

Adding Listing Documents

InstanetForms plus DocBox

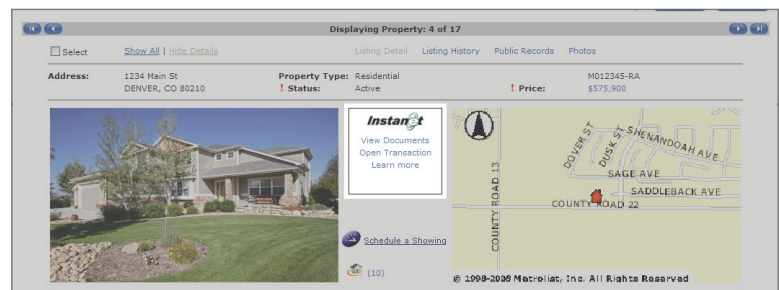
Through a partnership with Instanet, a leading provider of real estate forms solution and document storage, Metrolist is providing professional-grade tools to help our customers be more efficient. InstanetForms plus DocBox is included with the monthly membership fee and is not subject to MLS access fees.

Using Instanet, you can add documents, such as disclosures, to your listing for other brokers to view in PrimeAccess.

Create an Instanet Transaction

You can create an Instanet transaction from the Listing Detail in PrimeAccess. Auto-populate an Instanet transaction file using the convenient one-click feature.

Note: Accessing the Instanet transaction from PrimeAccess signs you out of PrimeAccess and into the Instanet system.

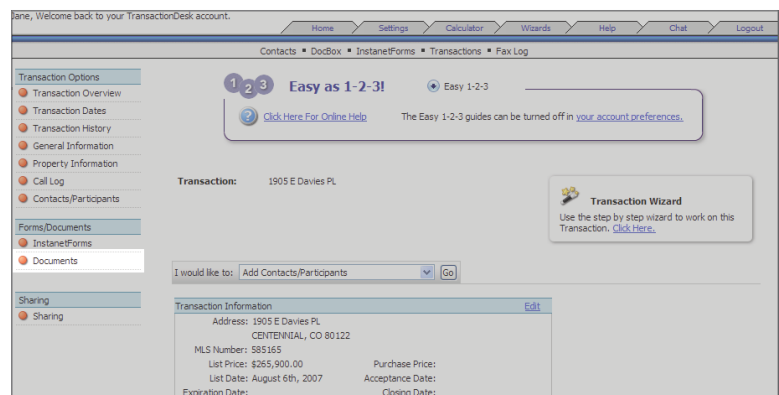


Create a transaction.

Upload a Document to a transaction

Once you have created your Instanet transaction file, you can upload documents.

1. Click **Documents** from the left-hand navigation under **Forms/Documents**.
2. Under the **"I would like to"** drop-down menu, select **Upload a Document** (acceptable document types: .pdf, .doc, .xls, .jpg, .bmp, .gif, .tif).
3. Click **Go**.
4. Under **Select Document**, click **Add**.
5. Browse to the file you wish to add and click **Open**.
6. To add the file to the transaction, click **Add Selected Document to Transaction**.

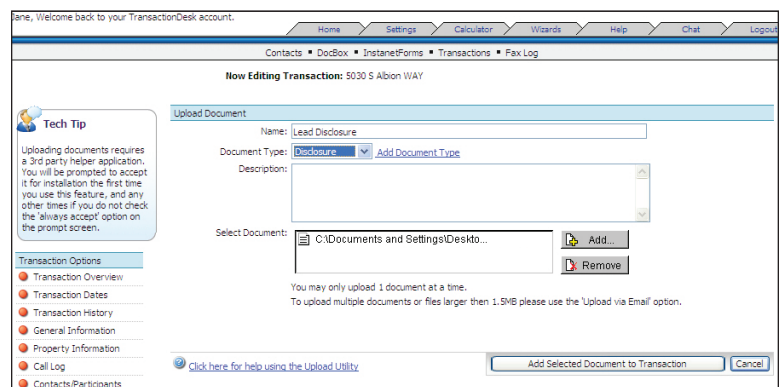


Go to the documents for a transaction.

Note: To upload multiple documents at the same time, or documents larger than 1.5MB, select **Upload Documents via Email**

Add a Disclosure Document to Your Listing

1. Upload documents to your transaction file for your listing.
2. From your Transaction Documents, select the documents that you wish attach to your listing.
3. Under the **"I would like to"** drop-down menu, select



Select a document to upload

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The value of information. The power of insight.SM



Add Selected Documents to my Listing.

- Click **Go**.

Note: To add a document to a listing for viewing in PrimeAccess, you must be the Listing Broker.

Viewing Documents in PrimeAccess

If there are disclosures or documents that are attached to the listing, they will be available in the Listing Detail in PrimeAccess. Disclosure documents will be accessible under the Common section of the Listing Detail.

- Under **Disclosure**, click **View Documents**.

Note: If no disclosures are attached to the listing, **Learn More** will appear instead of **View Documents**. Disclosure documents will display in a pop-up window. PrimeAccess will continue to run in the background.

Listing Broker Notification

Once you successfully add a document to your listing, you will receive an email notification when another broker has viewed your documents in PrimeAccess.

Instanet Resources

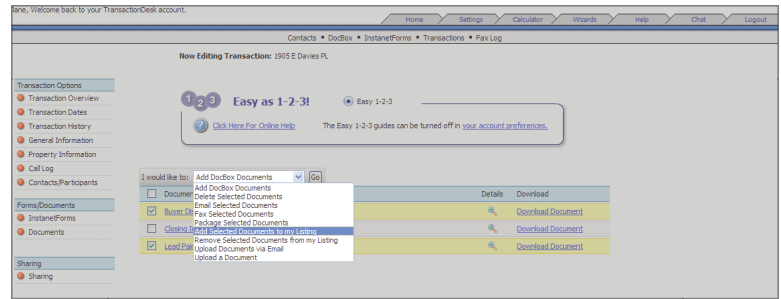
Instanet Tech Chat available in product.

Demos and Information

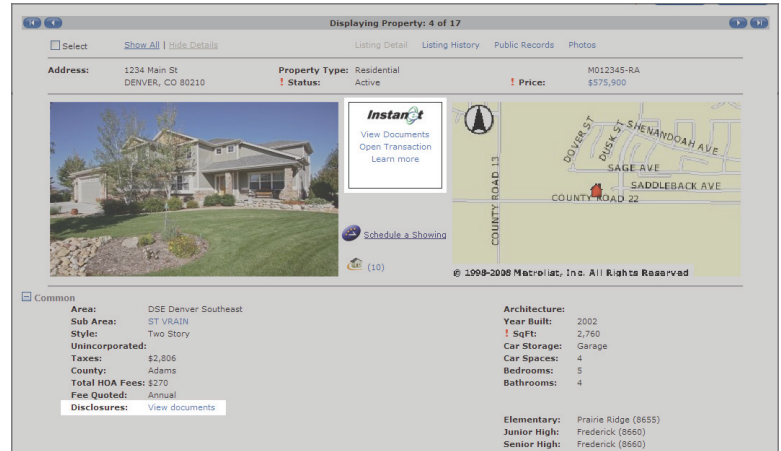
www.transactiondesk.com/metrolist/

Toll Free Instanet Support (866) 485-6618
Monday – Friday 8:00am – 5:00pm

support@instanetsolutions.com



Select documents to attach to your listing.



View documents on a listing.