

Office Admin: How to Add a Buyer / Seller

- 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




The screenshot shows the NTREIS Document Storage interface. At the top left is the NTREIS logo. Below it is a navigation bar with links: Home | My Document Folders | Search Office/User | Contacts | Settings | Help | Log Off. Below the navigation bar are links: Create a New Document Folder | Close Document Folders | To Do List. The main heading is "My Document Folders" with a sub-heading "Office Document Folders". Below this is a search box with the text "Search" and "To search for a Document Folder, enter some information about the Document Folder, such as the Document Folder name, MLS number, address or a participant name in the field below." The search criteria field is empty. Below the search box are filter options: Filter By: Status (Active) and Roles (All Roles). A Search button is located to the right of the filter options.

You will learn how to:

- How to Add a Buyer or Seller

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

To add a buyer or seller, click on the **Participants** link on the top navigational bar on the Summary Page.



The screenshot shows the NTREIS Summary Page. At the top is a navigation bar with links: Home | My Document Folders | Search Office/User | Contacts | Settings | Help | Log Off. Below the navigation bar are links: Summary | Things To Do | Participants | Services | Messages | Data Forms | Activity Log. A red arrow points to the Participants link.

If the user is in your Contact Manager, you can search and add them from your contacts. Otherwise, click the **Add Participant** link, choose the role of Participant (note if you are the listing agent the selection will be there for Seller- if you are the buyer's agent (selling agent) the choice will be there for the buyer. If you are both the listing agent and the buyer's agent you will need to enter yourself twice under both roles.) and complete the Buyer/Seller Information. Enter the e-mail address to send an electronic notification t the newly added participant. Click **Submit**.

Add new Seller to this Document Folder

1020 Country

Select a Method to Add Seller to the Document Folder

Search for an existing User from my Contact Manager and Previous Document Folders
* At least two (2) characters are required in either the First or Last Name when using this option:

* First Name:

* Last Name:

Enter New User Information

Entity Type: Individual *

Marital Status: Select Marital Status...

	SELLER	SPOUSE
First Name:	<input type="text"/> *	<input type="text"/>
Middle Name:	<input type="text"/>	<input type="text"/>
Last Name:	<input type="text"/> *	<input type="text"/>
Business Name:	<input type="text"/>	
Address:	<input type="text"/>	
Address 2:	<input type="text"/>	
City:	<input type="text"/>	
State/Province:	Select State/Province... <input type="button" value="v"/> *	
Zip/Postal Code:	<input type="text"/> - <input type="text"/>	
Home Phone Number:	<input type="text"/> (<input type="text"/>) <input type="text"/> <input type="text"/>	Ext. # <input type="text"/>
Work Phone Number:	<input type="text"/> (<input type="text"/>) <input type="text"/> <input type="text"/>	Ext. # <input type="text"/>
Cellular Phone Number:	<input type="text"/> (<input type="text"/>) <input type="text"/> <input type="text"/>	
Fax Number:	<input type="text"/> (<input type="text"/>) <input type="text"/> <input type="text"/>	Ext. # <input type="text"/>
Pager Number:	<input type="text"/> (<input type="text"/>) <input type="text"/> <input type="text"/>	
E-Mail Address:	<input type="text"/>	
	<small>An email is required for access to this system.</small>	
Personal Website Address:	<input type="text"/>	
	<input checked="" type="checkbox"/> Add as a Contact	
	<input checked="" type="checkbox"/> Enable Notifications	