

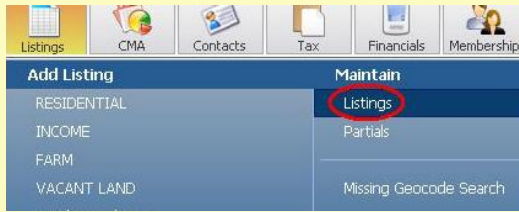



Associated Documents Overview

1-877-405-9448

Office Staff and Agents have the opportunity to attach pertinent documents, such as Lead Base Paint Disclosures or Seller Disclosures, to any existing listing. These documents are called “Associated Documents” or “Associated Docs” for short. Any document attached to a listing can be viewed, printed and emailed to clients from several reports throughout the system. Please note, there is no limit to the number of documents attached to a listing and documents must be marked as Public before it can be emailed.

The MLS began offering a free faxing service to help ensure the associated document would be processed and uploaded consistently and that other agents would be able to print and/or email them successfully. The faxing service is not mandatory but is free of charge for all MLS users.

To use this service, simply fax your document to 1-877-405-9448. The document(s) will be processed and uploaded to your listing within 24 hours and will be uniform and easily managed. We encourage everyone to use this free service and to upload all mandatory disclosures.

<h2>How to Prepare Associated Documents for Faxing</h2>	
<p>From the MLS Home Page select:</p> <ul style="list-style-type: none"> • Listings • Maintain Listings 	
<p>Listing Maintenance screen will launch. Enter:</p> <ul style="list-style-type: none"> • MLS # or address • Click on Search 	
<p>MLS # & Listing address will display. To the right, click on:</p> <ul style="list-style-type: none"> • “Select an Action” drop down box • Associated Documents 	
<p>To upload new document(s), click on:</p> <ul style="list-style-type: none"> • Fax Cover Page 	

Fax Cover Set-Up Menu:

- **Number of pages**
Enter the number of pages to be faxed PLUS the Cover Sheet
- **“Public?”**
Click on the box to make the Document public. Public Documents can be emailed. Leave box blank - Document remains “private” & cannot be emailed.
- **Comments**
Enter Name of Document
- **Click Preview**

Please complete the form and click preview to view/print the fax cover page.

Number of pages: (including cover page)

Public? (available for email)

Comments (50 character max):

The system will generate a Fax Cover Sheet with the Agent ID, Office ID, MLS #, Name of Sender, Comments, Public Yes/No, & Bar Code.

Click on Print.

Associated Document
FAX

Date: Wed Oct 29 14:27:57 CDT 2008
Number of Pages: 3 (including cover page)
Agent ID: DDUCK
From: Daisy Duck
Comments: testing
Associated Documents will be available for viewing on the system within 24 business hours of when they were sent.
Confirmation #: 3890709e2742111bd7dc3cecb5778de

Public: No (available for email)
Office ID: FNIS
MLS #: 9919482

Place the Fax Cover Sheet in front of document & fax to 1-877-405-9448.

Within 24 hrs of receipt, LPS will convert the document to a PDF file & attach it to the listing in the MLS.

March 1, 2010
NEW FAX #
1-877-405-9448

Uploading Tips:

- **ONE FAX COVER SHEET PER DOCUMENT:** Each document should have a separate fax cover sheet naming the document.
- **COUNT THE FAX COVER SHEET:** It is critical to count the Fax Cover Sheet as part of the total number of pages faxed.
- **CLEAR BAR CODE:** Make sure the Bar Code on the fax cover sheet is clear. If the bar code is smudged or if the ink is running together, the document will be rejected.

If you have any issues, please call MLS support at 1-877-657-4357.

View/Print Associated Documents

Associated Documents can be viewed and printed from the “Associated Docs View” page. How do you get there? There are two options: the Available Reports menu or through a link on a specific Report. Here’s how...

1

Available Reports Menu

From the search results page under Available Reports, click on:


- Specialty Views
- Associated Docs



2

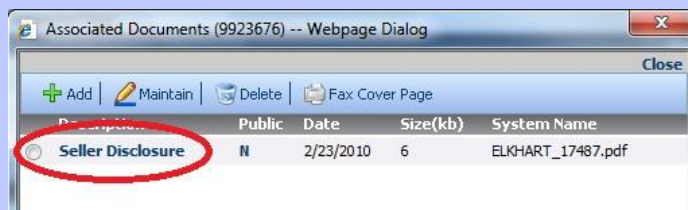
Specific Reports

From a specific report, click on:

-  The green “D” skittle link found on the report.



To view and print the document, click on the report description link. The document will open in a PDF format.



Email Associated Documents

Remember, only Associated Document marked as Public can be emailed. Documents marked Private are for MLS members only.

At this time, members can email the Associated Documents marked as Public through the “Associated Docs View” page ONLY.

The MLS has made a system change request asking for the ability to email Public Documents directly from the Available Reports screen. Why is this important? Currently, Associated Docs must be emailed separately and cannot be emailed with the listing. We will notify members if the change is made to the system.

On the Associated Docs View Page, click on the:

- “Select” Box to the left of the document name
- Email Link

