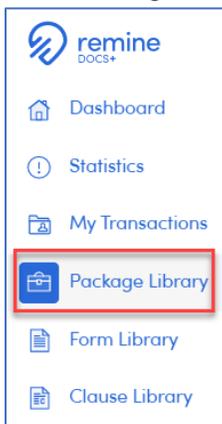


## Setting up Forms Packages in Docs+

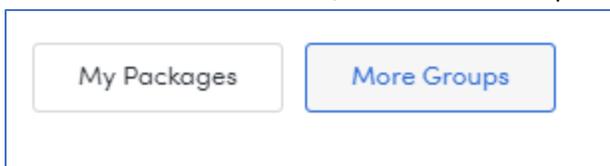
To make it easier to put together a transaction, you may want to set up form packages. This will pull forms from multiple folders, such as your office forms, board/association forms, MIRealtor forms, etc with just one selection.

Office brokers and admins can set up packages for the entire office and agents can set up packages for themselves.

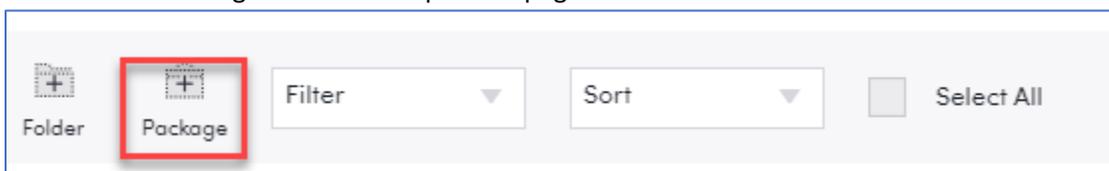
1. Access Docs+ from Remine.
2. Select Package Library from the menu on the left.



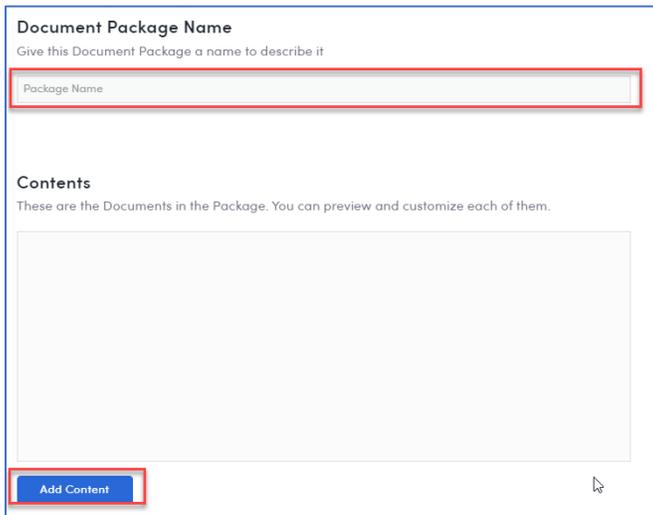
3. If you are an agent setting up your own package, select My Packages and skip to step 5. If you are a broker or office admin, select More Groups.



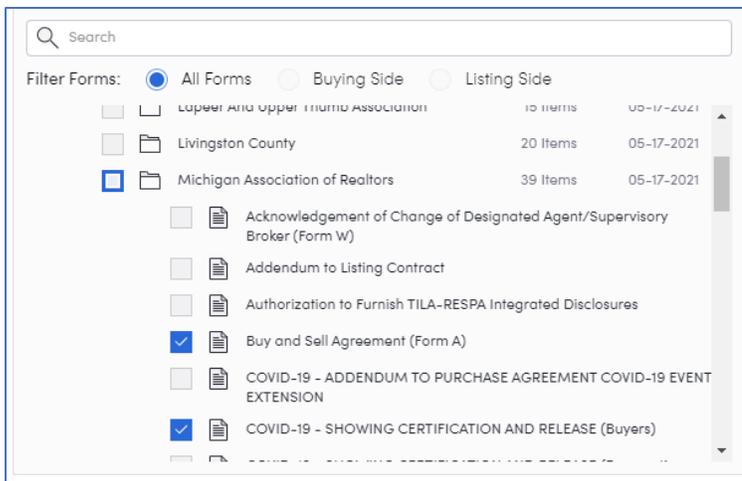
4. Brokers and admins, after selecting More Groups, click on the office for which you want to add the forms package.
5. Click the Add Package icon at the top of the page.



6. Give the package a name and click the Add Content button to select the forms to be included.



7. Click the office name to select forms from the office folder and click Realcomp to access Realcomp, board/association, Michigan, or other forms available to you. Click any of the folder names to see the forms within that folder.



8. Place a checkmark next to any form that you wish to include in your package. Click Next at the bottom of the screen when finished.
9. Review the forms that you have selected. Click Add Content to add additional forms. Click Done when finished.
10. This package will now be saved with the name that you gave it for future use in online forms.

If you have additional questions, please contact Realcomp's Customer Care at (866) 553-3430.