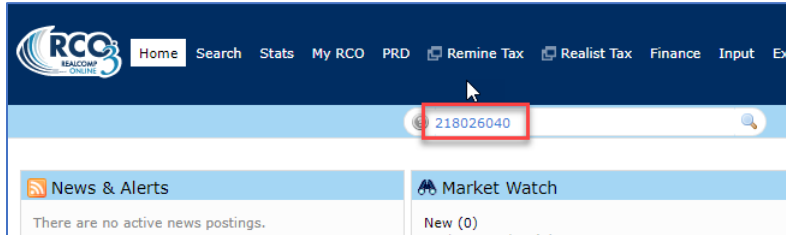
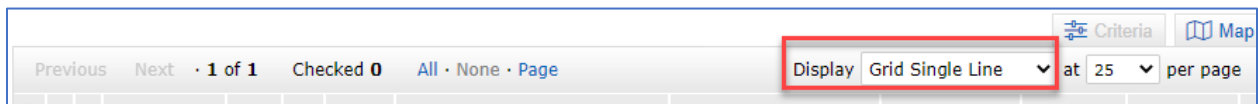


Adding Documents to a Listing on RCO3 Using Docs+

1. From the homepage, search the address of the listing in the speed bar, using the street number and street name or MLS number, and press Enter to search.



2. When the search results appear, change the display to "Single Line" or "Grid Single Line", if that is not what is already showing. You can make this your default display by clicking the gear icon to the right if desired.

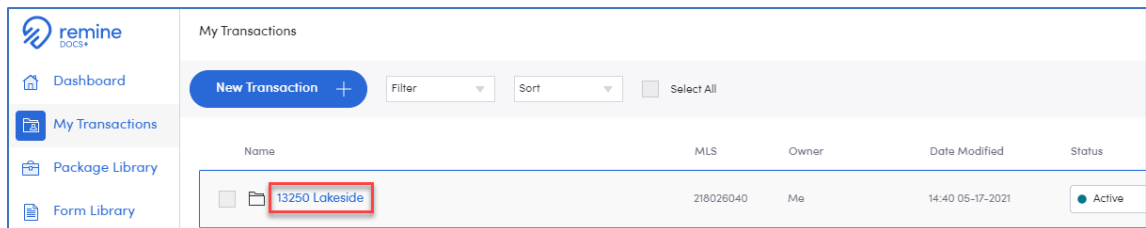


3. Click the Upload Documents link on the far-right side of the line. This will take you to your transactions list in Docs+.

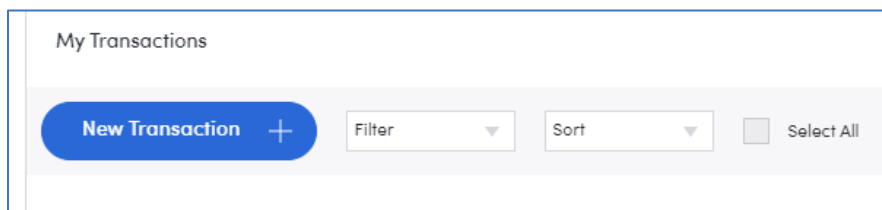
<input type="checkbox"/>	MLS	Stat	Ty	Area	Address	City	County	Price	DOM	Beds	Bths	AbvGrSc	
<input type="checkbox"/>	218026040	ABO	RS	08121	13250 LAKESIDE	FENTON TWP	Genesee	\$512,500	N/468/468	2	1.1	1,342	

4. Open the desired transaction from the list. If you already have a transaction for this listing see 4a and open it by clicking on the transaction name. If you do not have a transaction for this listing see 4b and click the New Transaction button at the top of the page to start a transaction for this listing.

a. If you already have a transaction for this listing, select it from the list.



b. If you do not have a transaction for this listing, click the blue New Transaction button to start a transaction.



Enter the side of the transaction you are representing, the address or MLS number to attach it to a listing and the name of the buyer(s) or seller(s). Click Next when done.

The screenshot shows a 'New Transaction' form with the following fields and options:

- Side Selection:** Radio buttons for 'Buying Side', 'Listing Side' (selected), and 'Both Sides'.
- Transaction Name:** Text input containing '0000 IOWA Street, Livonia, Michigan 48150'.
- Search:** Text input containing '#2210012345 0000 IOWA Street, Livonia, Michigan ...' with a clear button.
- Buyers:** Text input labeled 'Full Legal Name of All Buyers' with a 'Select...' dropdown.
- Sellers:** Text input labeled 'Full Legal Name of All Sellers' containing 'Sally Seller' and 'Sam Seller' with a clear button.
- Buying Agent(s):** Text input with a 'Select...' dropdown.
- Buying Brokerage:** Text input containing 'Not selected'.
- Navigation:** 'Cancel' and 'Next' buttons at the bottom.

