



Important Notice

Mortgage Information Services, Inc. has adopted a web-based appraisal delivery system. This system will allow you to upload your completed assignments and invoices directly through our web page. In doing so, you will no longer e-mail reports to MIS.

Instructions for report and invoice delivery:

Detailed delivery instructions will accompany each MIS Appraisal Order. This instruction sheet will include an ACCESS CODE that is unique to the order. This ACCESS CODE can only be used for the specific order. It should **not** be used for any other assignment.

After locating the access code, visit the MIS website at www.mtginfo.com. Click on the Vendor link.

- 1) Go to www.mtginfo.com
- 2) Go to "Vendor access area"
- 3) Go to "Upload appraisal"
- 4) Insert the code found in your assignment instructions. It is case sensitive "example ABCdeXYZ "
- 5) If the code is correct the system will verify the correct address of the appraisal, then hit the CONTINUE button.
- 6) Go to the BROWSE button and find the appraisal to be uploaded. Secondly, please go the BROWSE button and upload your invoice.
- 7) Finally, hit the SUBMIT button, and the report is on it's way to MIS. No need to email the report.


If you have any questions, please contact the MIS Appraisal Department at 888-901-4647 ext. 1309.

How to use the browse feature to find the appraisal

For person's using Microsoft Windows operating systems

Please use the following picture guides for additional clarification about browsing your hard drive to find the appraisal to upload to MIS.

Step 1 of 4.



MIS Mortgage Information Services
Upload Appraisal Contractor Opportunities

Providing information and services to the mortgage lending industry.

Address:
9 BADGER PASS
[REDACTED]

MIS Order Number: 200000525 [REDACTED]

Appraisal must be delivered in .pdf format.

Appraisal must be legal in size. Letter size will not be accepted.

All deliveries must reflect a complete appraisal report. Do not deliver a partial appraisal (i.e. a corrected page 1 of a URAR).

Any questions should be directed to the MIS Appraisal Department at 888-901-4647

Browse for appraisal to upload

Appraisal Report:

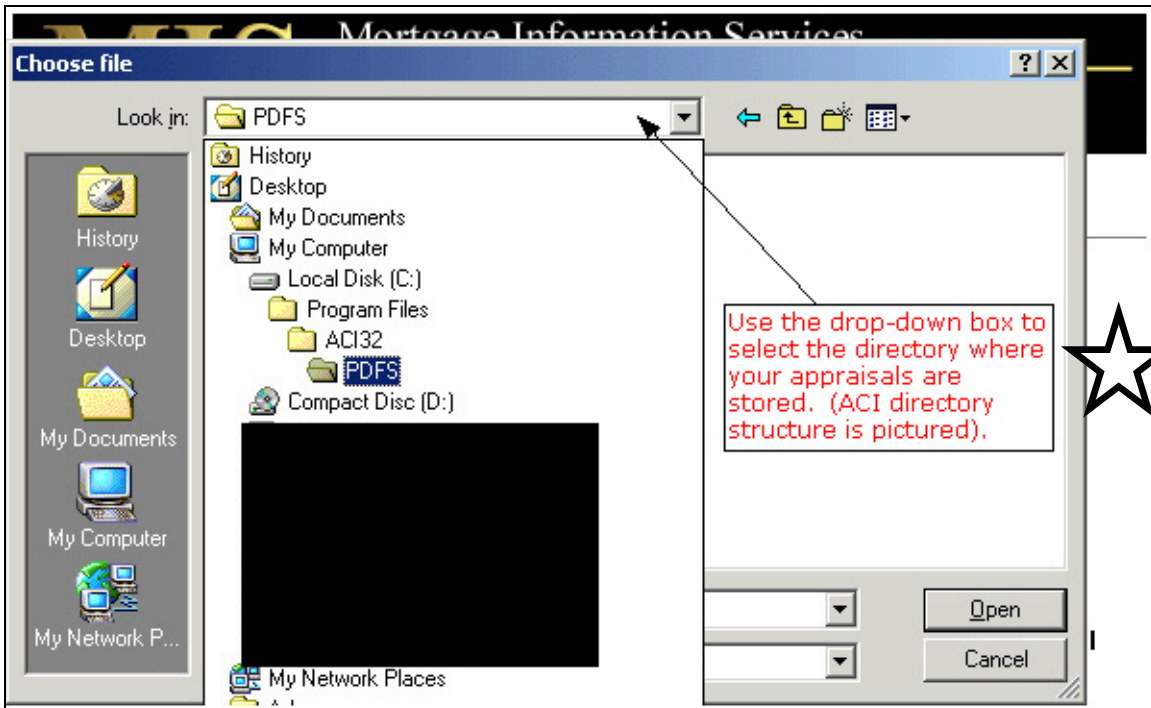
Invoice:

[Click here to browse for files](#)

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Step 2 of 4.



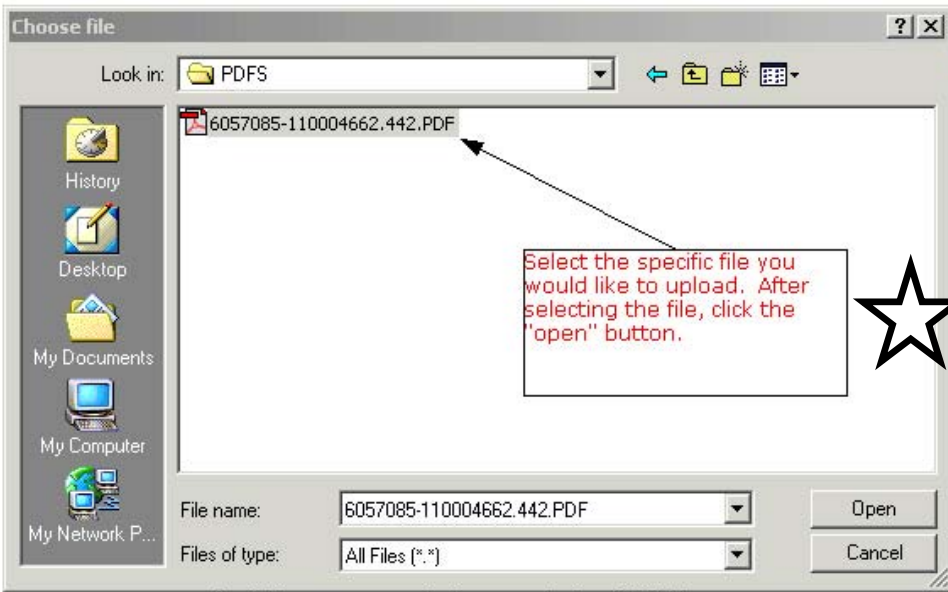
Any questions should be directed to the MIS Appraisal Department at 888-901-4647

Browse for appraisal to upload

Appraisal Report:

Invoice:

Step 3 of 4.



Look in: PDFS

6057085-110004662.442.PDF

Select the specific file you would like to upload. After selecting the file, click the "open" button.

File name: 6057085-110004662.442.PDF

Files of type: All Files (*.*)

Open

Cancel

over a partial appraisal (i.e. a corrected page 1 of a URAR).

Any questions should be directed to the MIS Appraisal Department at 888-901-4647

Browse for appraisal to upload


Appraisal Report: Browse...

Invoice: Browse...

Submit

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Step 4 of 4.



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Browse for appraisal to upload

Appraisal Report:

Invoice:

Repeat same steps for invoice.
Click "submit" when finished. Do not interrupt upload or reload.



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