales Contract * [Upload sales contract](#)

Payment Information

Fee Notes [No Fee Notes], Payment Method * (Invoice)

Back Next

Add required documentaion

Payment type will be Invoice

7. Click **Next at the bottom**

References

Reference List
Mercury
Octane

Revision History

Date	Description	Approver
11.10.2021	Change Summary	Stephanie Si...
Date	Change Summary	Final Approver