MRIS|Fax

USER MANUAL

Real Estate in Real Time™

Contents

Overview

We are pleased to announce that you can now use MRISFax's 'Fax to Email' feature to send a fax to an email address, and can send that fax to multiple recipients at once. You can also send a copy of the faxed document to your MRISFax site, and then move them into MRISFax folders.

Just create a bar-coded cover sheet, put it on top of the document, and fax it to the MRISFax toll-free number. The cover sheet acts as a traffic cop, directing the document to the appropriate email address (es).

It's easy, it's fast, and it's free.

Accessing MRIS Fax

The MRISFax system has been seamlessly integrated with the MRIS Document Management System through Keystone and Matrix. You can also access MRISFax through the MRIS website, www.mris.com. It is available for all MRIS members who have logged in by entering your existing userID, PIN, and SafeMLS password and click Login.

MRIS Secure Login	Log in Here	SAFEMLS® Token
Enter your MRIS User ID, PIN and S~~ ~~d below.		Use these links to enroll your SAFEMLS® token or to report problems with your token.
User ID:		Enroll my token
PIN:		Report a broken or lost token
SAFEMLS® Password:		Change my PIN
Login Reset		Forgot my PIN

A. Accessing MRISFax from the MRIS Website
1. Login to MRIS
2. Click on MRISFax link from Customer Links

Mission Statement

MRIS enhances the real estate professional's cooperation, productivity, success, and profitability by delivering timely and accurate content, innovative products and programs, and outstanding customer service, built on a solid foundation of pioneering technology and dedicated empl...

Share Your Stories of Homeownership or Volunteerism for Housing

As many of you know, June is National Homeownership Month, a celebration pr... NeighborWorks America. The group organizes a series of consumer outreach ef... affordable, sustainable and healthy homes and communities.

We invite you to share with us your experiences and poignant stories of creatin... America, whether it be a particularly memorable family closing on their first hom... couple finally finding the perfect retirement retreat. Or maybe you volunteer with groups providing housing or helping with homelessness issues.

Submit stories to communications@mris.net by Tuesday, June 29. We'll use the best stories to help tell the story of what National Homeownership Month means to real estate professionals in the MRIS region.

SUPPORT★CENTER
CLICK HERE TO CHAT LIVE WITH A REPRESENTATIVE

Office Hours:
Monday - Friday
8:30 am - 5:00 pm
Phone: 301-838-7100

Support Center Hours:
Monday - Thursday
8:30 am - 7:30 pm
Fridays

How to Join MRIS

How to Join?
Subscription Forms
Rules and Regs

Customer Links

ListHub
Knowledgebase (KB)
Check Email
MRISFax
My Account
Documents & Downloads
HomesDatabase.com

Click here for MRISFax

3. MRISFax launches in a new window

MRIS Document Management **MRIS** Fax

FAX TO EMAIL | **INBOX**

CLOSE

From

*Sender's Name:	*Email Address:	Fax Number:	Phone Number:
Sandra Rose	sandra.rose@longandfoster.c	703-873-1901	7038731361

To

☑ Copy to my DocCentral Inbox

Recipient's Name:	*Email Address:
Sandra Rose	sandra.rose@longandfoster.com ✕

Add more recipients...

Document

Document Name:

Document Description:

Message

Subject:

Message:

Write your message within 500 characters.

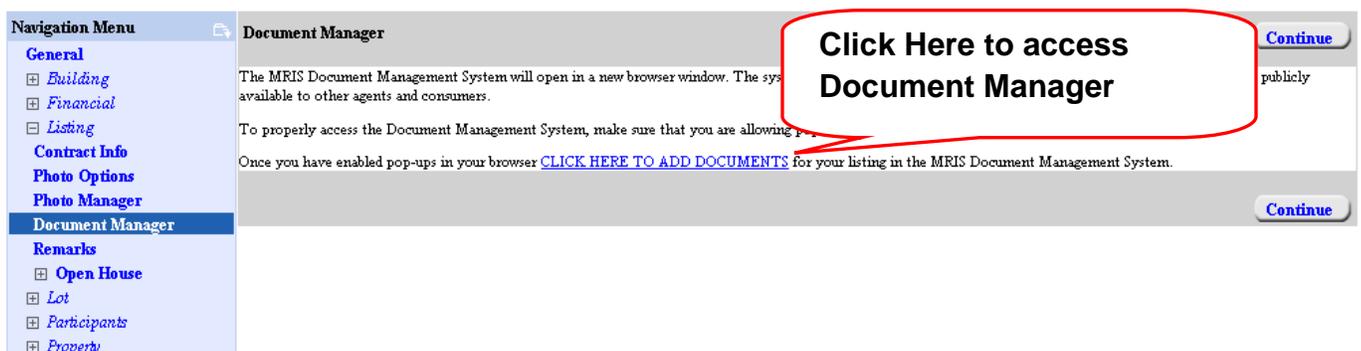PRINT | EMAIL | CANCEL

B. Accessing MRISFax from Keystone

1. Login to Keystone
2. Click **Search for Listings**
3. Enter search parameters and click **Search**
4. Click the **Edit** icon for the listing for which you want to upload documents

