

Setting up Your Mercury Network Account

Step by step instructions and screenshots provided by:

Orlando Masis, State Certified Residential Appraiser
President and Founder of Appraisal IQ "The Intelligent Choice"

Dear Mortgage Professional:

Thank you for requesting your free step by step tutorial for setting up your Mercury Network account. With all the changes we've had in our industry lately, it is a refreshing thought to know there's a light for everyone at the end of the tunnel. More control is on your way. The truth is the HVCC and the use of AMCs certainly did not deliver and with the HVCC on its way out, the best thing to do to remain compliant is to sign up with the Mercury Network.

Promote Appraiser Independence and Improve our Economy!

The Mercury Network from a la mode is an online appraisal Vendor Management Platform that lets you order real estate appraisals from local appraisers, in every county, from any web-accessible computer. You can use the Mercury Network, select your trusted appraisers including Appraisal IQ (Orlando Masis) and still maintain compliance. Ordering has never been easier!

It's free for you and helps you keep track of orders, get automatic status updates and keeps an ongoing audit trail for compliance records. Your quality control rules run on the appraiser's desktop before delivery, so you'll eliminate phone tag and save time and money. You can use your existing appraisers, add new local appraisers (Orlando Masis) and augment with other appraisers when you need them.

Step by step instructions for your account setup:

Type the following url on your browser and follow the next steps:

<http://www.mercuryvmp.com/> and you'll come to the first screen. See figure one below:

Setting up Your Mercury Network Account

Mercury Network by a la mode

1-800-434-7260

[Sign up now](#)

[Sign in](#)

[ORDER AN APPRAISAL](#)

[SERVICES](#)

[THE DIFFERENCE](#)

[ANALYTICS](#)

[HELP](#)

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**HVCC, FHA, GLBA, GSE
XML, H.R. 4173, DFA,
what's next?**

We've got you covered

Call **1-800-434-7260**

ORDER AN APPRAISAL NOW

Property Address

Zip code

ORDER ▶

BLOG

Compliance news, Why Mercury?

[Read it now >](#)

News: [As seen in Mortgage Banking Magazine: Our stance on what's important with appraisal management \(PDF\)](#)

Local appraisers, local expertise, nationwide coverage

Mercury Network is the premiere online appraisal Vendor Management Platform, or VMP, allowing lenders and AMCs to manage their entire appraisal workflow. It's been used by more than 200,000 mortgage professionals since 2002 to completely automate the full "round trip" of tens of millions of appraisals, and [you can use it too](#). **For free.**

[Click here](#) for a quick 2-minute video overview of Mercury, and give us a call at **1-800-434-7260**. We'll give you a personal walkthrough and answer all your questions.

Use your appraisers, ours, or a combination of both

With Mercury Network, you can use your own trusted appraisers and still maintain regulatory compliance. You

Once at this screen, at the very top on the right hand side click on the [Sign up now](#) link. You should come up with the following screen:

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Start ordering appraisals now.

Already a member? [Click here](#) to sign in and order.

Mercury Network is the largest and most robust system for managing collateral, yet it's totally free. Sign up now to start ordering appraisals.

*Type of Account:	Choose Type...
*State:	Choose State...
*Company Name:	
*Phone Number:	
*E-mail Address:	

Next

We probably already have your information.
If you're already in our system, your sign up will be even quicker.

Appraisers can sign up for Mercury by getting an Appraiser XSite. [Click here](#) to get a trial XSite today for free.



At this screen on the drop down menu you should first be able to select the type of account that you're setting up, such as Mortgage Lender, Mortgage Broker or whichever applies to your company, then you can select the State where you're located, the company name, phone number and e-mail address. Click Next. This takes you to the next screen, which should look like the one below:

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Enter Your Account Information

Enter or verify your contact information for your account and choose a username and password. Your e-mail address is used as your username. Fields marked with a red asterisk (*) are required.

