

- **Log in:** Go to: <http://doccentral.trpoint.com/?vvar> – be sure to add this to your favorites! Your login name is your MLS ID number, and your password is: VICTOR. When you log in, you will be asked to change your password.
- **Get started** by creating a new file. Just click on 'CREATE NEW FILE.'

- **Add people** with whom you can share documents. Click on 'EDIT PROPERTY & CONTACTS.' Add, update and remove contacts, then click 'RETURN TO DOCUMENT CENTER.'

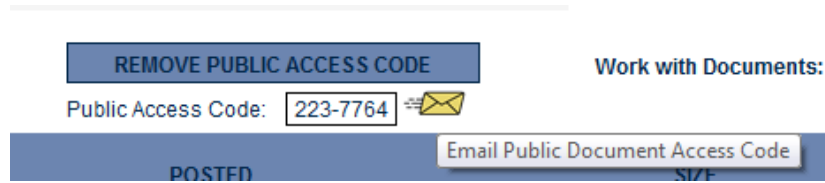
First Name	Last Name	Email Address (Required)	Fax (xxx-xxx-xxxx)	Contact Type	Description
Martin	Bloom	martin@bloomrealty.com	555-543-8689	Buyer Side	Reset Edit X
John	Parker	john@parkers.com	555-987-1234	Seller	Reset Edit X
				Buyer	<input checked="" type="checkbox"/> Add

- **Add documents** by e-Mail, upload or fax. Set sharing permissions as you add documents, or afterwards by clicking on the P next to the document name.

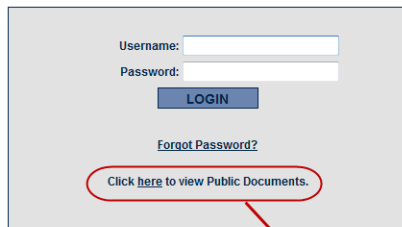
- **Work with documents** - you can e-mail and fax documents from the folder, move documents to another folder, print documents, remove documents, and re-name documents. Just click on the checkbox to the right, and select the option.

TITLE	POSTED	SIZE
FIRPTA	7/21/2009 1:04 PM (PDT)	49k
Listing Agreement	7/21/2009 1:02 PM (PDT)	52k

- Share disclosure documents: if you set viewing privilege as 'Public' and want to allow someone to see it without having to log on to DocCentral, you can generate a public access code, and e-mail it to the person who needs to see the documents. Just click on the 'Generate Public Access Code' box shown above. To e-mail the code, click on the envelope. You can remove the code at any time if you no longer want to documents to be available.



- To see public documents, your contact just clicks on the 'Public Documents' link on the DocCentral login page. (The e-mail contains all of the necessary instructions.)



To access documents for a property, you must know the access code. If you don't have the access code, please contact your agent.

Please complete the form below and click 'Submit'.

Public Documents

*First Name: *Last Name:

*Email: *Phone:

*Access Code:

* Required Fields

- Find out who's looked at documents: click the 'L' on the Document Center to see the document log.

Document History

Document Name: Lead Based Paint Disclosure
Document Uploaded on: 3/31/2009 6:51 AM (PDT)

By	Date Time	Action
carol wissner, 8133331484, carol.wissner@mf.com	10/28/2009 9:30 AM (PDT)	Document Viewed
Carol Wissner	10/28/2009 9:28 AM (PDT)	Public Document Access Code 483-7563 emailed to carol.wissner@lpsvcs.com
Carol Wissner	7/30/2009 9:38 AM (PDT)	Document Viewed
Carol Wissner	7/30/2009 9:38 AM (PDT)	Document Viewed
Carol Wissner	7/22/2009 6:48 AM (PDT)	Public Document Access Code 483-9325 emailed to connie.shaw@lpsvcs.com, carol.wissner@lpsvcs.com
Carol Wissner	3/31/2009 7:09 AM (PDT)	Document Privilege Modified
Carol Wissner	3/31/2009 6:51 AM (PDT)	Document Uploaded - Via Browser

TITLE	POSTED	SIZE
Lead Based Paint Disclosure	3/31/2009 6:51 AM (PDT)	345k L P ⓘ

- Questions? Contact your VVAR Support Staff at (760) 244-8841.