MBAIFORMS - Real Estate Forms for RE/MAX Advantage Realty - USER MANUAL

MBAIFORMS – RE/MAX ADVANTAGE REALTY FORMS ON THE INTERNET

The purpose of this user manual is to explain how to use the web based system. MBAIFORMS for the Web™ is an easy-to-use system using the Microsoft Internet Explorer web browser which is usually included with PC purchases. If your PC does not have this package you can download it at no cost from Microsoft's web pages as described at the end of this document.

Features of the MBAIFORMS for RE/MAX ADVANTAGE REALTY system

1.   This system can be used from any PC that has Internet Explorer version 5 or later. Therefore, you are not tied to a single PC. All you need is your email address and password to use the system.

2.   All listing, sales and agency forms authorized for use by RE/MAX Advantage Realty are included in this system. This includes all the contracts and addenda that are endorsed by RE/MAX Advantage Realty. The system also includes some HUD forms related to lead warnings.

3.   Data is only entered once and then used wherever it is needed. For example, Buyer Name, Seller Name, Property address, etc. are entered one time. The system uses that data on all documents that require it.

4.   Numeric to verbal conversions are automatic. When entering a numeric amount that must also be written verbally, the system automatically converts the number to a verbal statement and completes the verbal field. Only the numeric amount is shown on the data entry screens and both the numeric and verbal fields are printed.

5.   Arithmetic calculations are automatically performed by the system.

6.   There are never any updates required to be installed by users of this system. The updated documents, and updated versions of this system are automatically downloaded to the user when selecting a contract package. In this system, when we receive an updated document from RE/MAX Advantage Realty, that document is placed on the server. Documents that are declared obsolete or discontinued will no longer be available. Therefore, the user does not need to take the time to do updates and is assured that the documents in use are currently approved documents.

7.   Data files are saved on the users PC using standard Windows conventions. The names are not limited to the DOS 8 character names of older systems. Data files can be saved to a hard drive, floppy, writable CD, network server, or anywhere your system can store files.

8.   Print files are generated as Portable Data Format (pdf) files. These files are viewed and printed with Adobe Acrobat, available at no cost from Adobe Corporation. These files can be saved under any name and in any folder you choose.

9.   Additionally, the files can be viewed, printed, faxed or emailed to others using standard, compatible Windows based packages.

10. Email of these documents is particularly useful, since they can be viewed and printed by anyone that has a copy of Adobe Acrobat Reader.

11. Documents can be printed to any printer supported by Windows.

12. Blank documents can be printed.

13. Complete contract packages or individual forms can be selected and printed.

14. The Windows auto complete feature retains a record of data entered in each field. When entering data in most fields, Windows will usually offer a set of previously entered values for you to select from and thereby reduce typing time.

15. A user can Open saved data files to use in new transactions. This can be used to create "template" files in which default values can be pre-set. Template files might include Company name, address, telephone, MLSID, etc., Associate name, address, telephone, email, MLSID, etc.

16. Addenda numbers are automatically assigned to the documents in the order they appear on the document selection screen. A user can change the number sequence and number addenda in the order they prefer on the document sequencing screen. If documents with no addendum number are interspersed in the sequence the addenda numbers will print correctly without regard to the interspersed documents.

17. Individual documents can be selected either at data entry time, or after the contract package has been completed and downloaded in Acrobat format. This can be useful when modifying an existing contract package, when printing an individual document which is not part of a contract package, and when printing a blank form.

