



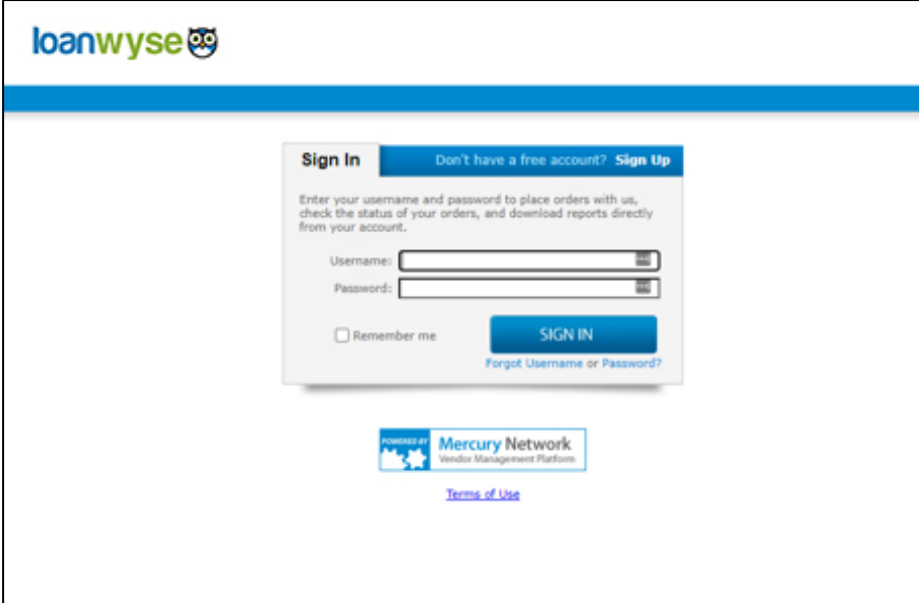
THE MERCURY NETWORK

APPRAISAL ORDERS



LoanWyse Mercury Site

- Step 1: Go to <https://loanwyse.com/toolbox>
- Step 2: Click on Mercury Network Logo
- Step 3: You will be redirected to the login page



The screenshot shows the LoanWyse Mercury Network login page. At the top left is the LoanWyse logo. Below it is a blue header bar. The main content area features a 'Sign In' section with a blue button labeled 'Sign In' and a link 'Don't have a free account? Sign Up'. Below this is a text prompt: 'Enter your username and password to place orders with us, check the status of your orders, and download reports directly from your account.' There are two input fields: 'Username:' and 'Password:'. Below the password field is a checkbox for 'Remember me' and a blue 'SIGN IN' button. A link 'Forgot Username or Password?' is located below the 'SIGN IN' button. At the bottom of the page, there is a logo for 'Mercury Network Vendor Management Platform' and a link for 'Terms of Use'.

Signing Up for a New Account

Step 1: Go to <https://loanwyse.com/toolbox>

Step 2: Click on Mercury Network Logo

Step 3: You will be redirected to the login page

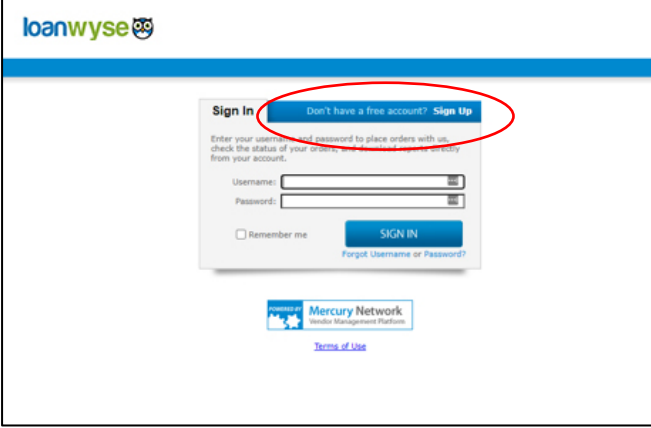
or

You can click the link below to go directly

<https://optionwidefinancialcorporation.vmpclient.com/SignIn.aspx>

Step 4: Sign-Up for new account located in top right hand corner (circled in RED)

Step 5: Enter Account Information to set-up new account.
Please refer to Broker Account Set-Up Guide.



The screenshot shows the LoanWyse login page. At the top, there is a navigation bar with the LoanWyse logo. Below it, there is a 'Sign In' section with a 'Don't have a free account? Sign Up' link circled in red. The 'Sign In' section includes fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'SIGN IN' button. Below the login section, there is a 'Mercury Network' logo and a 'Terms of Use' link.

