



Easy Appraisal Ordering

Fairway Wholesale Lending

- 1 All Appraisals orders can be placed using the following url:
<https://fairwaywholesalelending.vmpclient.com/SignIn.aspx>
- 2 **Sign in**
If you have not received or do not know your username and password, contact us.

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 Password?](#)

3 Choose “New Order”

Top left corner of your dashboard



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

- 4 Enter order details**
Fill in everything you can to improve accuracy and avoid delays.
Fields marked with an asterisk (*) are **required**.

Complete Property, assignment and lender information. For wholesale transactions, the Lender name and address will default to Fairway's information

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* Wholesale - Frisco Lender Services Assigned AMC

Property Information

Address * 12349 E Columbine Drive **Prop Type*** Single Family

City * Scottsdale

State * Arizona

Zip Code * 85259

Assignment Information

Form/Type * Uniform Residential Appraisal (FNMA 1004)

Due Date* 10/23/2020 **Loan #*** 123456789

Loan Type* Conventional **Sales Price*** 1600000

Loan Purpose* Purchase **Estimated Value**

Inspection Type Interior & exterior **FHA Case #**

Lender Information

Lender Name* Fairway Independent Mortgage Corporation **Lender Street*** 4750 S. Biltmore Lane

Lender City* Madison

Lender State* Wisconsin

Lender Zip* 53718

Wholesale Loans = Fairway
Correspondent loans = Your company

Complete Broker and Contact Information

Be sure to include names of any additional contacts on the order

Want to keep your loan processor or agent in the loop on all order status updates? Add email addresses separated with semicolons. (Include yourself if using shared credentials)

Instructions for the vendor? Enter them here.

Broker Information					
Individual Placing Order*	Oscar Originator	Add'l Contacts on Order*	Paula Processor and Andrew Assistant		
Mobile	602.555.5454	Work			
Contact and Access Information					
Occupancy *	Owner				
Borrower First/Last Name *	Patrick Purchaser	E-mail	ppurchaser@gmail.com	Mobile	555-555-6547
Co-Borrower First/Last Name		Home		E-mail	
Owner	Sally Seller	Mobile	555-555-9874	E-mail	sseller@gmail.com
Occupant		Home		E-mail	
Agent		Home		E-mail	
Appointment Contact *	Owner				
Email Recipients to Receive Order Notifications*					
Enter additional e-mail addresses to receive notifications for this order. Separate multiple e-mail addresses with a semicolon.					
Oscar@mortgageco.com; Paula@mortgageco.com; Andrew@mortgageco.com; Bestagent@remax.com					
Additional Comments or Instructions to Vendor					
Please contact owner on cell phone to schedule inspection					
					Click Next Next ▶

5 Confirm all order details, appraisal fee and choose you payment option in the payment method drop down and click **“Finish”**

CC to Vendor allows you to input the credit card info

Payment Information

Fee Notes [No Fee Notes]

Order Fee 400

Payment Method* CC to Vendor [Add credit card info](#)

Choosing Deferred CC and completing the screens will will send an email to the borrower so they can securely input their credit card information.

Payment Information

Fee Notes [No Fee Notes]

Order Fee 400

Payment Method* Deferred CC

First Name Patrick

Last Name Purchaser

Street Address

City

State (None Selected)

Zip

E-mail PPurchaser@gmail.com

Credit card information

First name* Patrick

Last name* Purchaser

Street address

City

State (None Selected)