18. Complete packages include a Cover Sheet and Table of Contents.

19. Page numbers can be assigned to all pages in the package.

How to use the system

OVERVIEW:

The flow of events in this system is the following;
1.   connect to the web page www.mbaiforms.net through your Internet Service Provider, (AOL, MRIS, Potomac World Data Network, Compuserve, or whatever service you use).
2.   Use the Contract Selection screen to select the type of transaction you are dealing with, e.g. Residential Contract of Sale, Residential Dwelling Lease, Unimproved Land Contract, etc.
3.   This brings you to the main sequence of screens. There are 3 major screens in this sequence, namely,
    a.   Document Selection – select the specific documents to be included in this transaction
    b.   Document Editing – enter data for each of the documents that are included in this transaction
    c.   Document Sequencing, save data and submit to server – select the sequence of documents for printing, save the data file on your PC so that it can be used again if you want, and send the data file to the server to generate the completed documents.
4.   After you have completed entering the data and submitted the data to the server, the system prepares the completed documents, i.e., the "print file", in Acrobat format and makes it available for viewing and printing.
5.   At that point you view and print the file by clicking on the file number with the left mouse button.

6.   If you wish to save the print file, you can download it to your PC and then view the file, print it or email it to your client or others who have an Acrobat Reader.

That is all there is to it!

Step by Step Instructions:
It is best to read this section while you are on the system, and do each operation as you read about it.

1) Open Internet Explorer to the web address www.mbaiforms.net.
   a) connect to the web page www.mbaiforms.net through your Internet Service Provider, (AOL, MRIS, Potomac World Data Network, Compuserve, or whatever service you use).
   b) Click on **LOGIN**.
   c) enter the email address and password you have been given or which you set up when you registered

2) ***From this point on, during the use of this package, DO NOT USE THE Internet Explorer "FORWARD" AND "BACK" BUTTONS ON THE BROWSER MENU LINE AT THE TOP OF THE SCREEN except as described in these instructions.*** These buttons control the operation of Internet Explorer. **The NEXT and PREVIOUS buttons at the bottom or top of each screen in this package control the operation of the MBAIFORMS for RE/MAX ADVANTAGE Realtors package.**

3) The purpose of the **Contract Package Selection** page is to select the contract package for this transaction. Selection of a Contract Package makes the forms that are applicable to the contract package available.

4) Select the type of contract you want, and click **OK** to display the **Document Selection** screen.
   a) This displays the first of the three major screens, the **Document Selection** page, in a new window. The new window may overlay the **Contract Package Selection** window, and both windows will remain open. This allows you to close the **Document Selection** screen and return to the **Contract Package Selection** window for a new contract, without the need to login again.
   b) **NOTE:** *When this page opens the web server downloads JAVA code to your PC. The time required to download the code depends on the speed of your connection, but in any case usually takes less than 30 seconds. The code remains active in your PC while you are working in the system. When you exit from this series of screens, the code is no longer available. It will be reloaded when you again open a **Document Selection** screen.*
   c) There may be a display asking you if you want to accept certified code from MB Associates, Inc. Click on OK. If you feel it is okay, you can declare our site to be a Trusted Site, and to "always accept code from MB Associates, Inc." Until you make the site a Trusted site, you will need to accept the download each time you use the site.

5) The **Document Selection – Forms and Addenda** page lists the categories of documents, and displays two buttons.
   a) Clicking on a category name expands the category to list all the documents available in that category, along with a checkbox to enable selection of each document. The sole purpose of this screen is to enable you to *select those documents* you want to use for this transaction.
      i) Expansion and contraction of the document list is a method of allowing more information to be displayed on your monitor without the necessity of scrolling up and down. Once you have checked a box, it will remain checked even if you collapse the category.
   b) The two buttons at the bottom of the page are titled **NEXT** and **OPEN DATA.**
      i) Clicking the **NEXT** button opens the **Document Editing** page.
      ii) Clicking the **OPEN DATA** button allows you to open a previously saved data file. This is the complementary button to the **SAVE DATA** button on the **Document Sequencing** page.
   c) The **Document Selection** page displays a unique combination of documents for each Contract Package. The documents available for the Residential Contract of Sale are different than those available for the Residential Dwelling Lease, etc. However, in every case the screen initially shows the list of categories. Clicking on any of the categories will cause that category to expand and display all the documents applicable to that category.
   d) The **Document Selection** page is used to select specific documents for a transaction. For example, if this is a Residential Contract of Sale for Mr. Jones, and Mr. Jones is a First Time Homebuyer, you would select the First Time Homebuyer document. If, alternatively, Mr. Jones is not a first time homebuyer, you would omit that selection.
   e) Click on the checkbox to the left of a document name to select a document.
   f) After selecting the documents needed in a given category, click again on the category name to collapse the list. Then select the next category and select the documents needed in that category.
   g) Since a contract is usually included in a contract package, the contract is checked by default. In case you do not want to print a contract, you can clear the checkbox (uncheck) the contract and it will not be printed. This is useful when you want to print an individual blank document, say an Application for Tenancy, or any Addendum or notice, etc. See Note 2 at the end of this manual on "PRINTING A BLANK DOCUMENT".

