



24/7 online technical support

CREATING A DOCUMENT PACKAGE

 From the log in page of Document Storage or the link from within NTREIS Listings go to Document Storage. You will be on the 'Home' page. From this page search and click on the Subject property.



You will learn how to:

When closing a file create a document package for all documents - allowing for electronic storage.

Your REALTOR **Association can provide more support/training.

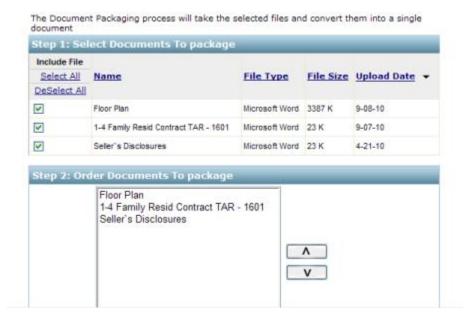
Contact your Association

 Once you have selected the Subject Property click on the Create Doc Package link. This will allow you to choose which documents you would like to put in a 'package' to aid in your closing files, or consolidate certain documents in a group or folder.

Summary



• In the Document Package page you may select the documents you wish to include in the package and also select the order you wish them to appear.



You may select your delivery options by choosing to allow the system to email you the
report or wait for the PDF package to generate. You have the option to store the package
within the Transaction, add the package as a new document, or revise an existing
document in the transaction.

