

How to Edit Payment Type

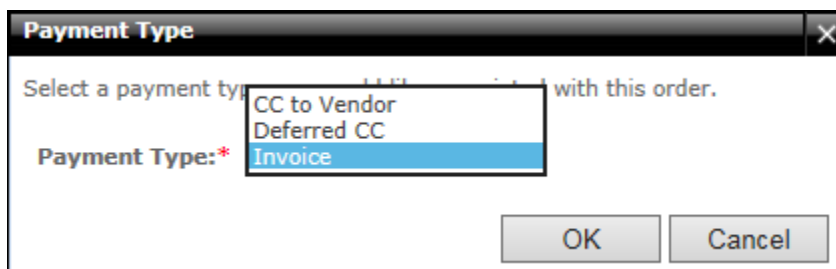
- Login into the Mercury Client Site (<https://americanpacificmortgagecorporation.vmpclient.com>)
- Find the order in question, and double-click on the order to open it.
- In order to edit the payment type the Intent to Proceed date must be populated. Click on the Edit hyperlink to edit the Intent to Proceed.

Order Date:	8/29/2016
Intent to Proceed	Edit
Received Date:	
Due Date:	10/10/2016
Fee:	\$650
Payment Type:	Invoice
Estimated Value:	\$665,000
Loan Number:	
File Number:	
FHA Case #:	Edit
Other Ref #:	

- After ITP has been edited, you can edit the payment type by clicking on the Invoice hyperlink

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- Choose CC to Vendor to input the credit card information. To send a payment link to the borrower, choose Deferred CC.



Payment Type

Select a payment type with this order.

Payment Type:* CC to Vendor
Deferred CC
Invoice

OK Cancel