

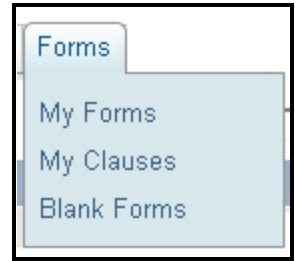


## flexmls Forms Table of Contents

<b>My Forms</b> .....	<b>2</b>
<b>Add Folder</b> .....	<b>2</b>
<b>Edit Form Tools</b> .....	<b>3</b>
▪ Auto-Populate .....	3
▪ Print and E-Mail .....	3
▪ Save Forms .....	3
▪ Manage Forms.....	3
<b>Edit Form Tabs</b> .....	<b>3</b>
▪ Short Version .....	3
▪ Long Version.....	3
▪ PDF Version .....	4
▪ DocuSign .....	4
<b>Using Input Forms in the Forms System</b> .....	<b>5</b>
<b>My Clauses</b> .....	<b>5</b>
<b>Blank Forms</b> .....	<b>6</b>

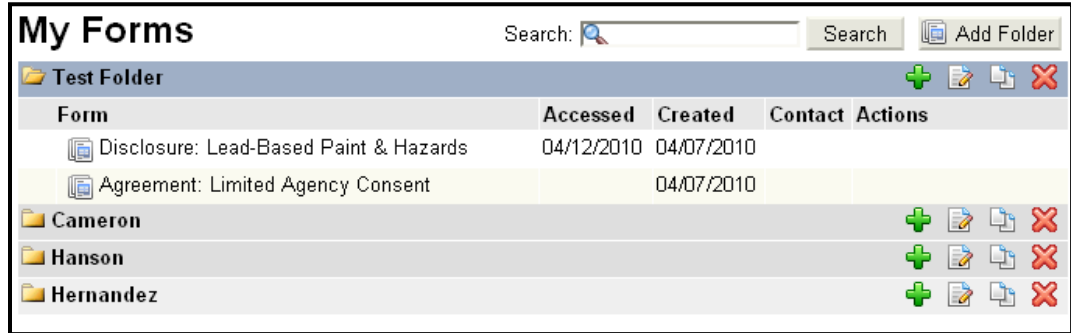
# Forms

To access flexmls Forms if your MLS subscribes to flexmls Forms, click **Forms** on your menu. From here, you may access your customized forms and blank forms for printing.



## My Forms

The My Forms page displays your currently saved folders of forms. You may add, edit, copy, and remove forms and folders from this screen. To find a folder or form quickly, type characters in the Search field and click **Search**.



For each folder, you may use the icons at the right edge of the row to add a new form to the folder, edit the name of the folder, copy the folder, or delete the folder.

Click on a folder name to expand its contents. For each form, you may view the date it was last accessed, the date it was created, and the contacts, if any associated with the form. Click on the name of a form to view the available actions. When a form is selected, you may click on the icons to access the following actions:



**Edit** - open the form in an editing window to add or edit information,



**Move to another folder** - select a different folder for the selected form,



**Copy Folder** - copy the folder and its contents, so you can save a copy of a form with a new name, or



**Remove** - delete the form from the folder.

### Start New Form

1. Choose Folder Name:

2. Select Forms to Add:

- + Due Diligence Checklists
- + Listing Forms
- + Miscellaneous
- + Not Released
- REPC
  - Assignment & Assumption of REPC (New Construction)UAR FORM 28
  - REPC Commercial
  - REPC Land
  - REPC Real Estate Purchase Contract
  - REPC Residential Construction
  - Seller's Notice to Buyers of Multiple Offers
  - Transaction Documents Receipt
- + REPC Addenda
- + Seller's Disclosure
- + Uncategorized

## Add Folder

To add a new folder, click **Add Folder** on the My Forms page. Begin by giving your folder a name. Next, select the Forms you would like to add. Click on the name of a category of forms to display the individual forms below. Place a check in the box next to an individual form to select it, or place a check in the box next to the category name to select all forms in that category.

Click **Continue** to save your folder and proceed to the editing screen for the first selected form. You can then use the auto-populate feature to populate all forms in the

folder with information about the listing and parties involved.

## Edit Form Tools

Use the buttons at the top of the Edit Forms page to manage the current form and other forms in the current folder.

