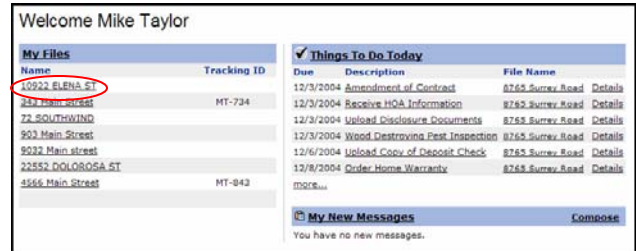


# How to Add a Buyer/Seller

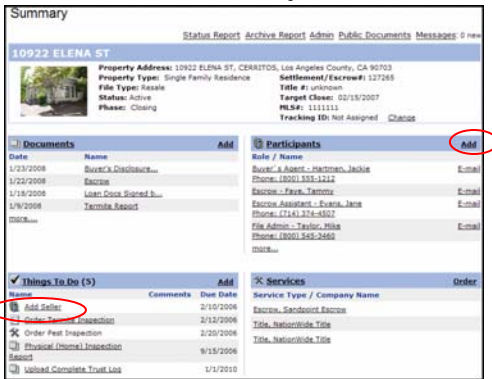
1. Go to the logon page and enter you user name and password then click **Log in**.



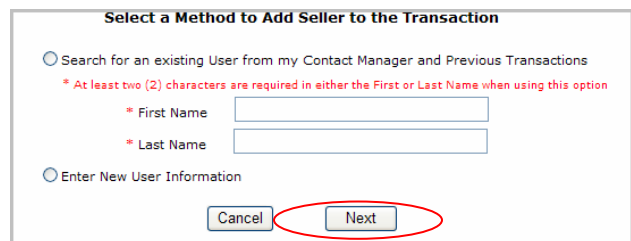
2. Click on the **Subject Property**



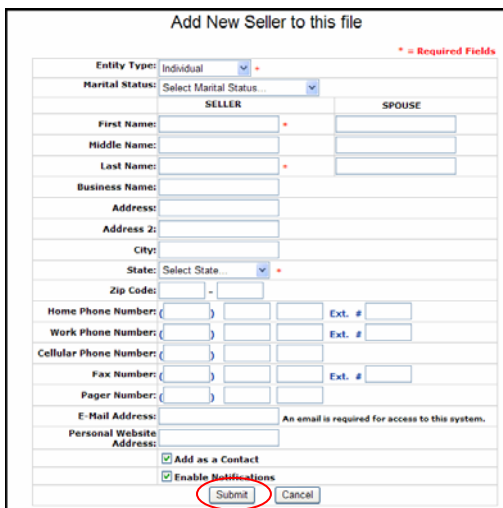
3. To add a buyer or seller, click on the **Add Buyer/Seller** to do item in the **Things To Do** section or the **Add** link in the Participants section and select Buyer/Seller.



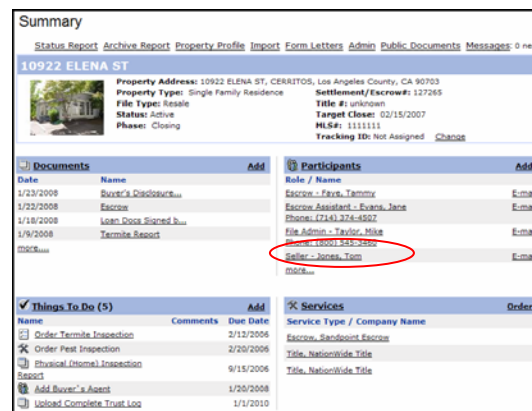
4. If the user is in your Contact Manager, you can search and add them from your contacts. Otherwise, click the **Enter New User Information** radio button and click **Next**.



5. Complete the Buyer/Seller information. Enter the e-mail address to send an electronic notification to the newly added participant. Click **Submit**.



6. Your participant has been added. If you chose to notify the participant, you can now choose which notifications the system will send. If you added the Buyer/Seller from a to do item, it will be marked as completed.



# How to Add a Buyer/Seller

Quick Reference Guide

1. Go to the logon page and enter your user name and password then click **Log in**.

The screenshot shows a logon page with two main sections: 'Public Document Site' and 'Registered User's Logon'. The 'Public Document Site' section has an 'Access Code:' field and a 'View' button. The 'Registered User's Logon' section has 'Username:' and 'Password:' fields, a 'Logon' button, and a link for 'Forgot your password? Click here'. Below these sections are links for 'Browser settings' and 'Copyright © 2008 MarketLinx'.

2. Click on the **Subject Property**

The screenshot shows a user dashboard for 'Mike Taylor'. It features a 'Welcome Mike Taylor' header. Below is a 'My Files' table with columns for Name, Tracking ID, and a list of files including '10922 ELENA ST', '293 Main Street', '72 SOUTHWIND', '903 Main Street', '8032 Main Street', '22552 DOLOROSA ST', and '5564 Main Street'. To the right is a 'Things To Do Today' section with a table of tasks like 'Amendment of Contract', 'Receive HOA Information', 'Upload Disclosure Documents', 'Wood Destroying Pest Inspection', 'Upload Copy of Deposit Check', and 'Order Home Warranty'. At the bottom, there is a 'My New Messages' section with a 'Compose' button.

3. To add a buyer or seller, click on the **Add Buyer/Seller** to do item in the **Things To Do** section or the **Add** link in the Participants section and select Buyer/Seller.

The screenshot shows the 'Summary' page for property '10922 ELENA ST'. It includes property details like address, type, and status. There are two main sections: 'Documents' and 'Participants'. In the 'Participants' section, an 'Add' link is circled in red. In the 'Things To Do (5)' section, the 'Add Seller' item is circled in red.

4. If the user is in your Contact Manager, you can search and add them from your contacts. Otherwise, click the **Enter New User Information** radio button and click **Next**.

The screenshot shows a dialog box titled 'Select a Method to Add Seller to the Transaction'. It has two radio buttons: 'Search for an existing User from my Contact Manager and Previous Transactions' (selected) and 'Enter New User Information'. Below the first option are fields for 'First Name' and 'Last Name'. At the bottom are 'Cancel' and 'Next' buttons, with the 'Next' button circled in red.

5. Complete the Buyer/Seller information. Enter the e-mail address to send an electronic notification to the newly added participant. Click **Submit**.

The screenshot shows the 'Add New Seller to this file' form. It has fields for 'Entity Type', 'Marital Status', 'First Name', 'Middle Name', 'Last Name', 'Business Name', 'Address', 'City', 'State', 'Zip Code', 'Home Phone Number', 'Work Phone Number', 'Cellular Phone Number', 'Fax Number', 'Pager Number', 'E-Mail Address', and 'Personal Website Address'. There are checkboxes for 'Add as a Contact' and 'Enable Notifications'. At the bottom are 'Submit' and 'Cancel' buttons, with the 'Submit' button circled in red.

6. Your participant has been added. If you chose to notify the participant, you can now choose which notifications the system will send. If you added the Buyer/Seller from a to do item, it will be marked as completed.

The screenshot shows the 'Summary' page for property '10922 ELENA ST'. It includes property details and sections for 'Documents', 'Participants', and 'Things To Do (5)'. In the 'Participants' section, the newly added seller 'Seller - Jones, Tom' is circled in red. In the 'Things To Do (5)' section, the 'Add Buyer's Agent' item is circled in red.