*First Name		Num. Employees	
*Last Name		Num. Branches	
Title		Loan Volume per Month	Choose...
Job Function	Choose...	*Appraisal Volume per Month	Choose...
Other		How did you hear about us?	Choose...
*Company	ABC Mortgage	How do you plan to use Mercury Network?	Click to Edit/View
*Business Phone	512-541-2107	When do you plan to get started?	Choose...
Fax:		*E-mail Address	info@theappraisalq.com
*Address1		Note: Your e-mail address will also be your username.	
Address2		*Password	
*City		*Confirm Password	
*State	Texas	Password Strength	Not rated
*Zip/Postal Code			
*Country	USA		

Next



At this screen you will need to enter more pertinent information such as: The person's name (your name or the person that will be in charge of ordering appraisals), title, job function, Name of company, phone number, fax number, address, number of employees, number of branches, loan volume per month,

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appraisal volume per month, how you plan to use the Mercury Network, e-mail address and password setup. Click Next. You should come up with the next screen:

Mercury Network by a la mode

Account Activated - Welcome to the Mercury Network

You will receive an e-mail containing your Username and Password within the next few minutes. This e-mail is for your reference. Please print or save it for future use. Click the 'Next' button below to be automatically signed in to the Mercury Network with your new account and start ordering appraisals.

Next



This is your confirmation page. Excellent! Your account has been activated. Now, (you guessed it) click next and you're in your account.

What to do once you're in your account:

Mercury Network by a la mode

End User License Agreement

Read the following End User License Agreement and if you agree to it's terms, click 'I AGREE' and click the 'Continue' button.

MERCURY NETWORK END USER LICENSE ("License") BY a la mode, inc.

IMPORTANT NOTICE TO USER - PLEASE READ CAREFULLY

YOU MAY NOT ACCESS THE MERCURY NETWORK (THE "NETWORK") OR USE ANY OF THE INFORMATION INCLUDED THEREON UNLESS YOU FIRST REVIEW AND ACCEPT THE TERMS AND CONDITIONS OF THIS USER AGREEMENT (THE "AGREEMENT") BY CLICKING ON "I AGREE." YOU REPRESENT AND WARRANT TO A LA MODE, INC. (REFERRED TO HEREIN AS "ALM" OR "WE") THAT YOU ARE AN AUTHORIZED EMPLOYEE OF A BANK, MORTGAGE COMPANY OR OTHER PARTICIPANT IN THE REAL ESTATE MORTGAGE INDUSTRY. THIS AGREEMENT CONSTITUTES A BINDING AGREEMENT BETWEEN ALM AND THE MERCURY NETWORK USER ("USER" OR "YOU"). AFTER REVIEWING THE TERMS AND CONDITIONS BELOW, PLEASE ACKNOWLEDGE YOUR AGREEMENT BY CLICKING ON "I AGREE," OR THAT YOU DECLINE THIS AGREEMENT BY CLICKING ON "I DO NOT AGREE" AT THE BOTTOM OF THIS FILE. YOU CANNOT OBTAIN ACCESS TO THE NETWORK UNLESS YOU AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT BY CLICKING ON "I AGREE."

