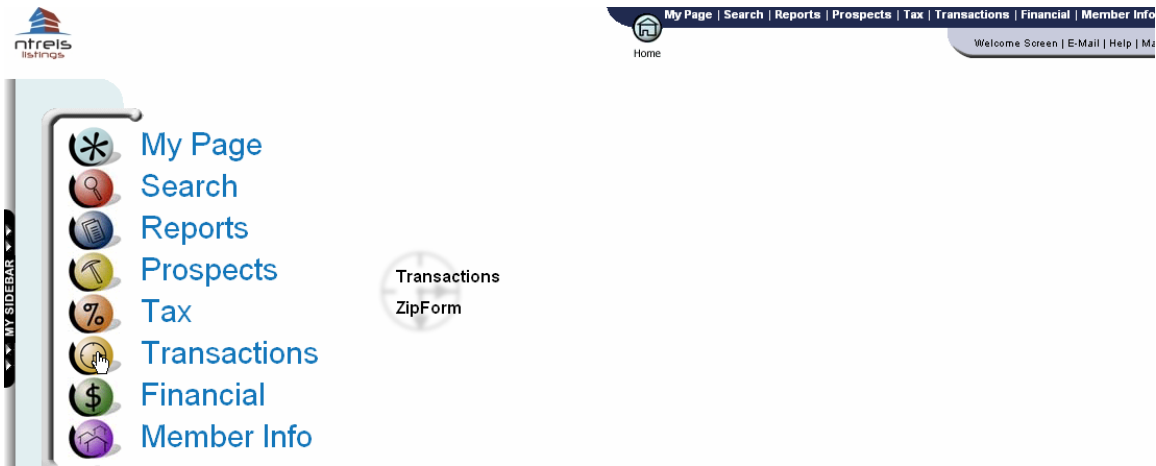


Using ZipForms' MLS Connect in NTREIS Listings

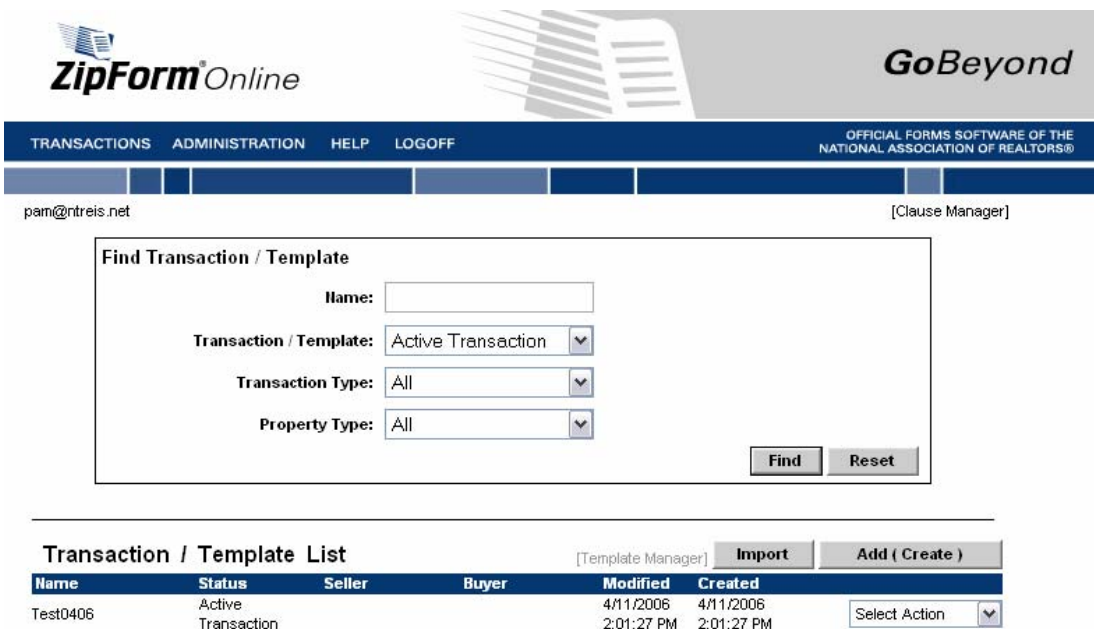
- From the Main Menu in NTREIS Listings, select “ZipForms” from Transactions:



- Your NAR NRDS number is automatically passed to ZipForms. If you have already registered through the Texas Association of REALTORS (TAR), when you access the ZipForm link from NTREIS Listings, you’ll be automatically logged into ZipForm and taken to the Transaction/Template list.

