

# Public Document Site (From the File Summary Page)

Quick Reference Guide

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

2. From the **Home** page click on the subject property

Name	Tracking ID
10922 ELENA ST	
293 Main Street	MT-734
72 Southwind	
903 Main Street	
9332 Main Street	
22552 DOLOROSA ST	
5564 Main Street	MT-942

3. From the Summary page click on the **Documents** link

Name	Type	Comments	Upload Date	Submitted By
Counter Offer 1	Other	Yes	4/11/2006	Mike Taylor
Residential Customer Flyer#812	Other		3/27/2006	Mike Taylor
Residential Customer Flyer#812	Other		3/27/2006	Mike Taylor
Contingency Removal for Seller's New Home Purchase	Other		3/2/2006	Mike Taylor

4. Click on the Details link for any document that you want to make available on the **Public Document** site.

Name	Type	Comments	Upload Date	Submitted By
Counter Offer 1	Other	Yes	4/11/2006	Mike Taylor
Residential Customer Flyer#812	Other		3/27/2006	Mike Taylor
Residential Customer Flyer#812	Other		3/27/2006	Mike Taylor
Contingency Removal for Seller's New Home Purchase	Other		3/2/2006	Mike Taylor

5. From the Document Details screen click on the **Document Settings**. In the Settings page

Role	View	Upload	Document Owner
Appraisal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buyer's Agent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buyer's Attorney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buyer's Broker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buyer's Transaction Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claims History Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DR Buyer's Agent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. You can preview the site, change the access code, send it via email, view the Guest Book and enable or disable the site.

A Public Document site is available for 1316 MAPLE DR. This provides access to documents and limited property information.

The access code for this site is **409359**.

The following link can be used to access this site:  
<http://www.tm.MarketLinx.com/409359>

Click [here](#) to Change Access Code.  
 Click [here](#) to send the access code and the associated link to another person.  
 Click [here](#) to preview the Public Document site.  
 Click [here](#) to view Guest Book.

Enable Public Document site  
 Disable Public Document site

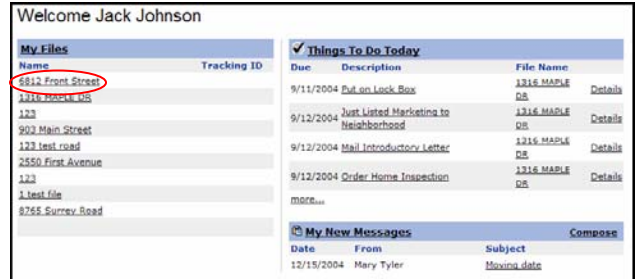
Close



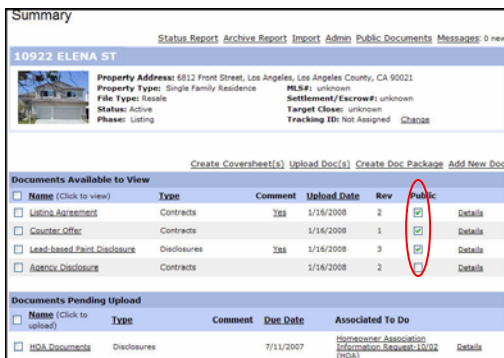
1. Go to the logon page and enter you user name and password then click **Logon**.



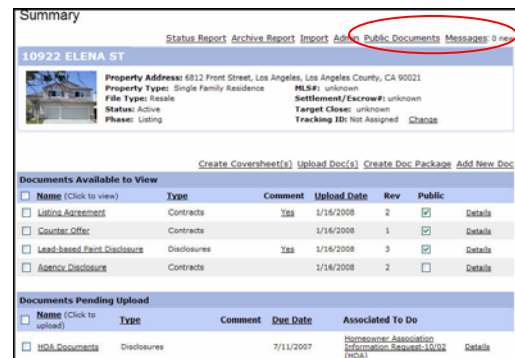
2. From the **Home** page click on the subject property



3. Check the Public box to make documents available in the **Public Document** site.



4. To access the settings for the Public Documents site, click on the **Public Documents** link.



5. You can preview the site, change the access code, send it via email, view the Guest Book and enable or disable the site.