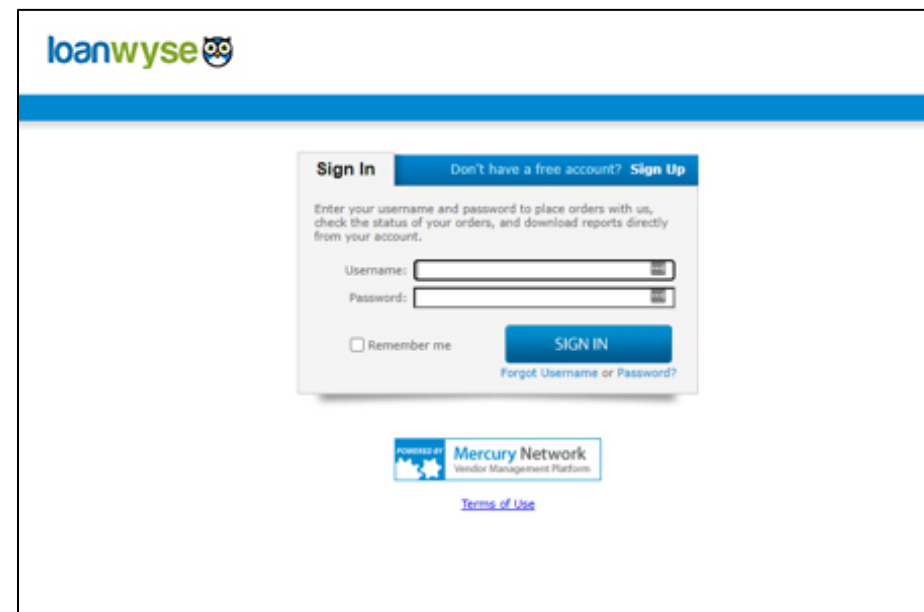


The screenshot shows the 'Enter Account Information' page. It contains several form fields for creating a new account, including 'Company Name', 'Title', 'First Name', 'Last Name', 'Address', 'City', 'State', 'Zip', 'Account Type', 'Phone', 'Fax', 'Time Zone', 'Email', 'Username', 'Password', and 'Confirm Password'. There are also 'Back' and 'Next' buttons at the bottom of the form.

Login to Existing Account

- Step 1: Go to <https://loanwyse.com/toolbox>
- Step 2: Click on Mercury Network Logo
- Step 3: You will be redirected to the login page
- Step 4: Login to existing account
- or
- Step 5: Click on link below to get redirected to login page

<https://optionwidefinancialcorporation.vmpclient.com/SignIn.aspx>



loanwyse

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 Username or Password?](#)

Powered by Mercury Network Vendor Management Platform

[Terms of Use](#)

New Orders & Order Placement

Step 1: Select “New Order” to place a new

Step 2: Double-Click on the appraisal order to manage the order.

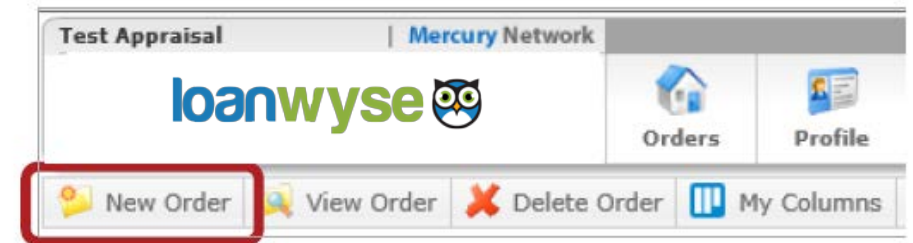


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Placing an Order

- Step 1: Click “New Order”
- Step 2: Select Client Group: LoanWyse
- Step 3: Enter subject property and assignment information



Placing an Order

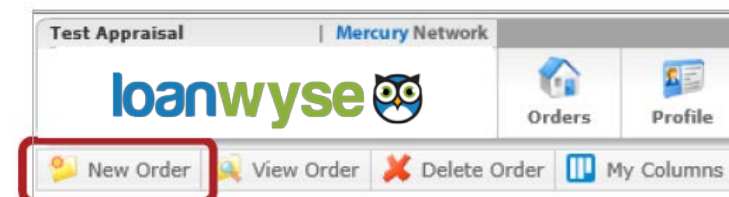
Step 1: Click “New Order”

Step 2: Select LoanWyse

Step 3: Enter subject property and assignment information

Step 4: Enter Broker and Contact/Access Information

(Include desired Due Date if you selected Rush or the know complexities in the “Additional Comments or Instructions to Vendor”)

A screenshot of the 'Broker Information' form in the LoanWyse system. The form is divided into several sections: 'Broker Information' with fields for 'Broker Name' and 'Email'; 'Contact and Access Information' with a dropdown for 'Occupancy' and a table for 'Borrower', 'Co-Borrower', 'Owner', 'Occupant', 'Agent', and 'Other'. Each row in the table has fields for 'Name', 'Phone', and 'Email'. Below the table is an 'Appointment Contact' dropdown. At the bottom, there are sections for 'Additional Notification Recipients' and 'Additional Comments or Instructions to Vendor', followed by a 'Next' button.