      i)   **NOTE:** keep in mind that the Contract document in any category provides some basic information needed for all addenda. Therefore, even though you may only want to print a single addendum, you may want to enter the buyer and seller name, and the property address, on the contract data entry screens, so that the addendum document will include that information at the top of the page.

    h)   After selecting all the documents needed for this transaction, click the NEXT button to proceed to the **Document Editing** page.

6)   The **Document Editing and Navigation** page lists the categories of documents and displays two buttons. The title to this page is displayed in blue.

    a)   Clicking on a category name expands the category to list the documents that you have selected for this transaction. *Only the documents selected in the **Document Selection** page will be available on this page.* If you wish to add or remove documents you have selected, use the PREVIOUS button at the bottom of the page to return to the **Document Selection** page and change your document selections.

        i)   Expansion and contraction of the document list is a method of allowing more information to be displayed on your monitor without the necessity of scrolling up and down.

    b)   The two buttons at the bottom of the **Document Selection** page are labeled NEXT and PREVIOUS.

        i)   Clicking the NEXT button displays the **Document Sequencing** page.

        ii)   Clicking the PREVIOUS button displays the **Document Selection** page.

    c)   Documents are not shown on this screen under either of two conditions;

        i)   *Categories for which no documents have been selected in the **Document Selection** page will not expand when that category is clicked on the **Document Editing** page.*

        ii)   Documents for which nothing is needed other than the buyer name, seller name, property address, and addendum number will not be displayed with an Edit button. These data fields are common to many documents, and they are automatically filled from information entered in the contract data entry screens. Therefore these documents do not require any data to be entered. The documents will be available on the **Document Sequencing** page so that you can control the print sequence. Examples of this type of document are the HUD booklet, Private Water System Notice and Addendum (form 1110), MAR Inspection Certification – Well (form 1313), Financial Information Sheet (form 1500), etc.

    d)   Each document is listed with an EDIT button to its left. The EDIT title on the button is initially displayed in black letters. After data has been entered for a document, the title on the EDIT button is displayed in red. The only significance to this color change is to remind a user that data has been entered in the data entry page for the document.

    e)   Click the EDIT button to display the data entry page for the selected document.

7)   The document data entry pages display the data fields that are required to be filled for the selected document.

    a)   At the top of each page there are five buttons;

        i)   The **DOCUMENT EDITING** button returns you to the **Document Editing** page.

        ii)   The **DOCUMENT SELECTION** button returns you to the **DOCUMENT SELECTION** page.

        iii)   The **NEXT** button displays the next data entry page among the selected documents.

        iv)   The **PREVIOUS** button displays the previous data entry page.

        v)   The **FINISH** button displays the **DOCUMENT SEQUENCING** page.

    b)   At the bottom of each page the same buttons are repeated.