### ▪ Auto-Populate

Using the Auto-populate button, you may auto-populate fields in your folder, including member, listing, and contact information. Click on the magnifying glass icon to browse through member names, or type characters in the text box and click **Search** to search for a member. Enter contact information, or click **Add** to add a new contact.

### ▪ Print and E-Mail

Using the Print button and E-mail button, select the current form and any other forms in the folder for printing or e-mailing.

### ▪ Save Forms

The Save Forms button saves all changes to the current form and other forms in the folder.

### ▪ Manage Forms

Use the Manage Forms button to add a form to the folder, remove a form, or change the order in which the forms are displayed.

## Edit Form Tabs

The form editing screen is organized by tabs; the Short Version, PDF Version, and DocuSign tabs are present for every form. Some forms also have tabs labeled Long Version and Auto-Populate.

### ▪ Short Version

On the Short Version tab, you may navigate easily through the fields of the form. Type and click to enter your form information into the appropriate fields. Next to multi-line text fields, look for the Insert



Clause icon, shaped like a scroll. Click on the icon to select from the list of clauses you've saved on the My Clauses screen, or those you've inherited from your MLS, company, or office. The short version presents the form fields only; to see the fields in context, click on the Long Version tab or the PDF Version tab.

The screenshot shows the 'Short Version' tab of a form titled 'Short Sale Contingency Addendum'. The interface includes a toolbar with icons for Auto-Populate, Print, E-mail, Save Forms, and Manage Forms. Below the toolbar, there are tabs for 'Short Version', 'Long Version', 'PDF Version', and 'DocuSign'. The form fields are as follows:

- Date:
- Page 1 of:
- Addendum to Purchase Agreement Dated:

### ▪ Long Version

The screenshot shows the 'Long Version' tab of a form titled 'SHORT SALE CONTINGENCY ADDENDUM'. The interface includes a toolbar with icons for Auto-Populate, Print, E-mail, Save Forms, and Manage Forms. Below the toolbar, there are tabs for 'Short Version', 'Long Version', 'PDF Version', and 'DocuSign'. The form content is as follows:

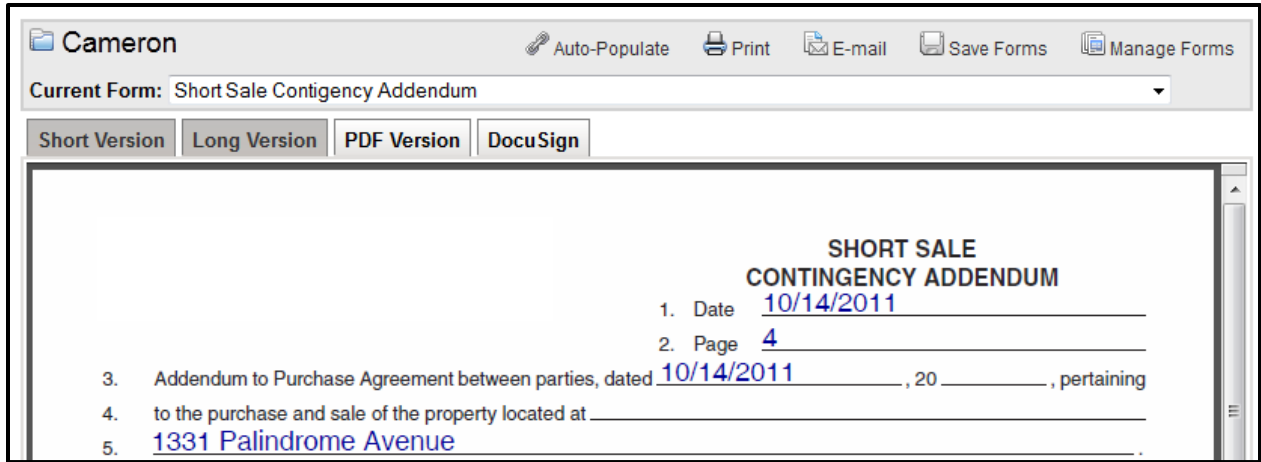
**SHORT SALE CONTINGENCY ADDENDUM**

1. Date:
2. Page:
3. Addendum to Purchase Agreement between parties, dated  , pertaining
4. to the purchase and sale of the property located at
5.
6. The proceeds of the sale will not be sufficient to fully pay off all mortgages and other liens against the property. As a

On the Long Version tab, when available, view the fields in context in a rough example of the layout of the form. Click and type to enter your information into the appropriate fields. Next to multi-line text fields, look for the Insert Clause icon, shaped like a scroll. Click on the icon to select from the list of clauses you've saved on the My Clauses screen, or those you've inherited from your MLS, company, or office.