If you have not yet registered with TAR, when accessing the ZipForm link from NTREIS Listings, you’ll be taken to the TAR website where you can login manually.

- Once you’re logged in, click on the “Add/Create” button to begin a transaction:



Add Transaction / Template

General Information * Required Fields

* Name:

* Transaction / Template: Active Transaction

* Transaction Type: Listing

* Property Type: Residential

Template: None...

Import:

4. When the Form Viewer is opened, select at least one form from the list of NTREIS forms (The Cover Sheet is a good one to pick):

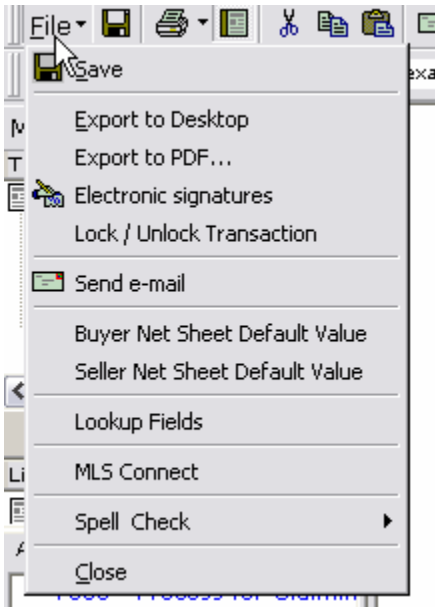
Form Manager

Select the forms you would like to add to this transaction.

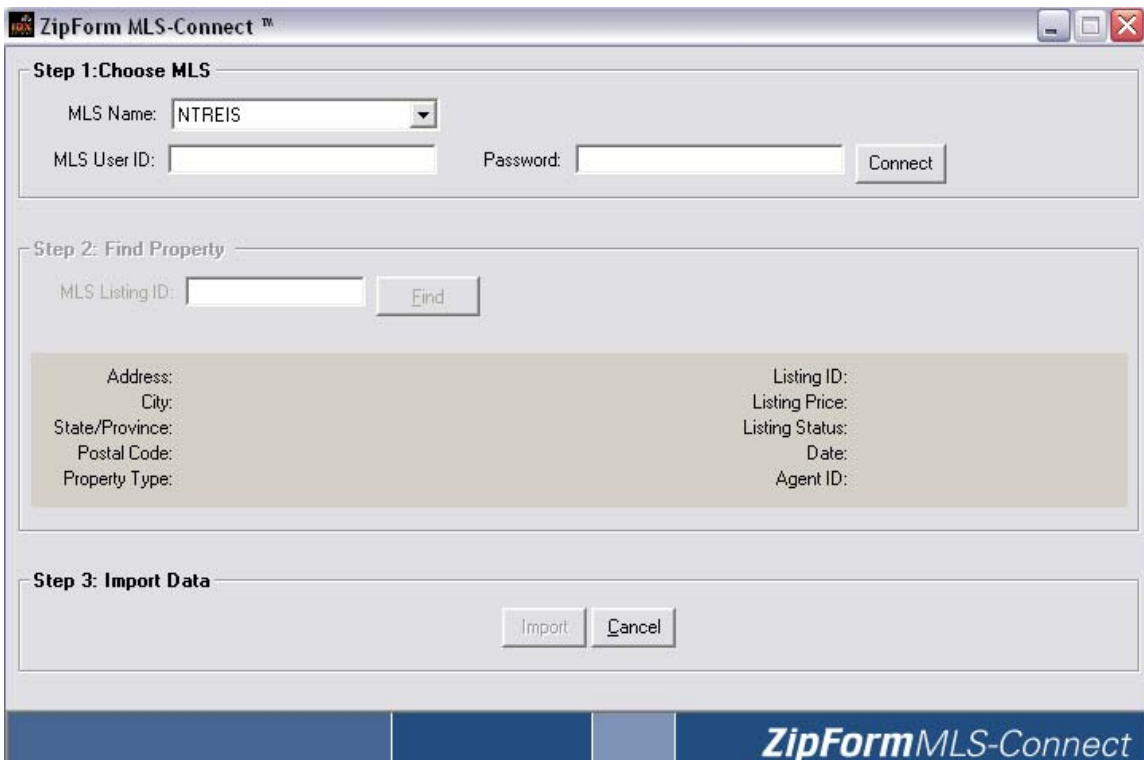
NTREIS - North Texas Real Estate Information Systems