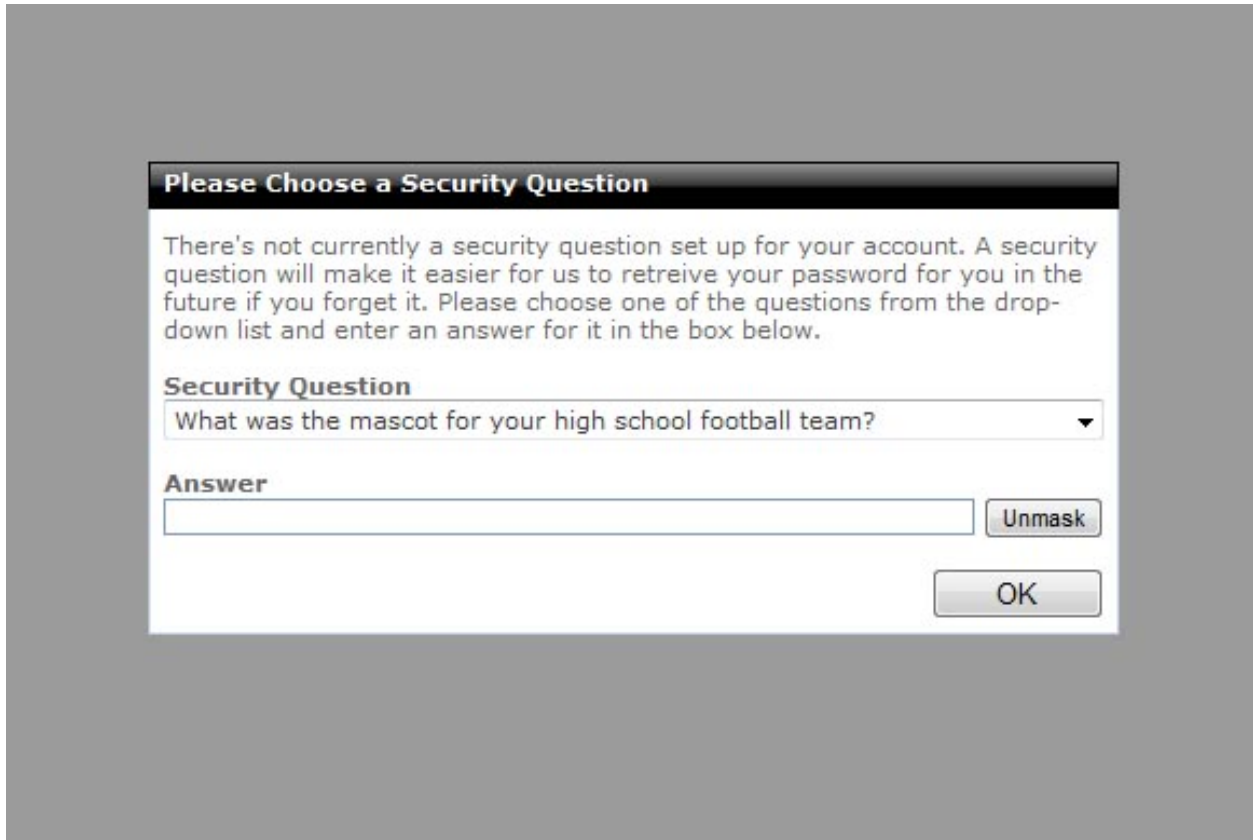
- 1. Access to Network.** ALM hereby grants to you, and you hereby accept, a limited, revocable, non-exclusive right to access the Network solely for purposes directly related to your professional activities arising in the ordinary course of business, subject to and in accordance with the terms and conditions hereof. Any other use of the Network is strictly prohibited.
- 2. Transaction Fees.** You shall pay the fees and other charges for the Services as stated on Mercury Network home page (<http://www.mercurylvmp.com>) or in this Agreement. All fees are non-refundable. ALM reserves the right to change its fees at any time. You shall make all payments in U.S. currency. Your credit card will be billed in arrears for any and all fees. The billing schedule can be found on the Mercury Network home page (<http://www.mercurylvmp.com>). ALM reserves the right to suspend or terminate your account if credit card charges are denied. Such suspension or termination shall not relieve you of the obligation to pay the transaction fees due. You agree to pay ALM its reasonable expenses, including attorneys' and