8)   The **Document Sequencing, Submission and Control ("Finish")** page lists the categories of documents and displays four buttons at the bottom of the page. The title to this page is displayed in Red.

    a)   Clicking on a category name expands the category to list the documents that you have selected for this transaction. *Some selections made on the Document Selection page are only check checkboxes on the list of addenda for the Residential Contract of Sale, and the Land Or Lot Contract of Sale.* These selections do not require a document to be printed, and therefore they are not shown on the **Document Sequencing** page. An example of this is Conventional Loan terms.

    b)   The four buttons displayed at the bottom of this page are;

        i)   BACK TO DOCUMENT EDITING

        (1) Click this button to return to the Document Editing page to change or add data.

        ii)   BACK TO DOCUMENT SELECTION

        (1) Click this button to return to the Document Selection page to change the documents selected for this transaction.

        iii)   SAVE DATA

    1.1.   Click this button to save the data in a data file on your PC. This will display a Windows "Save Your Data" dialog box.

        1.1.1.   Select the folder in which you want to save the data file, (for example, Desktop, My Documents, c:\remadv\contracts, c:\temp, the floppy drive named a:, or any other folder you choose).

        1.1.2.   *Remember the folder you have selected.* We recommend that you create a standard folder, e.g., My Contracts, and always save your data files to that folder.

        1.1.3.   If you forget the folder and wish to re-use the file you will need to use the "Find File" command to find the file.

1.2. Enter a file name in the box labeled "File name".

    1.2.1. The file name can be anything you want, e.g., the buyer name, the seller name, the property address, your name, an eclectic combination of letters, etc.

    1.2.2. Although it is not a requirement, **we recommend that you type ".txt" (without the quotes) as a suffix** following the file name. This suffix enables you to recognize the file as a data file and not a print file.

        1.1.1.1. Click on the "SAVE" button.

iv) SUBMIT TO SERVER

    (1) Click this button to send the data file to the web server to generate the PRINT FILE.

c) "Check here if you want page numbering" – This checkbox controls whether or not page numbers are included on each page and in the Table of Contents. If you want the Table of Contents to display page numbers, and the individual forms to display "Page xxx of yyy" click on this option. If you want to omit page numbers, leave the option blank.

d) Expanded categories display each document with a default sequence number to its left. This is the sequence in which the documents will print. To change the sequence put the cursor in each sequence number box, and change the numbers to the sequence you want for this transaction.

e) The sequence numbers also control the automatic assignment of addenda numbers. Addenda are numbered in the same order as the sequence numbers. However, if the printed package includes documents that omit addenda numbers, the addenda numbers will be sequential without regard to the documents that do not have addenda numbers. For example, if the document "Understanding Whom Real Estate Agents Represent" is between addendum 1 and addendum 2, the addenda will be correctly numbered as 1 & 2, and will not be 1 & 3.

f) Clicking on the Submit to Server button sends the data file to the web server.

9) Complete entering the data for the documents you have selected.

a) At the "Document Sequencing" (or "Finish") screen click on the "SUBMIT TO SERVER" button at the bottom of the screen.

b) This opens a third window, which is the "PRINT FILE" window.

c) During the time it takes to generate the "PRINT FILE" the system displays the message "Please wait… Building your documents".

d) When the documents are ready, a PRINT FILE number is displayed along with a description of the options available at that time.

e) Click on the file number with the left mouse button to display the documents in the Acrobat Reader.

f) To PRINT the documents, click on the Print Icon in the Acrobat window, or click on FILE/PRINT. That will print the documents on your local printer.

g) To PREVIEW the documents prior to printing, scroll through the documents on the screen. Use this PREVIEW function to assure yourself that all the data fields are correct prior to printing.

h) If the documents are correct, PRINT the documents in the Acrobat Window.

i) If the documents are not correct, close this window and return to the "Finish" window (Document Sequencing). Use the buttons on the screen to return to the editing screen (or screens) to make corrections.

j) At the "Finish" screen, click on "SUBMIT TO SERVER" and print the "PRINT FILE" in the "PRINT FILE" window.