Placing an Order

Step 5: Verify all information is correct.

Step 6: Enter Borrower's Information & Payment Type

(Please select Deferred CC under payment method. The order must contain a valid borrower's email address)

Payment Information

Fee Notes: [No Fee Notes]

Order Fee: 525

Payment Method: **Deferred CC**

First Name: _____

Last Name: _____

Street Address*: _____

City*: _____

State*: (None Selected)

Zip: _____

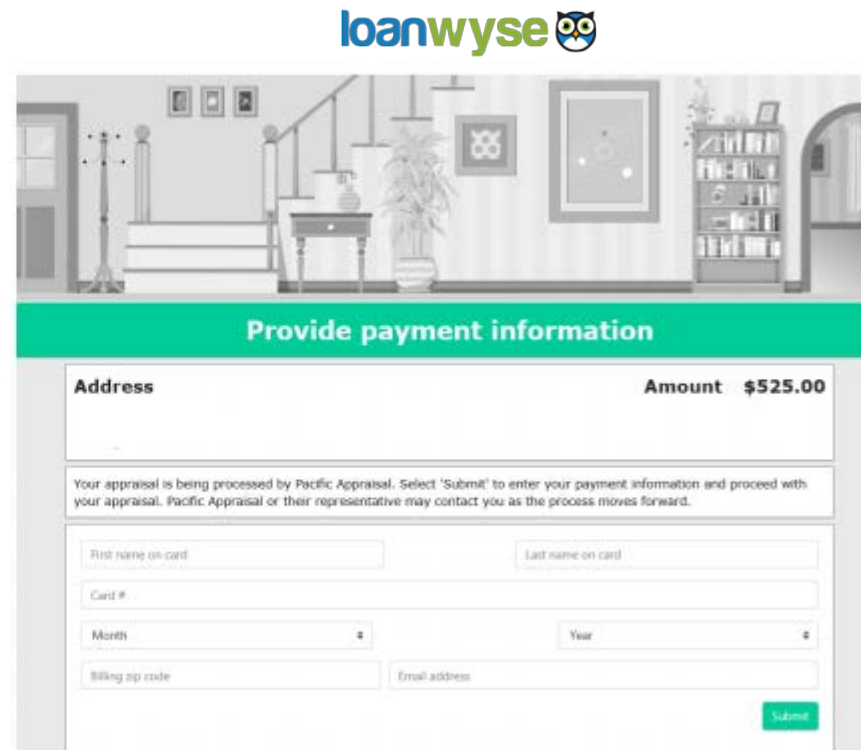
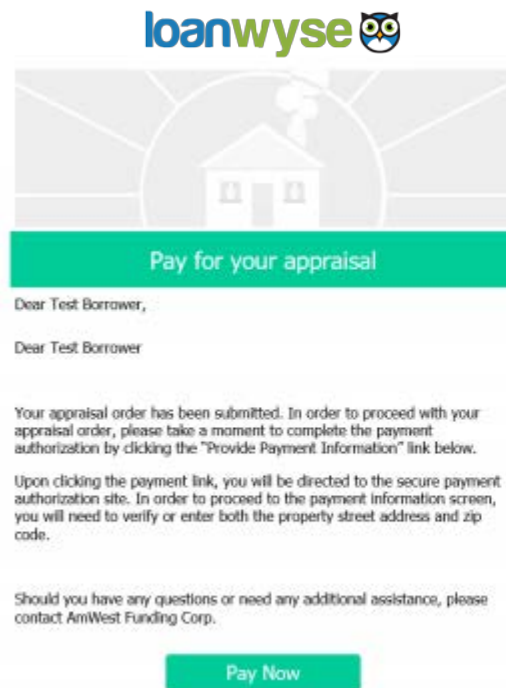
E-mail: _____

Step 7: Email will be sent directly to the borrower's email to have them input credit card information themselves. System will give you a notification.

History (7)	
Time:	7/11/2019 6:34 PM CDT
Event:	System Alert by Appraisal Desk
Notes:	Make a payment link sent to
Time:	7/11/2019 6:32 PM CDT
Event:	Appraiser Accepted Assignment by Appraisal Desk
Notes:	Order automatically accepted.

Placing an Order

Step 8: Payment link will only be sent once an appraisal company has been assigned.