I AGREE I DO NOT AGREE

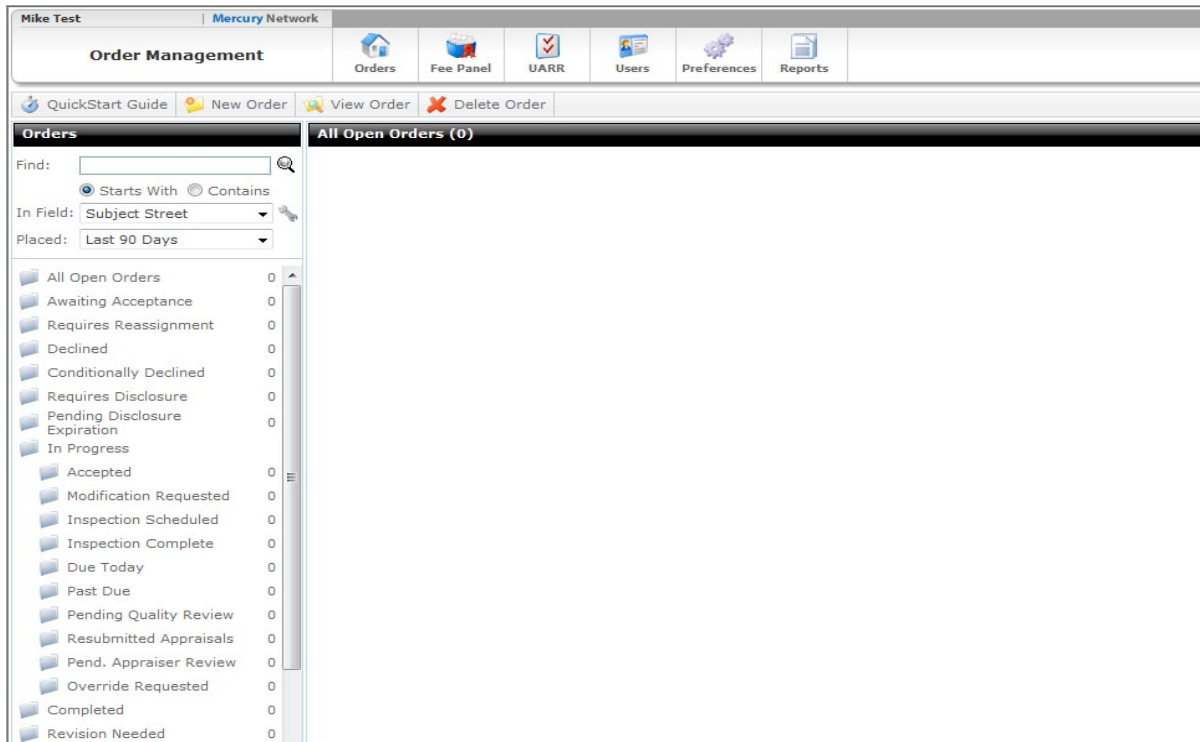
Continue

End User License Agreement, select agree and continue...

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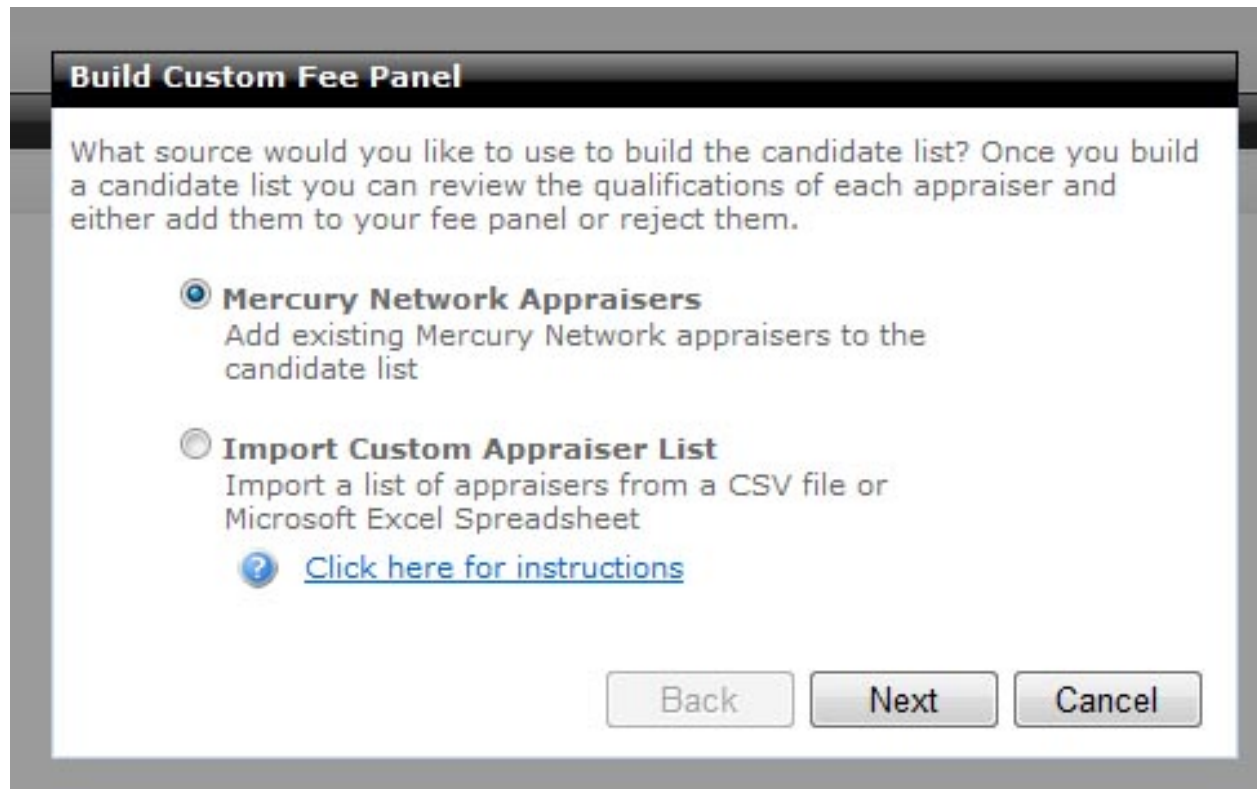


The following screen will come up and just select your security question and answer and click OK. You should be in your Account.



