

SUMMARY MY FILES MY PROFILE LOGOUT

Click **SUMMARY** for a quick glimpse of recently modified transactions and to view system notifications.

Click **MY PROFILE** to update your personal information, change your password and upload a photo.

Click **LOGOUT** to exit the system.

Click **MY FILES** to display a list of files you have created or to access files shared with you.

ID#	ADDRESS	SELLER BUYER	MLS NUMBER	DATE CREATED	EST. CLOSING	STATUS
88	18012 W. Parker Circle Aliso Viejo, CA 92656	Benjamin Herlich Lisa Vicore	R000000X	01-09-2008	12-27-2007	Archived
85	88 Estates Loop Anaheim Hills, CA 92807	George Walker Tammy Shelton	L000000X	01-09-2008	02-14-2008	Active
84	4208 Middleton Road South McKinney, TX 75070	Barb Wheeling Carol Wisner	S000000X	01-09-2008	01-31-2008	Active

Click **CREATE NEW FILE** for each property. Each property folder allows you to store and manage your documents.

PROPERTY INFO

*Address 1:

Address 2:

*City: *State:

Zip:

APN:

MLS Board:

MLS#:

Est. Closing Date:

Enter property address
OR
Select your respective MLS Board
Input MLS #
Click MLS SEARCH

* Required Fields

Complete **PROPERTY INFO**, Click **SUBMIT**

Document Center

ID #: 84

Address: 4208 Middleton Road
South
McKinney, TX-75070

APN:

Documents attached to an e-mail can be sent to:
84@doccentral.trpoint.com

This file brought to you by:

Sally Agent
FNRES Realty
2600 Michelson
Irvine, CA 92612
Phone: 123-456-7890
Email Agent

Add Documents:

Work with Documents:

Title	Posted	Size				
Residential Purchase Agreement	1/9/2008 9:00 AM	592k	L	P	i	<input type="checkbox"/>
Agency Disclosure	1/9/2008 9:00 AM	73k	L	P	i	<input type="checkbox"/>
Lead Based Paint Disclosure	1/11/2008 11:22 AM	89k	L	P	i	<input type="checkbox"/>

DOCUMENTS

- Click Add Documents to upload a document by browser or fax.
- Click Work with Documents to Email, Move, Print, Remove or Rename a document
- Click **L** to view the document access history
- Click **P** to view/modify document privileges
- Click **i** for document description
- Click the 'checkbox' to select a document before choosing a Work with Documents action

Click **EDIT PROPERTY & CONTACTS** to make changes to property details and add contacts to the file.

CONTACTS

First Name	Last Name	Email Address (Required)	Contact Type	Description
No contacts found.				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Buyer"/>	<input type="text"/>

- Enter First Name
- Enter Last Name
- Enter Email Address (Required)
- Select Contact Type
(Buyer, Seller, Buyer Side, Seller Side)
- Click