- CBDIF - Commercial/Business Data Input Form - 02/09/2006
- COVER - .North Texas Real Estate Information Systems Cover Sheet
- CT - Condo./Townhouse - Rider to Resid. Data Input Form - 6/21/2002
- LADIF - Lots & Acreage Data Input Form - 02/09/2006
- LMF - Listing Modification Form For All Property Types - 02/09/2006
- MFDIF - Multi-Family Data Input Form - 02/09/2006
- RDIF - Residential Data Input Form - 02/09/2006
- RFRDIS - Residential and Farm/Ranch Data Input Form - 02/09/2006
- RLPDIF - Residential Lease Property Data Input Form - 02/09/2006

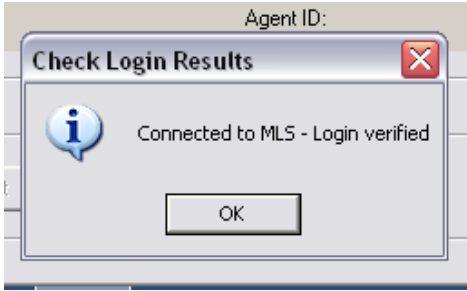
5. When the form has opened, click on the “File” menu from the top menu bar and select “MLS Connect:”



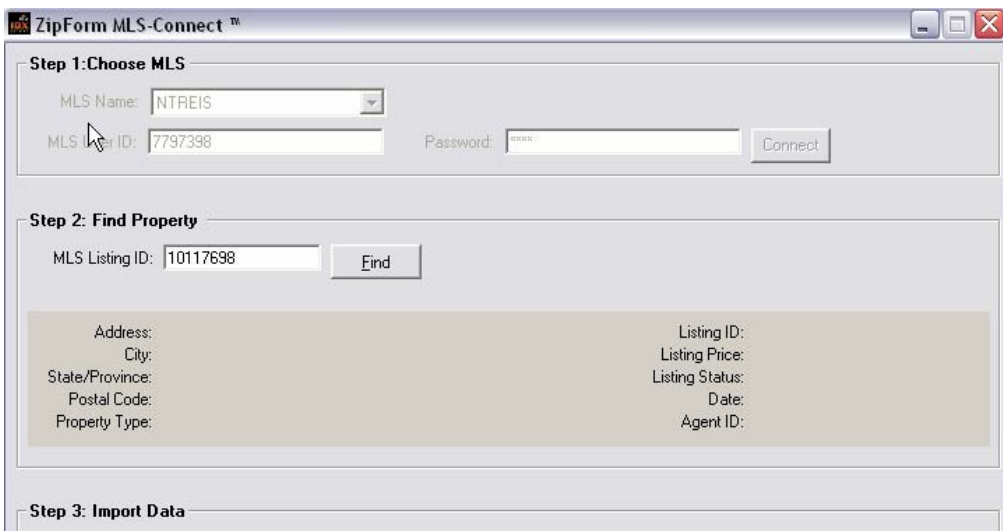
6. The following window will open where you will enter your MLS ID and password then click on the “Connect” button:



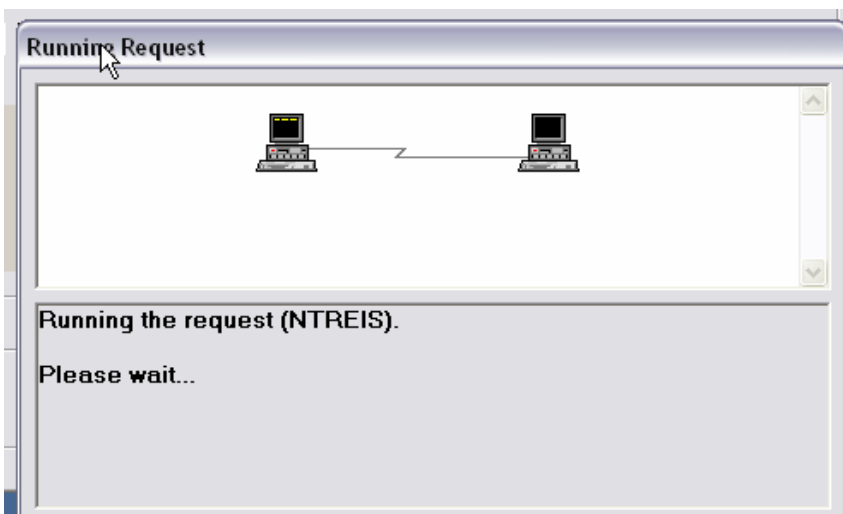
7. Once you're logged in, you'll receive the following pop-up message:



8. Click "OK" and enter the MLS # of the property from which you wish to import data:



9. Click the "Find" button and you'll get the following window showing you the system is search for your MLS #:



10. Verify that the data matches the MLS # you entered:

The screenshot shows the ZipForm MLS-Connect application window. It is divided into three steps:

- Step 1: Choose MLS**: Includes a dropdown menu for "MLS Name" (set to "NTREIS"), a text field for "MLS User ID" (7797398), a password field (masked with "XXXX"), and a "Connect" button.
- Step 2: Find Property**: Includes a text field for "MLS Listing ID" (10117698) and a "Find" button. Below this is a summary of property details:

Address: ntreis test	Listing ID: 10117698
City: ALEXANDER	Listing Price: 100
State/Province: TX	Listing Status: ACT
Postal Code: 75000	Date: 2004-06-08
Property Type: ERR	Agent ID: 7797398
- Step 3: Import Data**: Includes "Import" and "Cancel" buttons.

The bottom right corner of the window features the "ZipFormMLS-Connect" logo.

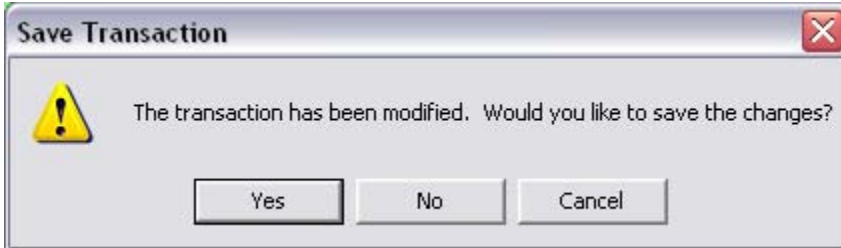
11. Click on the "Import" button at the bottom and you'll receive the following pop-up message:

The screenshot shows a dialog box titled "REFormsNet Form Viewer". It contains an information icon and the following text: "Do you want to replace existing data with imported data? If you reply 'no', data will be imported to blank fields only." Below the text are three buttons: "Yes", "No", and "Cancel".

12. If this is a new form you have never entered data into previously, click "Yes." You'll then receive the following pop-up message:

The screenshot shows a dialog box titled "REFormsNet Form Viewer". It contains the text: "Data Import was completed successfully." Below the text is an "OK" button.

13. Click “OK” and make your additional data entry on the form. You may wish to print the form at this time (Just click the printer icon in the menu bar.) You may also email the form by selecting “Send email” from the “File” drop down menu. Once you’ve finished, be sure to save your form:



14. The form is now associated with the file you originally opened and can be accessed anytime you login to ZipForms.