▪ **PDF Version**

On the PDF Version tab, view a complete version of your form. This tab displays the finished image of the form - if you would like to edit the form fields, return to the Short Version or Long Version tabs to make your changes.

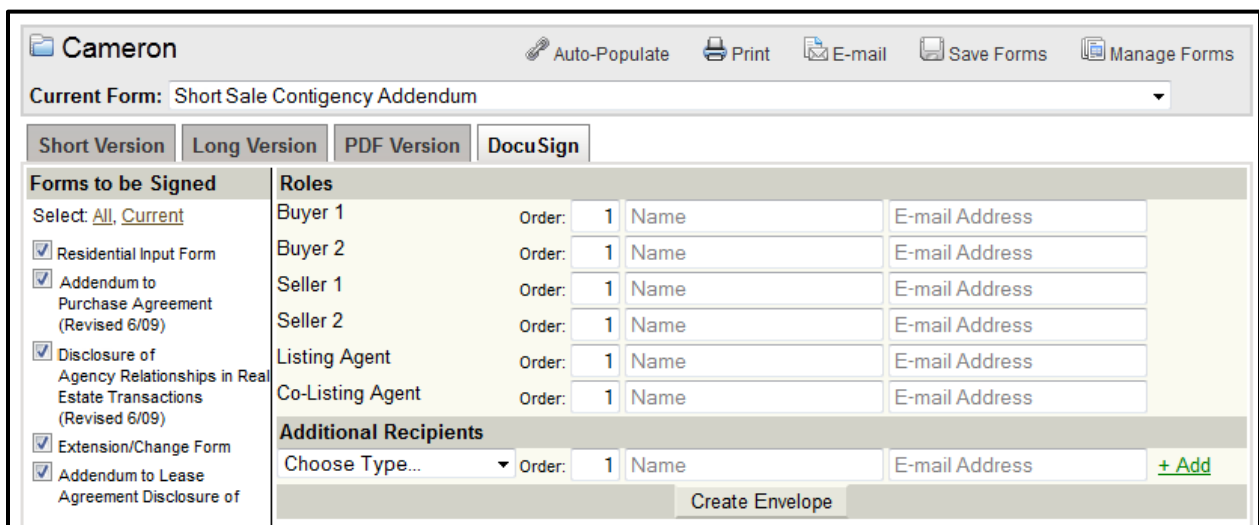


▪ **DocuSign**

DocuSign is a third-party electronic signature service that allows you to e-mail forms for signatures and sign documents electronically. Using flexmls Forms and DocuSign together, you can send your completed forms by e-mail to gather the legally-binding signatures necessary.

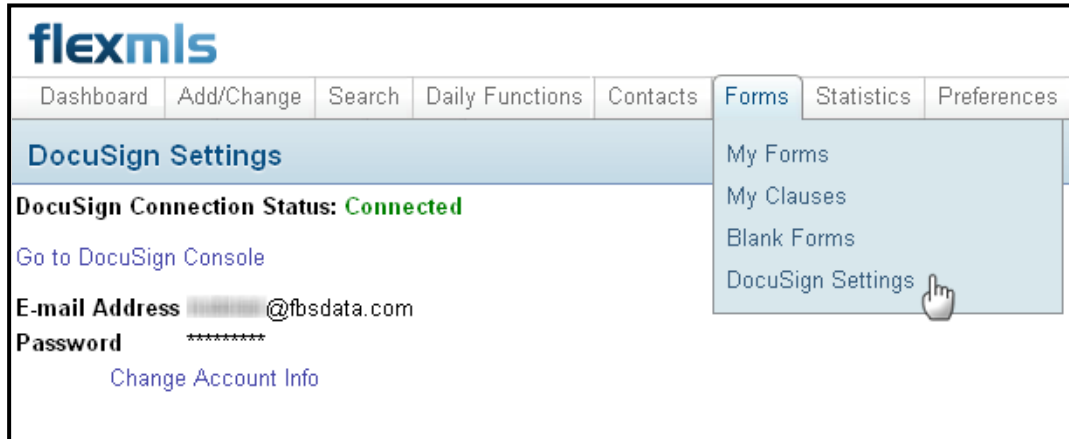
If you are already a DocuSign user, you can connect your flexmls account and your DocuSign account. Sign in once, and each time you visit the DocuSign tab after, you can create new DocuSign envelopes for electronic signatures. If you are not a DocuSign user, you can use this tab to learn more about the service or to sign up.

