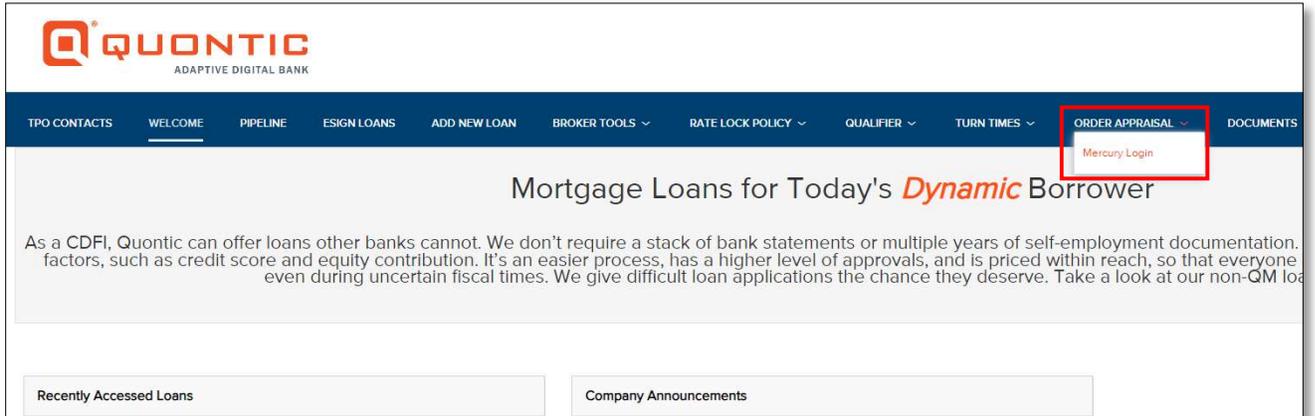
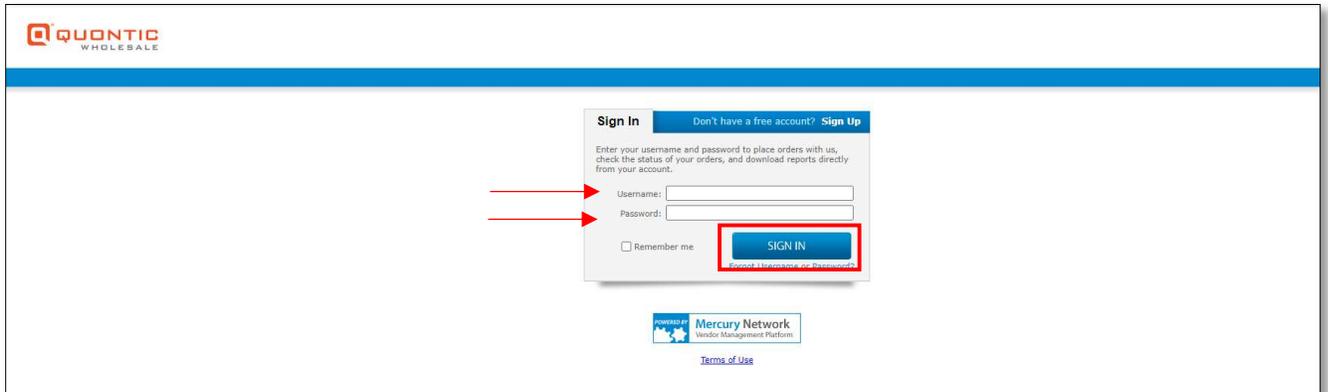


### New Appraisal Order – Mercury Network

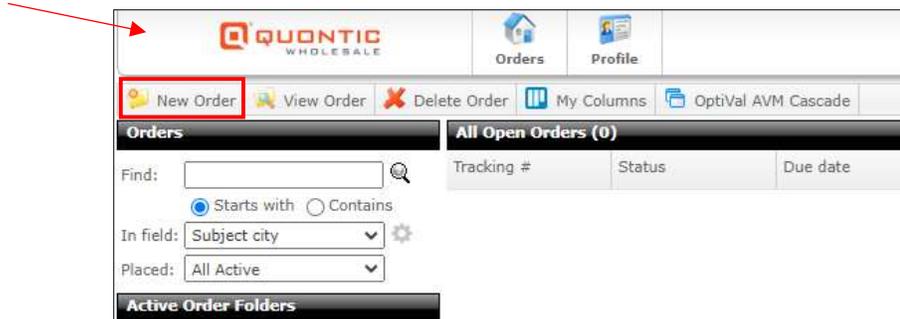
1. Inside of Quontic’s TPO Connect Portal, navigate to ‘Order Appraisal’, then, using the drop menu, select ‘Mercury Login’.



