

*WG.*

WESTGEN LENDING

Easy Appraisal Ordering

## 1 Sign in

Your organization will provide a username and password

**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

[Forgot Password?](#)

[SIGN IN](#)

## 2 Choose "New Order"

Top left corner of your dashboard

New Order
 View Order
 Delete Order
 My Columns

Orders		All Open Orders (62)	
		Tracking #	Status
Find: <input type="text"/>	<input checked="" type="radio"/> Starts with <input type="radio"/> Contains	710692-21474072	In Progress
In field: <input type="text" value="Subject street"/>	<input type="text" value="Last 90 days"/>	710692-21043316	In Progress
Placed: <input type="text" value="Last 90 days"/>		710692-21404810	In Progress
All Open Orders	62		
In Progress			
Open Bid Orders	0		
Inspection Scheduled	1		

### 3 Enter order details

Fill in everything you can to improve accuracy and avoid delays.

Fields marked with an asterisk ( \* ) are **required**.

Want to keep agents or processors in the loop on all order status updates? **Add** email addresses separated with semicolons. (Don't include yourself.)

Instructions for the vendor? **Enter** them here.

Then, click **Next**.

Mercury Network | Mercury Network

ENVOY MORTGAGE

Orders Profile

Cancel

**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.

Client Group \* 100

**Property Information**

Address \* 2200 Augusta Ave Prop Type \* Single Family

City \* Edmond

State \* Oklahoma

Zip Code \* 73034

**Assignment Information**

Form/Type \* 1004 URAR

Due Date \* 11/09/2016 Loan # \* 788847

Other Ref # File # JJI11K4

Loan Type \* Conventional Sales Price

Loan Purpose \* Purchase FHA #

Ordered By Shelby Brown

**Contact and Access Information**

Occupancy Owner

Borrower \* Terry Harvey E-mail \* terry.harvey@gmail.com Mobile 4052215584

Co-Borrower Home E-mail

Owner Max Shilling Home 4053121547 E-mail maxl4@coxnet.net

Occupant Home E-mail

Agent Home E-mail

Other Home E-mail

Appointment Contact \* Owner \*

**Additional Notification Recipients**  
Enter additional e-mail addresses to receive notifications for this order. Separate multiple e-mail addresses with a semicolon.  
jennifersky@remax.com; harry@envoymortgageitd.com

**Additional Comments or Instructions to Vendor**  
Please contact owner via cell prior to inspection. Please include engagement letter with invoice.

Next ▶

**4** **Confirm** all order details, enter the payment information and click **“Finish”**.

First Name\* Molly  
 Last Name\* Simmons  
 Street Address  
 City  
 State (None Selected)  
 Zip  
 E-mail  
 Card Number\* \*\*\*\*\*1320   
 Exp. Month/Year\* 07 / 2017

◀ Back Finish

Attach any documents you need to your order.

**Attach document**

1 Choose the document type

2

<p><b>Attach paper documents using DirectFax™</b></p> <p>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.</p>	OR	<p><b>Attach existing electronic documents</b></p> <p>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.</p>
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**That's it!** Your appraisal order is underway!