Once you are signed in, the DocuSign tab will allow you to select all forms in the current folder, the current form, or any combination of forms. At the right, you can assign people to the roles defined in the selected forms. The roles listed will be those included in any of the forms in the folder, so you may send the forms to all appropriate parties. Use the Order box to designate the order in which the document should be signed.



Below, you may add additional recipients as signers, or you may send a carbon copy to a non-signing party. Click **Create Envelope** to continue. The DocuSign tab will also have links to any related envelopes. Envelopes are listed by the creation date, with the Envelope status and the subject of the DocuSign message related to the envelope included for your reference.

To make changes to your DocuSign settings at any time, click on the **DocuSign Settings** option under Forms on the menu.



## Using Input Forms in the Forms System

Input forms can be included in flexmls Forms folders. Using input forms in a forms folder, you can email them as part of a group of forms and send them for electronic signature with DocuSign.

When beginning a new Form Folder, you'll have the option to include a listing input form. On the auto-populate page, when you select an MLS number or Incomplete Listing to use in auto-populating the forms, the listing input form for that property type will be populated with the listing data.

Review the completed Listing Input Form on the PDF Version tab, or use the link on the Short Version tab if you need to make changes to any of the listing data. Listing data can only be changed through the Listing Maintenance Module.

The screenshot shows a completed 'Residential Input Form: Fargo-Moorhead MLS' with the following data:

General Information				
Prefix*	Listing Member	Co-listing Agent		
05				
Address Information				
Address #	Street Name	Street Suffix	Street Direction Sfx	Unit #
1001	UNIVERSITY	DR		
City*	State/Province*	Postal Code*	Country*	
Fargo	ND	58103		
Contract Information				
User Defined 34	Sub Type*	Realtor.com Type*	Parcel No.	
	Single Family	Residential - Single Family	01-0020-00660-000	

## My Clauses

The clauses feature allows you to save frequently-used language (clauses) for a form and easily insert that language in a field when needed. On the My Clauses page, you may create, edit, and remove clauses. The My Clauses page displays clauses that you have entered, and any clauses that your MLS has made inheritable to all members. Your company or office may also create clauses for your use.

To create a new clause, enter a name for the clause - this name will identify the clause in a list. Next, type the text of the clause, and click **Add** to add your new clause to your list of saved clauses.

The new clause will appear in a list that displays the clause name, the text of the clause, the date the clause was created and last used, and the options to Delete or Copy the clause. By default, the list is sorted by clause name. Click on any column header to sort the list - an arrow will indicate whether you are sorting in ascending or descending order.

To edit a clause in the list, click on the clause. The clause will then open in an editable mode, where you may make changes to the name or body text of the clause. Click **Save** to save your changes to the clause. Click **Copy** to open a copy of the clause for editing while leaving the original unchanged. Click **Delete** to permanently remove the clause - a confirmation window will appear before the clause is removed from your list. The clauses you create on the My Clauses page can be accessed when editing forms - multi-line text fields will display a scroll icon. Click on the scroll icon to access your list of saved and inherited clauses.

### My Clauses

Name ▲	Text	Created	Last Used	Actions
Additional Inclusions*	In addition to items listed as included, Buyers require the following...	3/6/2009	Never	<a href="#">Delete</a> <a href="#">Copy</a>
Contingency - Days*	Offer is contingent on acceptance by the Seller within XX hours after...	3/6/2009	Never	<a href="#">Delete</a> <a href="#">Copy</a>

Inheritable

## Blank Forms

The Blank Forms page displays a list of forms that are available to you. Click on any form name to open the form in a PDF viewer. Using the print icon within the PDF viewer, you may print out a copy of the form. To edit forms, click on **My Forms**.

### Blank Forms

- Agreement To Occupy After Close of Escrow
- Agreement to Occupy Prior to Close of Escrow
- Alaska Real Estate Commission Consumer Pamphlet
- Alaska Real Estate Commission Waiver of Right to Be Represented
- Authorization and Exclusive Right to Sell
- Authorization and Exclusive Right to Rent or Lease Agreement
- Bill of Sale-1 Non Notary