2. Enter your Mercury Credentials username and password and select ‘Sign In’ to log in to your Mercury account. Don’t have a Mercury account? Select ‘Sign Up’ and create an account.



3. Ensure ‘Quontic Wholesale’ reflects, and then select ‘New Order’ on the top left.



## New Appraisal Order – Mercury Network

- Complete the fields that populate. Please note, fields with an asterisk are required.

**Property Information**

Address \*  
 Unit Type: None Selected  
 City \*  
 State \*  
 Zip Code \*

**Assignment Information**

Form/Type \* (None Selected)  
 Due Date \* 9/7/2023  
 Other Ref #  
 Loan Type \* (None Selected)  
 Loan Purpose \* (None Selected)  
 Ordered By  
 Disclosure Date  
 Inspection Type (None Selected)

**Lender Information**

Lender Name: Quontic Bank  
 Lender Street: 31-05 Broadway  
 Lender City: Astoria  
 Lender State: New York  
 Lender Zip: 11106-2648

**Contact and Access Information**

Occupancy: (None Selected)  
 Borrower \*  
 Co-Borrower  
 Owner  
 Occupant  
 Agent  
 Other

**\*\* NOTE:** Under ‘Assignment Information’ for the ‘Form/Type’ please ensure the correct appraisal form is selected based on the property / loan type.

**Assignment Information**

**Form/Type \***

- (None Selected)
- (None Selected)
- Appraisal Update/Inspection of Repairs (FNMA 1004D)
- Appraisal Update/Recertification (FNMA 1004D)
- Condo Appraisal (FNMA 1073)
- Condo FHA (1073)
- Condo FHA Investment (1073, 1007, and 216)
- Condo FHA Investment w/Comparable Rent Schedule (1073 and 1007)
- Condo FHA Reverse Mortgage (1073)
- Condo Investment (1073, 1007, and 216)
- Condo Investment w/Comparable Rent Sch (1073 and 1007)
- Conversion from Conventional to FHA
- Conversion from FHA to Conventional
- Co-op (2090)
- Exterior Only Investment (2055, 1007, and 216)
- Exterior Only Residential Report (FNMA 2055)
- FHA Appraisal (FNMA 1004)
- FHA Manufactured Home Reverse Mortgage (FNMA 1004C)
- Investment Forms 216 & 1007
- Multi-Family Appraisal (FNMA 1025)
- Multi-Family FHA (FNMA 1025)

### New Appraisal Order – Mercury Network

- 5. Review ‘Lender Information’ and ensure Quontic Bank and property address: 31-05 Broadway, Astoria, NY 11106 is reflected.

Lender Information	
Lender Name	Quontic Bank
Lender Street	31-05 Broadway
Lender City	Astoria
Lender State	New York
Lender Zip	11106

- 6. Under ‘Contact and Access Information’, enter the information of the individual who should be contacted from the appraiser to schedule the inspection date and time. Any additional parties who would like to receive appraisal notifications can be included by adding their email address in the field below. Additional comments may also be entered for the vendor’s review.

Contact and Access Information					
Occupancy	Owner				
Borrower *	John Doe	E-mail	* JohnDoe@email.com	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	Borrower				
<b>Additional Notification Recipients</b> Enter additional e-mail addresses to receive notifications for this order. Separate multiple e-mail addresses with a semicolon. Broker@mortgage.com					
<b>Additional Comments or Instructions to Vendor</b> Additional borrower contact information: 123 123 1234					
					Next ▶

- 7. After all required information has been entered, select ‘Next’.

Contact and Access Information					
Occupancy	Owner				
Borrower *	John Doe	E-mail	* JohnDoe@email.com	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	Borrower				
<b>Additional Notification Recipients</b> Enter additional e-mail addresses to receive notifications for this order. Separate multiple e-mail addresses with a semicolon. Broker@mortgage.com					
<b>Additional Comments or Instructions to Vendor</b> Additional borrower contact information: 123 123 1234					
					Next ▶

## New Appraisal Order – Mercury Network

- Review and confirm all information entered is accurate and select 'Next' in either the top right or bottom right corner.

