# How a Broker Transfers Transactions Back to an Agent in Remine Docs+

In Docs+ the broker receives a PDF of an agent's transactions when they leave the office or have any change to their office ID. The broker can transfer them back to the agent if they choose. If the broker does not do this, the agent will have no access to these transactions.
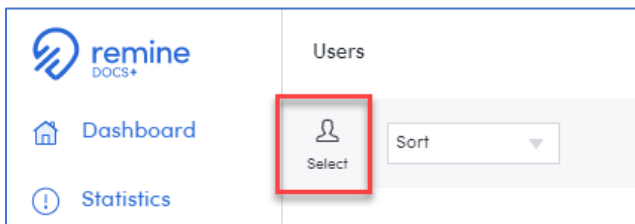
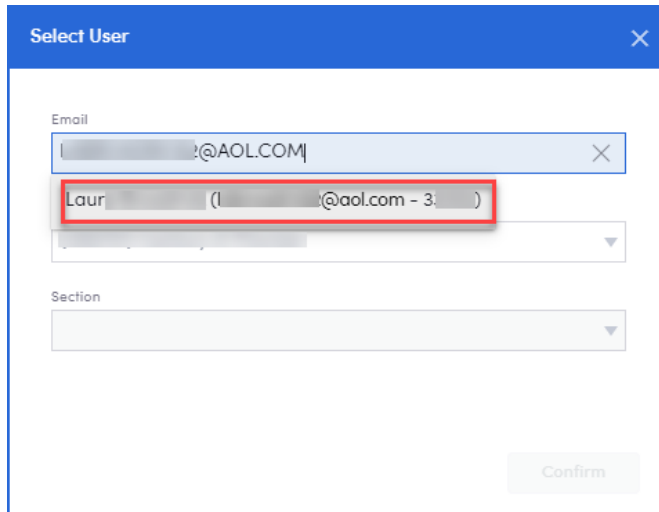1. Log into RCO3 and then go to Remine Docs+.
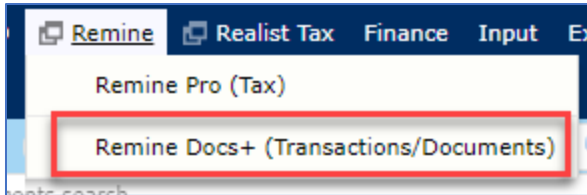
2. In Docs+, select **Users** in the left-side menu.
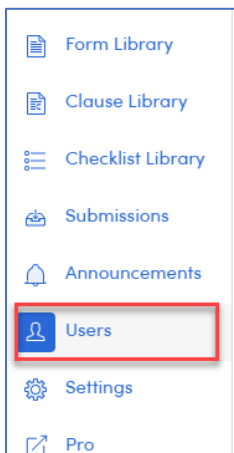
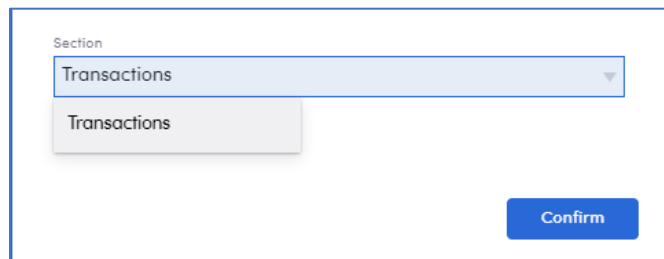3. To find the desired agent, click the **Select** icon at the top of the page.

4. Enter the agent's email address in the email field and click on the agent's name when it appears below the Email box.
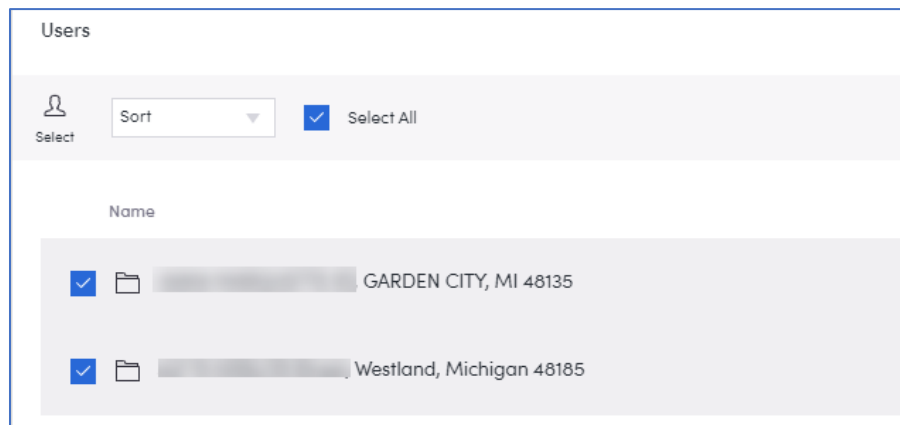

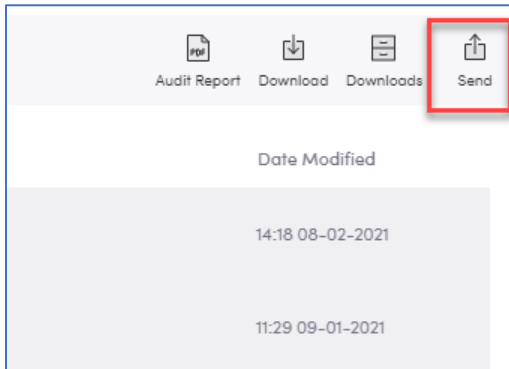5. Once the agent is selected, choose Transactions in the Section field and click Confirm.

6. Select the transactions that you wish to send to the agent. There is a Select All at the top of the page.

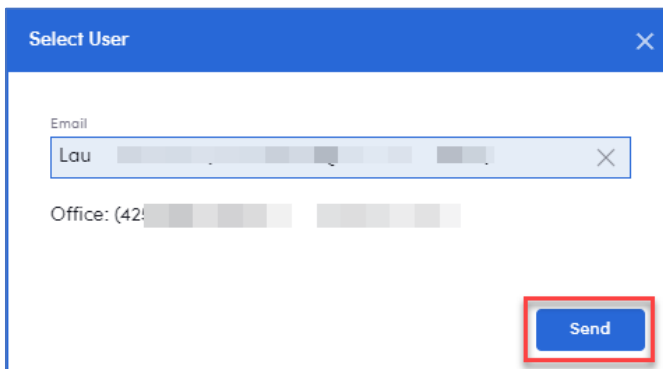7. Once the desired transactions are selected, click the Send button in the top right of the page.

8. Enter the agent's email address again and select the agent's name as you did in Step 4. Once you have selected the agent and their current office has displayed, click the Send button.

9. That box will disappear, and you will briefly get a message at the top of the page saying that the transfer will be done in the background and that you may leave the page. **You are done!**

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