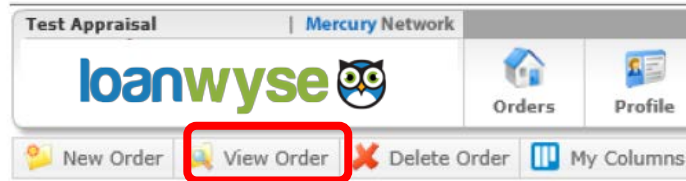


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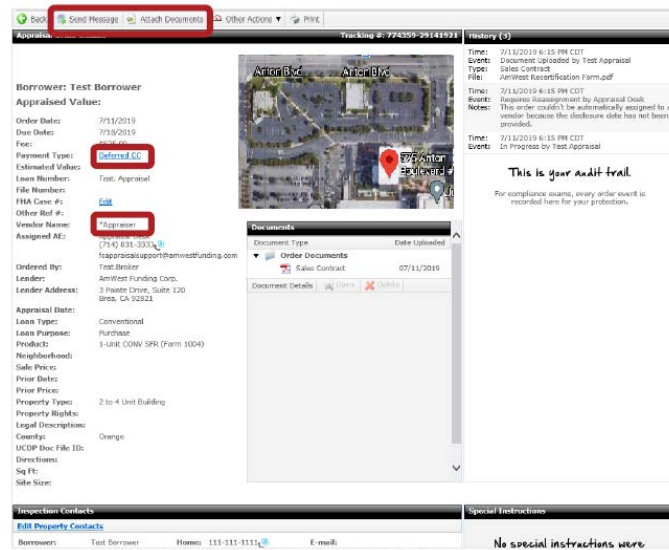


Manage an Existing Order

Step 1: Manage an existing order by double-clicking the order or select order and click “View Order”

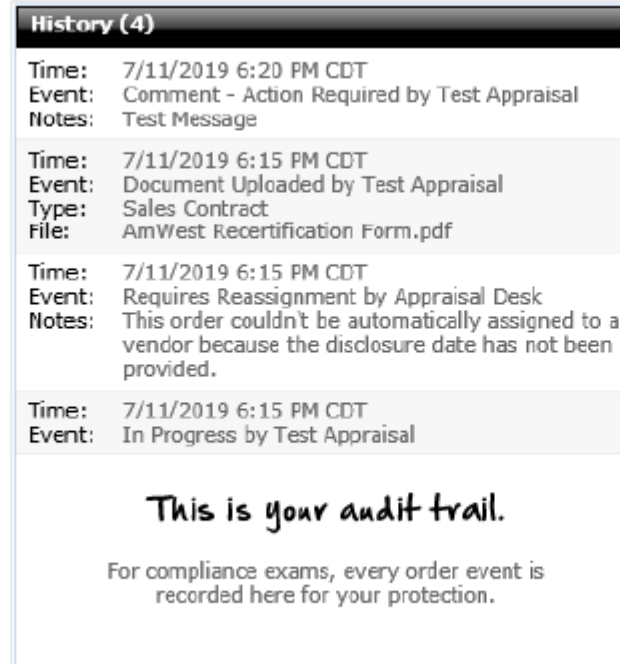


Step 2: If you want to edit credit card information by clicking “Payment Type.” If you need to request a change order click “Send Message”. The AMC can be found under “Vendor Name.”



Messages

- Step 1: When sending a message, please select “Action Required” to ensure the AMC provides a timely response.
- Step 2: Make sure you sync all notes and messages. Click “Sync to VMP” and verify that the **green arrow** is next to the note or message.

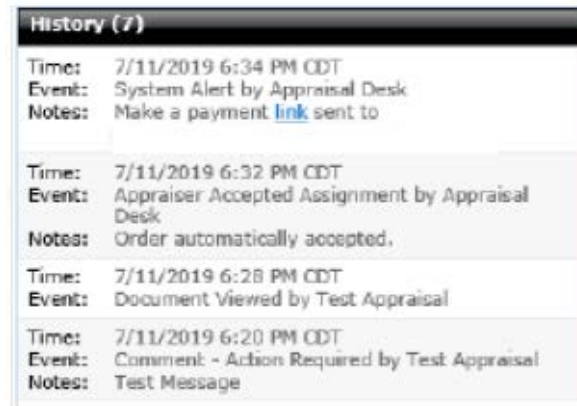


Revisions and Cancellations

Step 1: If you would like to Request a Revision, Cancel a Revision Request, or Cancel an Order please click “Other Actions” and then selected desired action.



Step 2: Click Send Message and include a message in the history of the order.



Support

Step 1: If you would any questions please contact your Account Executive or Account Manager

Step 2: For Mercury Network Assistance, please contact Client Relations at (888) 794-0455