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

**Assignment Information**

Due Date	9/7/2023	Loan #	123456
Other Ref #		File #	
Loan Type	Alt QM Agency	Form/Type	Uniform Residential Appraisal (FNMA 1004)
Loan Purpose	Refinance	Sales Price	
Ordered By		Loan Amount	
Lender	Quontic Bank	Estimated Value	
Client Group		FHA #	
AMC	Appraisal Links	DU Case File ID	
Disclosure Date		LPA Key	
		Intent to Proceed	
		Received Date	
		Closing Date	

**Property Information**

Address	12345	Prop Type	
City	Mesa	Prop Rights	
State	AZ	Legal Desc	
Zip Code	85209	Directions	
County	Maricopa		

**Contact and Access Information**

Occupancy		E-mail	aschooley@quonticbank.com	E-mail	
Borrower *	John Doe	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					

**Payment Information**

Fee Notes [No Fee Notes]

Order Fee: 0

Payment Method: Invoice

- Upload any necessary documentation (if not applicable, skip to step 10) by utilizing the drop-down menu to select the document type. Then, select 'Upload Documents' to browse for the desired attachment.

**Attach document**

1 Choose the document type: Preliminary Title Report

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**

## New Appraisal Order – Mercury Network

10. Select 'Finished' to complete the order.

**Attach document**

1 Choose the document type Preliminary Title Report

2

**Attach paper documents using DirectFax™**

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.

**Attach existing electronic documents**

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

11. 'Appraisal Order Details' / Order Confirmation will populate.

Back
Send Message
Attach Documents
Other Actions
Print

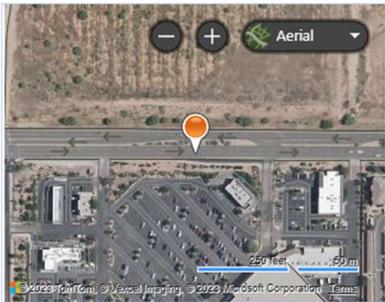
**Appraisal Order Details**

**12345**  
**Mesa, AZ 85209**  
**Borrower: John Doe**  
**Appraised Value:**

Order Date: 8/28/2023  
Due Date: 9/7/2023  
Fee: \$175.00  
Payment Type: [Invoice](#)  
Estimated Value:  
Loan Number: 123456  
File Number:  
FHA Case #: [Edit](#)  
DU Case File ID: [Edit](#)  
LPA Key: [Edit](#)  
PDAPI Key:  
BACE Submission ID:  
Property Data ID:  
Other Ref #:  
Vendor Name: Quontic Bank, FSB  
Assigned AE: Appraisal Desk (212) 895-9771 Wholesaleappraisals@quonticbank.com

Ordered By:  
Lender: Quontic Bank  
Lender Address: 31-05 Broadway Astoria, NY 11106-2648

Appraisal Date:  
Loan Type: Alt QM Agency  
Loan Purpose: Refinance  
Product: Appraisal Update/Inspection of Repairs (FNMA 1004D)  
Disclosure Date: [Edit](#)  
Neighborhood:  
Sale Price:  
Prior Date:  
Prior Price:  
Property Type:  
Property Rights:



**Documents**

No documents are attached to this order, yet.

When you add them, your documents will be securely stored in the cloud with the order workfile.

[Attach Documents](#)

**History (7)**

Time: 8/28/2023 5:12 PM CDT  
Event: Cancelled by Tyler Ermisch  
Notes: cancel please

Time: 8/28/2023 5:10 PM CDT  
Event: Message by Appraisal Desk  
Notes: Thank you for your order. For reference, your Appraisal Links, Inc. file # is: AL-246850.

Time: 8/28/2023 5:10 PM CDT  
Event: Appraiser Accepted Assignment by Appraisal Desk

Time: 8/28/2023 5:10 PM CDT  
Event: Order Changed by Appraisal Desk  
Actions: [View Changes](#)

Time: 8/28/2023 5:10 PM CDT  
Event: Appraiser Accepted Assignment by Appraisal Desk  
Notes: Order automatically accepted.

Time: 8/28/2023 5:10 PM CDT  
Event: Order assigned to AMC by VMP Client (Tyler Ermisch)  
Notes: AMC selected by the VMP Client

Time: 8/28/2023 5:10 PM CDT  
Event: In Progress by Tyler Ermisch