Zip code* 85018

Credit card number* *****8451

VISA

Expiration date* 06 2023

E-mail address

Cancel Save

6 Attach any documents you need to your order.

Attach document

1 Choose the document type

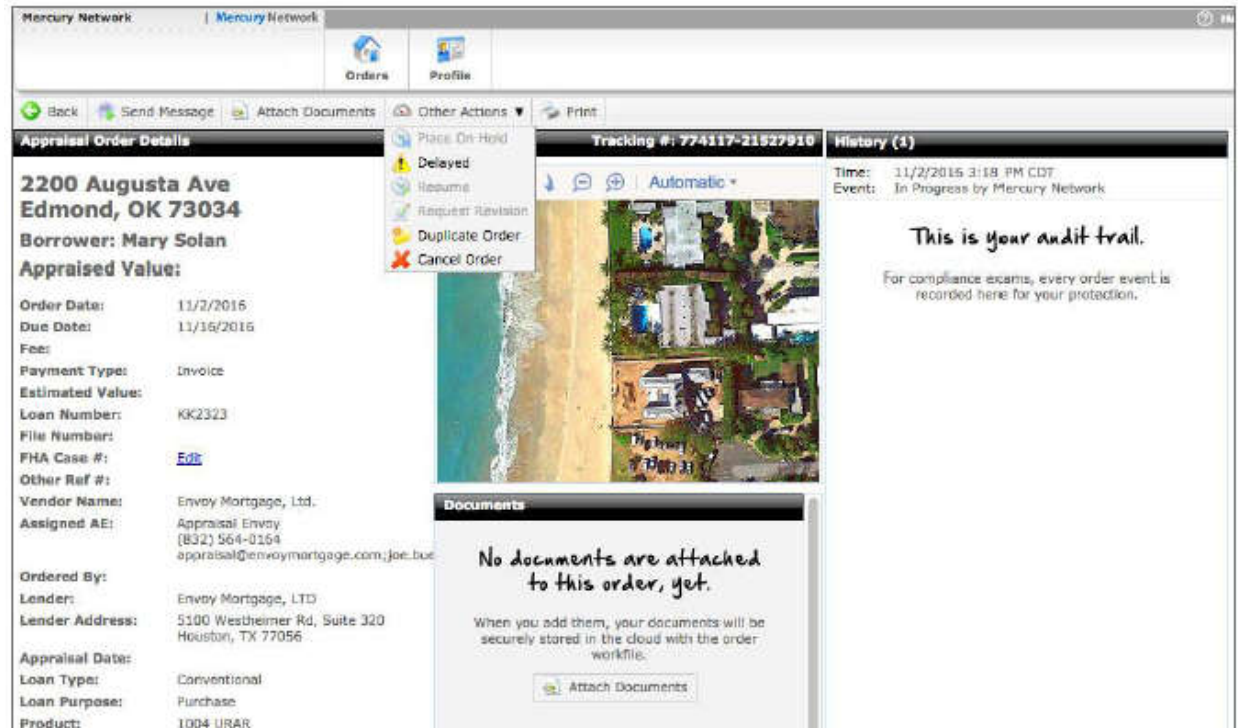
2

<p>Attach paper documents using DirectFax™</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>	<p>OR</p> <p>Attach existing electronic documents</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>
---	---

That's it! Your appraisal order has been sent to the AMC!

Sign in to see all your appraisal orders. Double-click the Order to see details.

- Send messages
- Attach Documents
- Place order on hold
- Duplicate the order
- Cancel the order
- Updated payment info
- Access all documents
- Audit trail for compliance
- Edit property contacts
- Customize your preferences for email status alerts



Mercury Network | Mercury Network

Orders Profile

Back Send Message Attach Documents Other Actions Print

Appraisal Order Details

**2200 Augusta Ave
Edmond, OK 73034**
Borrower: **Mary Solan**
Appraised Value:

Order Date: 11/2/2016
Due Date: 11/16/2016
Fee:
Payment Type: Invoice
Estimated Value:
Loan Number: KK2323
File Number:
FHA Case #: [Edit](#)
Other Ref #:
Vendor Name: Envoy Mortgage, Ltd.
Assigned AE: Appraisal Envoy (832) 564-0164 appraisal@envoymortgage.com; Joe.bue

Ordered By:
Lender: Envoy Mortgage, LTD
Lender Address: 5100 Westheimer Rd, Suite 320 Houston, TX 77056
Appraisal Date:
Loan Type: Conventional
Loan Purpose: Purchase
Product: 1004 URAR

Tracking #: 774117-21527910
Automatic

History (1)
Time: 11/2/2016 3:18 PM CDT
Event: In Progress by Mercury Network

This is your audit trail.
For compliance exams, every order event is recorded here for your protection.

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 workflow.
[Attach Documents](#)

Other Actions:
Place On Hold
Delayed
Resume
Request Revision
Duplicate Order
Cancel Order