Add the desired forms or packages to your transaction. Click Next when finished.

The screenshot shows the 'Forms' tab of the 'New Transaction' form. It includes:

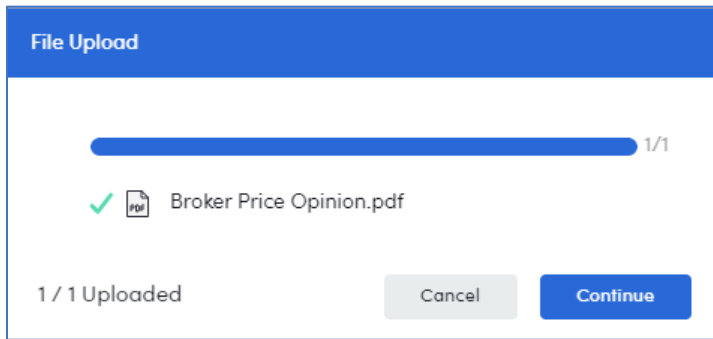
- Navigation:** 'Checklists', 'Packages', 'Forms' (selected), and 'Clone from Existing' tabs, along with an 'Upload' button.
- Search:** A search bar with the text 'Search'.
- Filter Forms:** Radio buttons for 'All Forms', 'Buying Side', and 'Listing Side' (selected).
- Form List:** A list of forms with checkboxes, including 'Exclusive Listing Contract (Traditional Agency) (Form B-1)' which is checked.
- My Selections (2):** A section below the list showing the selected forms.
- Navigation:** 'Cancel' and 'Next' buttons at the bottom.

5. When the transaction opens, click the Upload button to upload your already completed and signed document to your listing. Navigate to where you have saved his document and select it to be uploaded.

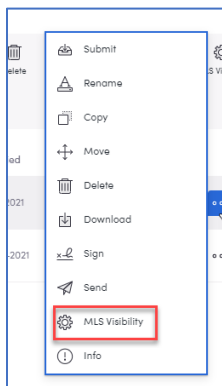
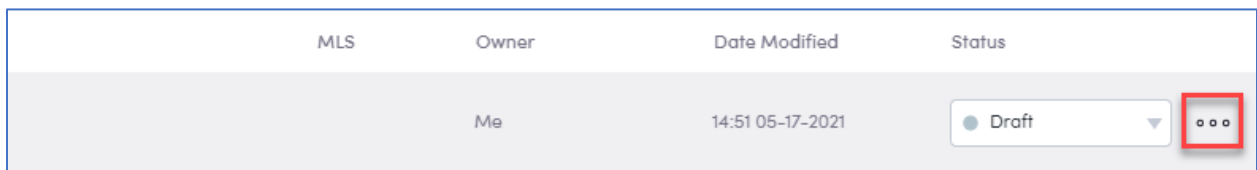
The screenshot shows the 'Documents' section of the interface. It includes:

- Navigation:** 'Documents' and 'Checklists' tabs.
- Actions:** 'Folder', 'Form', and 'Upload' (highlighted with a red box) buttons.
- Tools:** 'Filter' and 'Sort' dropdown menus, and a 'Select All' checkbox.
- Text:** 'Copy Transaction Email' and the email address 'docce+5tuz1swbtevg@uploads.remine.com'.

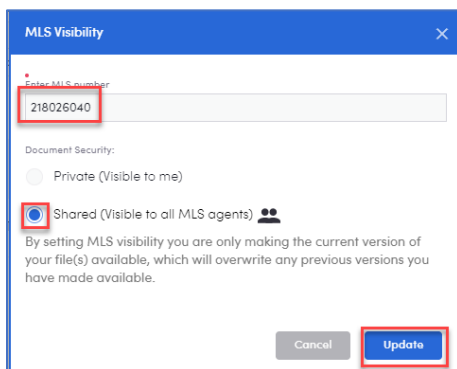
6. Once the document is uploaded click Continue on the File Upload window.



7. To make this document visible (attached) on your listing, click the three-dot menu on the right side of that document's line and select MLS Visibility.



8. In the MLS Visibility window enter the MLS number, select Shared and click Update for this document to be available to other agents on the MLS listing.



If you have questions, please contact Customer Care at (866) 553-3430, seven days a week.