10) E-mailing a PRINT FILE requires two steps. First, save the PRINT FILE to your PC. Second, send the PRINT FILE as an attachment to an E-mail message.

a) I. SAVE A PRINT FILE TO YOUR PC:

    1. When the PRINT FILE window displays the completed document number Right Click (use the right mouse button), directly on the file number.

    2. In the menu that appears, click on "Save Target As…" . This displays a "File Download" dialog box and a "Save As" dialog box.

        2.1. At the top of the "Save As" dialog box there is a box labeled "Save in". Select the folder in which to save this PRINT FILE. (for example, Desktop, My Documents, c:\remadv\contracts, c:\temp, the floppy drive named a:, or any other folder you choose). *Remember the folder.* If you forget the folder and wish to re-use the file you will need to use the "Find File" command to find the file.

        2.2. At the bottom of the "Save As" dialog box there is a box labeled "File name". The PRINT FILE number appears here. The box labeled "Save as type" is shown directly below the "File name" box. This box displays the words Adobe Acrobat Document.

        2.3. Although not required, you can change the PRINT FILE number to an easier to remember name by deleting the file number and replacing it with whatever name you wish, e.g., the buyer name, the property address, etc.

        2.4. Click on the Save button in the dialog box.

    3. **II. SEND A PRINT FILE THROUGH E-MAIL :**

        3.1. After writing a message to an email recipient, ATTACH the PRINT FILE to the message. That will send the PRINT FILE to the recipient. As long as the recipient has an Adobe Acrobat Reader, he/she will be able to read and print the documents.

NOTE: Whether you choose to download the file or display it in an Internet Window, Internet Explorer actually downloads it to your system. The difference is that a File Download Dialog box is only displayed when the Save Target As… choice is made. This dialog box is not displayed for any other option. Download times can be several minutes depending on the number of documents used in a transaction and the speed of your communications link to the Internet. A contract package that includes 30 or more documents and perhaps 50 – 75 pages may require more than a minute to download using a slow modem connection. On the other hand, if you are just downloading a single document, say just a contract with no addenda, the download time will be a few seconds. The File Download dialog box presented by Internet Explorer displays the estimated download time, and shows the progress of the download and the time remaining. This is useful and important to you.

    i) Click on "Open", and the file will be displayed in the same Internet Window.

    ii) Click on "Open in a New Window", and Internet Explorer will open a fourth Window and display the file in that Window. You can then move between these windows while both are on the screen.

11) After the contract package has been printed, downloaded or both, you are done with this transaction. Close the download control window, and return to the Document Selection and Editing windows.

12) When you have completed dealing with the transaction you can disconnect from the Internet and use the document locally, i.e., on your PC. At this point you have all the facilities of the Acrobat Document Reader available to you to view, search, print, copy the file to another location or email the file to another person.

13) Alternatively, if you need to do another transaction, close the Document Editing window, and return to the Contract Selection window. At that point, you can start the complete process again for another transaction.

Hints on system use

1. Moving from field to field on the screen is most easily accomplished using the TAB key on the keyboard. Movement of the cursor will be left to right and top to bottom.

2. When working through a column of radio buttons, use the arrow buttons on the keyboard. The radio buttons will turn on and off as the cursor moves through them. When the correct radio button has been selected, hit the tab key to move to the next field.

RE/MAX ADVANTAGE REALTY FORMS INCLUDED IN THIS SYSTEM

List of Form numbers and names

item	File ID	Form Name
1	1006	Residential Dwelling Lease
2	1008	Addendum to Residential Dwelling Lease
3	1009	Lead Paint Disclosure - Lease or Rental
4	1105	Residential Contract of Sale
5	1110ra	Private Water System Notice Addendum
6	1111ra	Private Sewage Notice Disposal System
7	1210	FHA Financing Addendum
8	1222	VA Financing Addendum
9	1271	Owner Financing Addendum
10	1301	Condominium Resale Addendum
11	1401	Addendum - (free form addendum)
12	1451	Baltimore County Well Water Law
13	1500	Financial Information Sheet
14	1600	Baltimore County Notices and Disclosures
15	3815	General Information Addendum

