

How to Order a Flood Determination

Purpose

To provide help to end users on how to order and open an existing Flood Determination's within the MCL system.

How to Order Flood Determination

1. Click on "Order Flood Determination" link in the Products & Services on the Main.

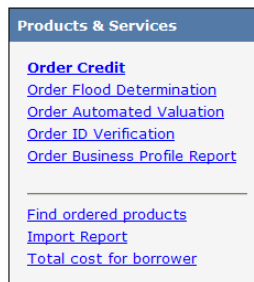


Figure 1: Products and Services

2. On the order screen (Figure 2), enter the information regarding the property. Fields designated with the green letter R are required fields.

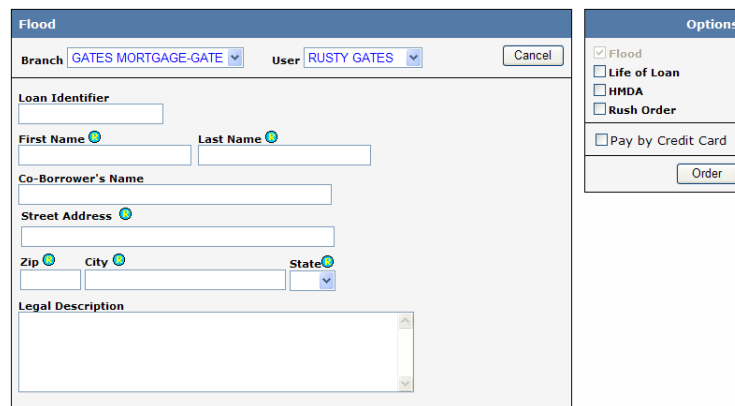
A screenshot of the "Flood" order screen. The main form has a header with "Branch" set to "GATES MORTGAGE-GATE" and "User" set to "RUSTY GATES". Below this are fields for "Loan Identifier", "First Name" (with a green R), "Last Name" (with a green R), "Co-Borrower's Name", "Street Address" (with a green R), "Zip" (with a green R), "City" (with a green R), and "State" (with a green R). There is also a "Legal Description" field. To the right is an "Options" panel with checkboxes for "Flood" (checked), "Life of Loan", "HMMA", "Rush Order", and "Pay by Credit Card". An "Order" button is at the bottom of the options panel.

Figure 2: Flood Determination Order Screen

3. Select the desired options located in right panel.
4. Click the Order button to order the Flood Determination.
5. After the Flood Determination is ordered, click on the View Report button to view the Report.

Lookup Existing Order

If you would like to retrieve a previously ordered Flood Report, click on the "Find Products" link (Figure 1) and select Automated Valuation. Afterward, enter information about the property and click on the Search button.