

Introducing



Instanet
Forms

Plus

DocBox

Instanet
Solutions



- Provided by Instanet Solutions - A national real estate technology provider
- Serves over 360,000 REALTOR® Subscribers nationwide
- Focused solely on the real estate industry
- Innovative
 - ❖ Only national online forms vendor with integrated online document storage and internet faxing
 - ❖ Only national forms vendor with integrated electronic signature including the USPS Electronic Postmark
- Instanet Forms™ Plus DocBox™ is REALTOR® Secure





- Basic subscription is part of your MLS LI member benefits
- Unlimited faxing and on-line document storage is a member benefit
- Fully Web Based System
- Accessible from virtually any internet connected PC

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Main Features Overview

- New Listing Upload to Stratus
- Online Forms and Contracts
- Online Document Storage
- Internet Faxing - Unlimited
- Customer Service Portal - Branded
- Contact Database



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Contact us at 516.663.0778 or mlsli@rptdata.com
MLS.LI.RPTDATA.COM


Search Reports CMA Contacts Financial Public Records Add / Edit Info Center Realtors Only Log Off

Add / Edit Listings Help

Add/Edit Options

- [Add Listing](#)
- [Edit Worksheet](#)
- [Edit Listing](#)
- [Upload Photos](#)
- [Status Change](#)
- [Clone Existing Listing](#)
- [Convert Private Listing to Public Available](#)
- [Convert Private Closing to Public Closed](#)
- [Delete Private Listing](#)
- [Order Photos/Slideshow/Virtual Tour from VIC](#)
- [Configure/Modify ShowingTime](#)
- [Limited Title, CO, Open Mortgage/Lien Searches](#)
- [Instanet - Online MLS/LIBOR Forms](#)**

Instanet - Online MLS/LIBOR Forms



[Click here](#) to link to Instanet's library of MLS and LIBOR online forms. This feature enables you to do the following and more:

- Fill out forms online and retain them in Instanet's document management system
- Email copies to your customers, clients or attorneys
- Fill out a property data sheet (PDS) online and then upload the listing to Stratus as a Worksheet

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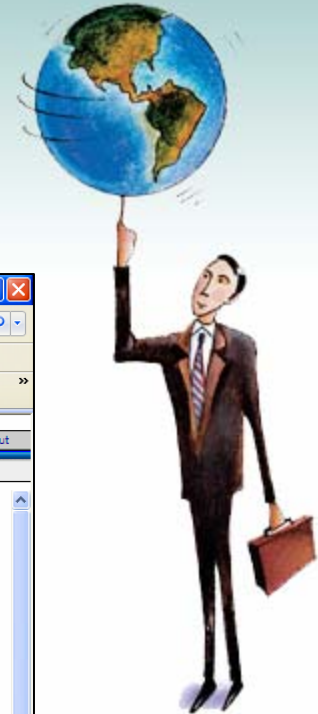


- Fully Web Based - Access from virtually any PC
- All MLS LI forms
- PDF Based
- Auto populate forms with MLS Data
- Easy file set-up using the step by step wizard
- Email or fax PDFs directly from Instanet Forms™
Plus DocBox™



- Unlimited Internet Faxing
 - ❖ Provided by MLS LI
 - ❖ Inbound and outbound faxing from your PC
 - ❖ All incoming faxes converted to PDFs and also sent to your email account
- Online document storage
 - ❖ Unlimited Storage
 - ❖ Documents can be uploaded, emailed or faxed into the system
- Store all your transaction files online
 - ❖ Store other documents online too...
 - ❖ Make your own custom folders

Main Features Overview



The screenshot shows the TransactionDesk web application in a Windows Internet Explorer browser. The address bar displays the URL: https://www2.transactiondesk.com/INET5_BIN/hsrun.hse/INSTANETFORMS/INSTANETFORMS/StateID/Rp4jCwK4tqm;. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The TransactionDesk interface features a navigation menu on the left with categories like Template Options, Forms/Documents, and Contacts/Participants. The main content area displays a "Easy as 1-2-3!" banner with a "Click Here For Online Help" link. Below the banner is a table with columns for "I would like to:", "Details", and "Download". The table lists various document management actions such as "Add DocBox Documents", "Delete Selected Documents", "Email Selected Documents", "Fax Selected Documents", "Package Selected Documents", "Upload Documents via Email", and "Upload a Document". At the bottom of the page, there are three buttons: "Add DocBox Documents", "Upload a Document", and "Upload a Document via Email". The status bar at the bottom of the browser shows "Internet" and "100%".



- Teams and partners can easily share files online
- Includes a customer service portal for sharing documents online with clients and service providers (if you choose to do so)
- Emails, faxes and customer service portal can all be branded (with your information, photo, logo, etc.)



- Login to MLS Stratus
- Click on the Add/Edit Tab
- Instanet Forms link
- System will run a 'Pre-Flight' system check to make sure your PC has what you need:
 - ❖ Internet Explorer, Adobe Acrobat Reader, Java
 - ❖ 99% of PC's already have all three
- Have fun!



- Use 'Start a New Transaction'
 - ❖ Think of a transaction like a file
 - ❖ This will allow you to organize to the forms for that file together
 - ❖ All forms will automatically populate with the information in that transaction file and save you time
 - ❖ This allows you to import MLS data and save you time



- Add an Email Signature
Settings>Preferences>Signature
- Add some Quick Start Groups
 - ❖ Groups of forms that you can automatically add to transaction files
 - ❖ Reduces the need for adding individual forms each time
Settings>Quick Start Groups
- Add Branding
 - ❖ Upload your photo
Settings>Quick Start Groups

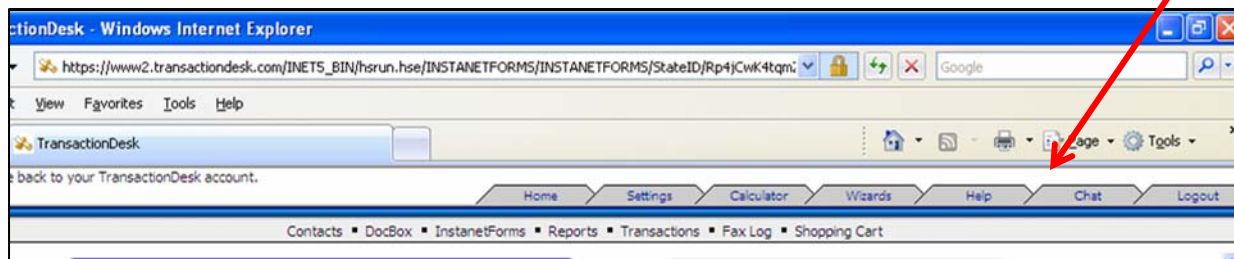


- Online tutorials are available
- Online system help - Easy as 1-2-3 is included in the program
- Schedule your free live, on-line web demonstration (Webinar)



- Technical Support is available through the TechHelpline:
 - ❖ (519) 432-9115
 - ❖ Online help in through the system
 - ❖ Online chat through the system

Online Training Videos





Thank you for viewing this PowerPoint Presentation. If you have any further questions Please contact:

- For more information call 800-668-8768
- or email sales@instanetsolutions.com