16	3825	Lot Or Land Addendum
17	3900	Columbia Covenant Compliance Addendum
18	3901	Howard County Addendum
19	4000	Lead-Based Paint Addendum to Exclusive Right to Lease Brokerage Agreement
20	9158	First Time Maryland Homebuyer, Transfer Tax Recordation
21	cc_disc	CARROLL COUNTY NOTICES AND DISCLOSURES ADDENDUM
22	Cnslr	Consent for Dual Agency – seller
23	Cnbyr	Consent for Dual Agency – buyer
24	DISC_ADD	Notice to Purchaser RE: Disclosure/Disclaimer
25	Frstfsl	Tenants Right of First Refusal, Baltimore City
26	HUD92564	For Your Protection Get A Home Inspection
27	HUDTXT	HUD Booklet - protecting your family from lead in your home
28	Lead_ar1	LEAD-BASED PAINT HAZARD INSPECTION ADDENDUM
29	LEADLIST	LEAD BASED PAINT ADDENDUM TO RESIDENTIAL SALE LISTING CONTRACT
30	LEAD_SAL	Disclosure for lead on sales
31	mar3pty	Maryland Ass'n of Realtors; Third Party Approval
32	Marenvip	Maryland Ass'n of Realtors; Environmental Inspection
33	Marlcnse	Maryland Ass'n of Realtors; Disclosure of Licensee Status
34	Marunimp	Maryland Ass'n of Realtors; Unimproved Land Contract of Sale
35	MHOAA	Maryland Homeowners Ass'n Act Notice Addendum
36	MHOAD	Maryland Homeowner's Ass'n Act Disclosure
37	MHOARCPT	Delivery and Receipt of Substantial and Material Amendments to Disclosures and Documents
38	MHODMT12	Disclosure to Buyer, initial sale of lot within development consisting of more than 12 lots
39	MHONMT12	Notice to Buyer, initial sale of lot within development consisting of more than 12 lots
40	MHODBLD	Disclosure to Buyer, initial sale contract by builder/ developer to purchaser who does not intend to occupy or rent the lot for residential purposes
41	MHONBLD	Notice to Buyer, initial sale contract by builder/ developer to purchaser who does not intend to occupy or rent the lot for residential purposes
42	MHODLT12	Disclosure to Buyer, resale of a lot, improved or unimproved, within a development or for initial sale of a lot within a development containing 12 or fewer lots.
43	MHONLT12	Notice to Buyer, resale of a lot, improved or unimproved, within a development or for initial sale of a lot within a development containing 12 or fewer lots
44	MREC_DSC	MD Residential Property Disclosure/Disclaimer - moved paragraphs so that last page is only Disclaimer
45	Undsa	Understanding who R.E.'s represent seller_a