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Once at this screen, the first thing you want to do is select your appraisers. So at the top next to **Order Management** and to the right of **Orders**, you should see **Fee Panel**. Click on this link. The following page should come up.



The screenshot shows a dialog box titled "Build Custom Fee Panel". The text inside reads: "What source would you like to use to build the candidate list? Once you build a candidate list you can review the qualifications of each appraiser and either add them to your fee panel or reject them." There are two radio button options: "Mercury Network Appraisers" (which is selected) and "Import Custom Appraiser List". Below the second option is a link: "Click here for instructions". At the bottom right of the dialog box are three buttons: "Back", "Next", and "Cancel".

Select one of the two available choices and click **Next**. The next page should look something like this:

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Build Custom Fee Panel

Select the states or counties for which appraisers specify that they provide coverage.

States/Provinces

- United States
- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Guam
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland

Counties/Cities

Selected Counties/Cities

Select

Unselect

Back Finish Cancel

Here you would select: The states you do business in, followed by the counties on each of these states and the third window to the right is where you would select all of these counties and cities, then, you would click **Finish**. Almost done, but, not yet. This should come up with a page that looks like this: A list of all the appraisers that cover the areas you selected.

Texas Appraisers				
Last Name ^	First Name	Company Name	City	
M	Houghton	Dustin	Verified Valuation Inc.	Austin
M	Huckaby	Neal	GreyStone Valuation	Austin
M	Huffstetler	Jack	Huffstetler and Company	HOUSTON
M	Ireland	Sally A.	360 Appraisal Services	Austin
M	Irvin	Barlow	Irvin Company	Dallas
M	Johnson	Josh	Verified Valuation Inc.	Austin
M	Johnston	Jason	Diversified Appraisals	Liberty Hill
M	Lamm	Lauren	Lauren Lamm-Sorell Real Estate Appraiser	San Marcos
M	Latham	Renee	CREAS Appraisal Service	Marble Falls
M	Lawton	Deanna	Deanna Lawton Appraisal	Austin
M	Lay	Mike	Appraisal House	Austin
M	Lear	Ted	The Lear Company	Austin
M	Ligon	Todd	The Foundation Appraisal Group	Austin
M	Lucco	Frank J.	IRR-Residential Appraisers & Consultants	Houston
M	Maher	John	Appraisal Group	Dallas
M	Maher	Dennis	Appraisal House	Dallas
M	Masis	Orlando	Appraisal IQ	Austin
M	McCormick	Ben	McCormick Real Estate Services	Georgetown
M	McDonald	Wade	Precision Appraisal Group, LLC	Austin

As you can see, there I am: Masis, Orlando and Appraisal IQ the highlighted one. Here you would select me and the other appraisers that you want to invite into your panel. You can also view pertinent information for each appraiser, here's what that screen looks like:

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Profile

General Information	Product	Fee
Orlando Masis	Uniform Residential Appraisal (FNMA 1004)	\$350.00
Appraisal IQ	Uniform Residential Appraisal w/ REO (FNMA 1004)	\$350.00
11005 Country Knls	FHA Appraisal (FNMA 1004)	\$400.00
Austin, TX 78750-3437	Single Family Investment (1004, 1007, and 216)	\$425.00
(512) 541-2107	Single Family FHA Investment (1004, 1007, and 216)	\$450.00
Years of Experience: 4	Single Family Investment w/Comparable Rent Sch (1004 and 1007)	\$425.00
Designations: FHA	Exterior Only Residential Report (FNMA 2055)	\$275.00
Payment Methods: Check, C.O.D., Money Order, Net 30, Paypal	Exterior Only Residential Report w/ Comparable Photos (FNMA 2055)	\$275.00
<input checked="" type="checkbox"/> WinTOTAL User	Multi-Family Appraisal (FNMA 1025)	\$465.00
	Multi-Family FHA (FNMA 1025)	\$465.00
	Grade Appraisal (FNMA 1025)	\$350.00

Insurance Information	Type	Expires	Amount	Company
	E & O Insurance	11/3/2010	\$1,000,000.00	General Star National Insurance Company

License Information	State	License #	Expires	Type	Status
	TX	1338539	10/31/2011	Certified Residential Appraiser	Valid

Attachments

 [Appraisal License](#)  [E & O Insurance](#)  [Resume](#)  [Sample Report](#)

[Click here to add this appraiser to your custom fee panel](#)

This is my Appraiser Profile and it is what it would look like for everyone else provided they have setup their profile. So this is it. I sincerely hope this has been helpful and I look forward to working with you. If you have any questions and if you would feel comfortable with me coming to your office, I would be more than happy helping you set up your account.

