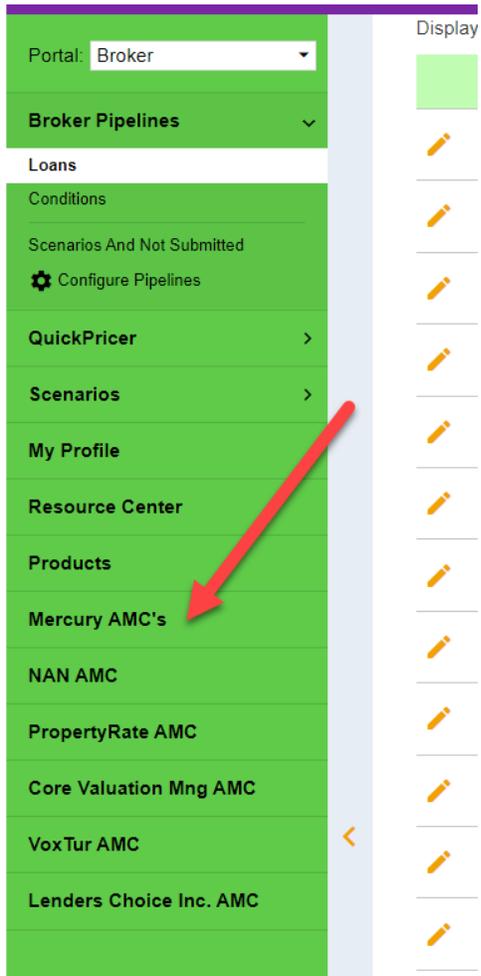


## How to Order an Appraisal via the Broker Portal

Log into the Broker Portal. On the lefthand side locate “Mercury AMC’s” and click on that hyperlink.



This will take you to a page to log in to the Mercury portal. If you don't already have credentials, you can create your own credentials here for free. *\*\*\*These credentials will only work when you order appraisals through the FLEXPOINT Mercury portal.*

**Sign In** Don't have a free account? **Sign Up**

Enter your username and password to place orders with us, check the status of your orders, and download reports directly from your account.

Username:

Password:

Remember me

**SIGN IN**

[Forgot Username or Password?](#)



[Terms of Use](#)

Log in to the FLEXPOINT Mercury portal with your credentials.

This is where you place your "New Order." 😊

**FlexPoint** Orders Profile

New Order View Order Delete Order My Columns OptiVal AVM Cascade

**Orders** All Open Orders (0)

Find:   Starts with  Contains

In field: Subject city

Placed: All Active

**Active Order Folders**

- All Open Orders 0
- In Progress
  - Open Bid Orders 0
  - Inspection Scheduled 0
  - Inspection Complete 0
  - Pending Quality Review 0

Tracking #	Status	Due date	Inspection	Bon
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Choose the AMC or Client Group dropdown and choose your preferred AMC. Once an account has been established for the brokerage at future appraisal orders a "Client Group" created specifically for that brokerage will be available to ensure all your orders are visible only to you.

The screenshot shows the FlexPoint 'New Appraisal Order' form. At the top, there is a navigation bar with the FlexPoint logo and 'Orders' and 'Profile' buttons. Below this is a 'Cancel' button and the title 'New Appraisal Order'. A message states: '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'. The form is divided into several sections: 'AMC' (with a dropdown menu showing '(None Selected)'), 'Property Information' (including Address, Unit Type, City, State, Zip Code, Prop Type, Legal Desc, and Directions), 'Assignment Information' (including Form/Type, Due Date, Other Ref #, Loan Type, Loan Purpose, Ordered By, Account Exec., Disclosure Date, Inspection Type, Loan # or Lender Case #, File #, Sales Price, FHA #, and Value Conditions), and 'Lender Information' (including Lender Name, Lender Street, Lender City, and Lender State). A red arrow points to the 'AMC' dropdown menu.

Place your order and you are all set to receive notifications.