46	Undsb	Understanding who R.E.'s represent seller_b
47	Undba	Understanding who R.E.'s represent buyer_a
48	Undbb	Understanding who R.E.'s represent buyer_b
49	Hmsamend	Home warranty addendum
50	510ra	Application for tenancy
51	Hiadd	Home Inspection Addendum
52	1455ra	Addendum for sale of other real estate
53	Lockbox	Lockbox
54	Rejsub	Rejection of Sub agency
55	Survey	Survey approval form
56	Sps	Sales Processing Sheet
57	Lsps	Lease Processing Sheet
58	Cacovreq	Columbia Request for processing letter
59	Lps	Listing processing sheet
60	1460ra	Radon Testing Addendum
61	Exclrentlist	Exclusive Rental Listing Agreement, Brokerage Agreement
62	Addrentl	Addendum to Rental Listing Contract, Howard County
63	Sect8req	Instructions to Potential Landlords, Section 8
64	Agrmtoshare	Agent to share commission
65	Slrconstoshow	REPRESENTATION BY BUYER AGENT WHO WAS FORMERLY SELLERS AGENT OR SUBAGENT
66	Buyacknslrrep	BUYER ACKNOWLEDGMENT OF SELLER REPRESENTATION
67	Buyergeneral	BUYER AGENCY REPRESENTATION GENERAL
68	Termgeneral	TERMINATION OF AGENCY GENERAL FORM
69	Noticbuyrbonus	NOTICE TO BUYER OF BONUS OFFERED BY SELLER
70	Ebtaa	Exclusive Buyer/Tenant agency agreement -
71	Ddnotics (not in contract)	NOTICE TO SELLER/LANDLORD OF SELLER'S / LANDLORD'S RIGHTS AND OBLIGATIONS UNDER MARYLAND'S PROPERTY CONDITION DISCLOSURE AND DISCLAIMER ACT
72	Exclsell	Exclusive Right to Sell Listing Agreement
73	Oos	Option of Services
74	Setthome	CONTINGENCY ON SETTLEMENT OF PURCHASER'S PRESENT HOME w/o KO clause

Acrobat Reader – Notes

There are several features of the Acrobat Reader that are particularly useful. These are;

a) Find all instances of a word in the contract package. For example, say you want to locate the word "water" in any document in the package. Click on the Edit command in the menu line of Acrobat Reader and select Find in the pull down menu (or use the [Ctrl, F] shortcut). Type in the word "water" and the Acrobat Reader will find the first instance and display the document at that point. To find the next instance of this word click on Edit and Find Again (or use the [Ctrl, G] shortcut), and Acrobat Reader will display the next instance of the selected word.
b) Go to a specific page of the completed set of documents. Click on Document, and select Go to Page (or use the [Ctrl, N] shortcut) and select the page you wish to go to .
c) Use the scroll bar to the right of the document to scroll through all the pages of the document to get to the one you want.
d) To print a single page or a single document Click on File and select Print in the pull down menu. If the page you want to print is on the screen, select Print Current page. Alternatively, enter the page numbers you want to print and print them.

DOCUMENT NOTES:

Note 1: Internet Explorer displays a download progress indicator at the bottom of the screen. This indicator is usually in the lower right corner of the screen. You can tell when a download is complete when the indicator is full.

At the bottom left of the screen Internet Explorer also displays the web address of the page being downloaded during the download. When the download is complete, this page address changes to read "Done".

Many systems also display an icon on the "taskbar" showing two monitors, one of which represents the local PC and one represents the server. The monitors are shown as lit up when communications are ongoing. The monitors are turned off when communications are complete. Therefore when the monitor lights are turned off, that is a second indication that the download is complete.

Note 2:
1) TO PRINT ONE OR MORE BLANK DOCUMENTS**:**
   a) When selecting the documents to be included in a contract package, clear the check from the contract and check the single document you wish to print, or check more than one. Then follow the remainder of the process through to the Document Sequencing page, where you submit the document to the server.
   b) After the document has been downloaded to your PC, print it.

System Requirements

You must have the following packages installed on your PC to use this system.
1. Internet Explorer 5 or later, including the Microsoft Java Virtual Machine. At the time of this writing the current version is IE 5.5.
2. Adobe Acrobat Reader version 4.0 or later – current version at time of this writing is 5.0.

To see which version of Internet Explorer (IE) you have, do the following;

While you are using Internet Explorer click on the HELP command in the menu line at the top of the IE window. In the "pull down" menu, click on "About…". The screen that appears includes the version number. If it is not version 5.0 or later, please download and install the current version. Download time will vary based on the speed of your internet connection, so make sure that you have the necessary time set aside to do this. Upgrades from older versions of IE are available at no cost directly from Microsoft. http://windowsupdate.microsoft.com

If you do not already have a copy of the Acrobat Reader, it is available at no cost from www.adobe.com. Please click on the Adobe button to download and install this package. The download time varies depending on the speed of your connection, so make sure that you have the necessary time set aside to do this. (Probably less than 15 minutes).

