



Uploading a Single Document

1. There are three ways to access your existing Document Storage folders. From the **Add/Edit** menu or **My Tools** menu select a listing and click the **Document Storage** link. Or click the **Transactions** icon on the menu bar and select



You will learn how to:

- Upload a single document either from NTREIS Listings or Document Storage

Your REALTOR® Association can provide more support/training. [Contact your Association](#)

2. If you accessed it from **My Tools** or **Add/Edit** you will be taken directly to the document folder for the listing you selected. If you accessed **Document Storage** from the top menu bar in Tempo, you will see a list of document folders, choose the one you want to add documents to.

Name	Address	My Role	Status	Phase	M.G.#	Date Created	# of Documents
22244-0000-000	1200 Main Street	Seller's Agent File Admin	Active	Listing		11/3/2009	27
1420-00000-000	1224 Weather Ave	Buyer's Agent File Admin	Active	Listing		1/9/2010	0
1420-00000-000	1420 Market Street	File Admin Listing Agent	Active	Listing	00940734	11/12/2008	0
2346-0000-000	2346 Main Street	Listing Agent	Active	Closing		10/11/2007	7
2418-00000-000	2418 MCCOY RD	File Admin Listing Agent	Active	Listing		2/3/2009	0

3. From the Summary page click the *Add New Doc* link.

Summary

Status Report Archive Report Import Admin Public Documents Messages

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Property Address: 6812 Front Street, Los Angeles, Los Angeles County, CA 90021
Property Type: Single Family Residence
File Type: Kiosk
Status: Active
Phase: Listing

MLS#: unknown
Settlement/Escrow#: unknown
Target Close: unknown
Tracking ID: Not Assigned

Create Coversheet(s) Upload Doc(s) Create Doc Package **Add New Doc**

Documents Available to View

<input type="checkbox"/> Name (Click to view)	Type	Comment	Upload Date	Rev	Public	
<input type="checkbox"/> Listing Agreement	Contracts	TSB	1/15/2008	1	<input checked="" type="checkbox"/>	Details
<input type="checkbox"/> Counter Offer	Contracts		1/14/2008	1	<input checked="" type="checkbox"/>	Details
<input type="checkbox"/> Lead-based Paint Disclosure	Disclosures	TSB	1/15/2008	3	<input checked="" type="checkbox"/>	Details
<input type="checkbox"/> Agency Disclosure	Contracts		1/14/2008	1	<input type="checkbox"/>	Details

Documents Pending Upload

<input type="checkbox"/> Name (Click to upload)	Type	Comment	Doc Date	Associated To Do	
<input type="checkbox"/> HOA Documents	Disclosures		7/11/2007	Homeowner Association Information Request (HIA) (HIA)	Details

4. In the *Add Document* screen select the document you want to upload from the drop down list.

Add a Document

Document Settings

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Please select a document name from the list.

Name:

- Select Document Name
- Select Document Name
- Clear Defined
- Agency Disclosure
- Appraisal
- Buyer's Disclosure Statement**
- COPIES
- Closing Statement
- Contract Addendum
- Counter Offer
- Estimated Closing Statement
- HOA Documents
- Home Inspection
- Lead-based Paint Disclosure
- Listing Agreement
- Mold Disclosure
- Natural Hazard Report (NHR)
- Pest Inspection
- Preliminary Report
- Prequal Letter
- Property Profile

Cancel Next

5. **Select your options-** the first checkbox below the document name allows you to make the document available to members of your MLS.

Add a Document Document Settings

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Please select a document name from the list.

Name: Closing Statement

Make this document available to any member of your MLS

Select an upload method for this document and click **Next** to continue.

Upload now

To locate the document on your computer, click the **Browse** button. Select the document, and click **Open**. Large documents may take several minutes depending on your internet connectivity. File size is limited to 10 megabytes. Comments are optional.

File:

Comment:

Print a coversheet and fax the document into the system

Create a placeholder for the document and upload it later

6. **Now, choose your upload method:**

A) Select **Upload Now** if you have an electronic copy of your document. Click the **Browse** button and attach your document. Click **Next**.

B) Select **Print a coversheet and fax document into the system**, if you have a hard copy of your document and want to fax it in. Enter your comments. Click **Next**.

C) Select **Create a placeholder for the document and upload it later**, if you want it to appear in your **Documents Pending Upload** section as a reminder to upload it later. Enter your comments. Click **Next**.

Results:

If you chose **Option A**, your document will be uploaded and available for review immediately.

If you chose **Option B**, a fax coversheet will display on your screen for you to print.

If you chose **Option C**, a placeholder for that document will be created for you to upload the document at a later time.

Note: If your scanner has email capability, you may also email a single TIFF file consisting of multiple documents preceded by their fax cover sheets. The system will upload each of the documents into the file specified by its cover sheet.