On your team,

Orlando Masis, Texas Certified Residential Appraiser
Appraisal IQ – The Intelligent Choice
512-541-2107
<http://TheAppraisalIQ.com>
Orlando@theappraisaliq.com

Lenders love The Mercury Network

"Dropping our AMC and going to Mercury Network was the best business decision I made in 2009. The AMC filled my days with arguments between the bank, borrowers and realtors.

With Mercury Network, we get appraisers located near the subject property who know the area and their pricing is lower than the AMC. We can work with appraisers we know and trust, since Mercury

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allows us to assemble our own panel, and the "Double-Blind" mode allows our processors to once again order appraisals. We are HVCC compliant and free of the hassles of using an AMC.

Instead of arguments over values, I can work on things that make the bank money. Thank you Mercury Network!"

Terry K Fraser, VP-Lending, Mackinac Savings Bank, FSB

"We chose Mercury Network because we can customize our fee panel and we've got hassle-free, total control over it. You can't get that with AMCs. We also love how easy the order process is and we're kept up to date on each step of the process, from acceptance, to inspection date, inspection complete, and so on. Those status updates save us a lot of time."

Jaki Brown, First Community Bank

"We have great relationships with a number of appraisers, and with our preferred fee panel we can insure the appraisal goes to someone we can trust and who will be respectful of our clients. Our appraisers like the Mercury Network because, unlike with AMCs, the appraiser gets to keep what he has earned."

Brendon Fisher, Summit Mortgage

"Mercury Network allows us to keep our independence and maintain control over the appraisal part of originating high quality loans. We get to use and support appraisers we know and trust, while keeping us in compliance with the regulations — all without burdening them with high AMC fees. Mercury is simple, yet useful and effective. It's a great tool that compliments any lender's origination talents."

Bob Wampler, First Republic Mortgage

"Mercury's double blind feature assures management that production staff cannot hand choose or discuss value with the appraiser, keeping us compliant with HVCC and FHA appraisal guidelines. It's also streamlined my ability to review. Plus, I'm a big fan of the user friendly management reports, as well as the excellent service and feedback! The IT/Customer Service staff is very quick, efficient, and knowledgeable about the product and the appraisal requirements set forth by the various regulators."

Sheila Hutchinson, George Mason Mortgage

"The appraisers we use are our friends and colleagues. Mercury let us include the same appraisers we've used for over twenty years, and maximized their take home dollars, all while keeping our cost reasonable and our process compliant with the regulations."

John DeGuenther, American Home Mortgage

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"The other companies were much higher in cost than Mercury, and they used their own stable of appraisers. Many lenders have gone that route only to be disappointed. When they send an appraiser from many miles away, the lenders have been riddled with value problems. Let's face it, a local appraiser is going to be much more familiar with that market and comps than someone from outside the area."

Mary L Renn, First Harrison Bank

"We've used an AMC, but we had problems with appraisers that weren't local, and poor quality reports. When we got 2 different reports for 2 different properties, but both had the same interior photos - we knew something had to be done. We use Mercury Network because we can use our own trusted appraisers, and we're still HVCC compliant."

Heather Patterson, Choice Lending Corp

"I have found Mercury to be an excellent tool in keeping our appraisal orders organized. The system is able to track the order from start to finish, so that we know what date it was ordered, when the property was inspected, and when the report was delivered. The system is also very useful in corresponding with the appraisers via the message system."

Mercury has also been very useful in keeping our approved appraiser list current and organized, as the system alerts us when an appraiser's E&O insurance and license is expiring, and we can contact the appraiser to update the information."

I really like the ease of use of the system and also the excellent tech support that a la mode provides."

Gary Gaspar, Bank of Hawaii

"Mercury Network is really user friendly, and it's better than using an AMC because it costs the borrower less and the appraiser is able to retain more of their fee."

Beth Litherland, RiverCity Mortgage & Financial