The Microsoft VM is a Java "interpreter". Our package uses Java, and relies on Microsoft VM. Some people have Internet Explorer 5 or later installed, but do not have the Microsoft Virtual Machine (VM). This is not the usual case, and it may not apply to you. If you do not have the MS Virtual Machine you will be notified by a warning message when you access the MBAIFORMS system. Alternatively, if you actually have to work through the setting shown below and do not find a heading that refers to the MS Virtual Machine that indicates that you do not have the package installed on your system. .

If you do not have this package, you can download it from

http://www.microsoft.com/java/vm/dl_vm40.htm

This is a 5.2MB download and will take about 15 – 20 minutes on a 56K modem (depends on the actual speed your modem connects at for download). After the download you will need to click on msjav86.exe to do the install. Please note that this applies to those versions of the operating system described in the following web page. Please carefully follow the instructions that Microsoft provides in this web page.

If you would like to contact Microsoft for assistance on downloading this product, please call the following support numbers:
(425) 635-7000
(425) 635-7123

Parameter Settings - Introduction

The parameter settings for Internet Explorer must be set as shown below.   If you have never changed any settings in Internet Explorer these are most likely the settings you already have.

Settings:

This section describes the parameter settings needed to run this package, and how to set them.

1. On the Windows Desktop, Click the START button.
2. Click on Settings
3. Click on Control Panel
4. Click on Internet Options (in the control panel display)

Alternatively;
1. Right click the Internet Explorer icon on the Desktop.

Either way you will see the Internet Options dialog box.
1. Click on the Security tab
2. Click the Trusted Sites icon
3. Click the Default Level Button at the bottom of that box. The Security Level for Trusted sites should be set to Low.
4. After setting the Security Level for Trusted Sites to Low, Click the Content Tab at the top of the dialog box
5. Click the AutoComplete button.
6. There are four checkboxes shown in the dialog box. Click on each of them to turn them on (checked).
Click OK to exit the Internet Properties box.

Once you have completed all this, the package should run without a problem. If it does not, or if you need help installing these products, please call technical support (toll free) at 866-385-3515.

Change the size of text on the screen
1. Click View on the button bar in Internet Explorer
2. In the pull down menu, click on "text size"
3. click on the text size you prefer from smallest to largest. The smaller size fonts enable more data to be shown on the screen at the same time.

Use of the REFRESH button
Internet Explorer saves web pages in a cache on your system. It does this so that the response time to display a page to you is reduced. During a session, i.e., the time you are on line, Internet Explorer assumes the page has not changed since you saw it last and will display the image of the page that it saved to your cache instead of going to the actual web page. Usually, this is fine. However, sometimes you may want the actual page from the web. To force Internet Explorer to go to the web to get the page click on the REFRESH button on the Internet Explorer button bar.

Support

If you have questions about anything in this manual or questions on the use of the product, please call 703-385-3515. Telephone technical support for JetForm Filler and MBAIForms are included in the subscription price. Telephone support for questions outside of those two products will be charged at our current hourly rate.

If travel is required to fix a problem, travel and on-site time are billed separately.

Before you call for support**:**
- Did you check this manual for help?
- Gather the following information and call the Technical Support phone number listed above.
- Your name and company name
- Version number of Internet Explorer.
- Information about your computer including operating system, e.g., Windows 95, 98, NT, ME etc.
- What you were doing when the problem happened
- Your email address, phone number and fax number

Sometimes it will be necessary to get a copy of your data file in order to fix a problem. If so, we will give you instructions for sending this to us.

Training is available from MB Associates, Inc. Please call, toll free 866-385-3515 for more information or to schedule a class, or send an email to info@mbaiforms.com, or fax 703-273-3256.

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