5. Click Listing on the Edit page
6. Click Document Manager. This will open the Document Manager page.
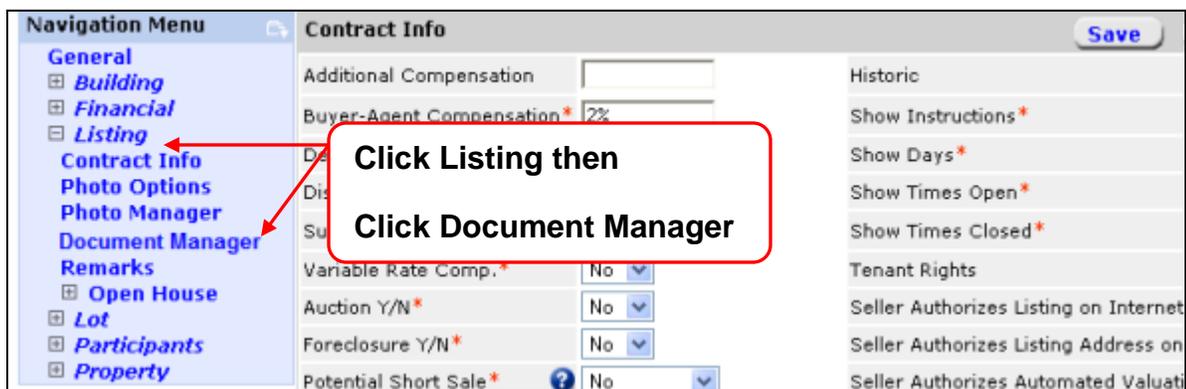
7. Click on **CLICK HERE TO ADD DOCUMENTS** on the Document Manager page. This will open the **Document Center** in a new browser window.

8. MRISFax launches in a separate window.

C. ACCESSING MRISFax FROM MY MATRIX >> MY LISTINGS

    1. Log Into Matrix

    2. Click **My Matrix**

    3. Click on **My Listings**

    4. Click on the "View/Add Documents" **icon**. This will open the **Document Center** from where you can view or add documents.

My Listings

This My Listings section summarizes your own personal listing inventory on Matrix, both active and off market listings. You can view your listings using the links below.

My Active Residential Listings   Change to [My Active Residential Listings ▼]

Click here to run this as a Full Search

Results **1-10** of **74**.

Previous · Next · [1] 2 3 4 5 6 7 8

Click the "Add/View Documents" icon

				...ess	List Price	BR	FB	HB	Lvl	Fpl	Gar	Bsmt
🌐	📷₂	📑		...59 Beauregard St N	$1,225	1	1	0	1	1	1	No
🌐	📷	📑	Act	AX2241622 1459 Beauregard St N #Var...	$1,560	2	2	0	1	0	2	No
🌐	📷	📑	Act	AX3396150 3700 Jefferson Davis Hwy	$1,210	1	1	0	1	1	1	No

D. ACCESSING THE DOCUMENT MANAGEMENT SYSTEM FROM MY MATRIX >> FULL DISPLAY >> RESOURCE CENTER

1. In Matrix, Click Search and find the specific listing you are interested in.
2. Click on the MLS # of the listings for which you would like to view documents.
3. Select **Full Listing** Display
4. In the Resource Center on the Full Listing Display page, click **View Documents**. This will open the **Document Center** from where you can view or add documents.

Sending a Fax

When you're ready to send a fax, click on the Fax to Email tab.

FAX TO EMAIL	INBOX

or

FAX TO EMAIL	INBOX	DOCUMENT MANAGEMENT
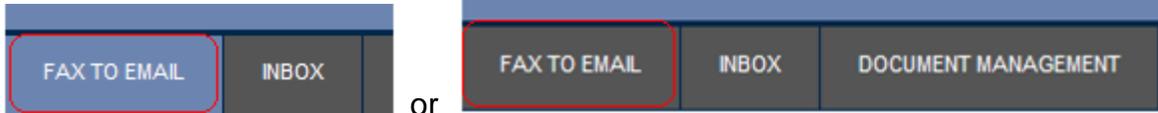
You can then prepare the fax cover sheet that will be used with your document.

From

*Sender's Name: Carol Wissner
*Email Address: carol.wissner@mris.com
Fax Number: 949-681-4933
Phone Number: 813-820-8321 x561

You'll be shown as the sender; you can change any of this information.

To

☑ Copy to my DocCentral Inbox

Recipient's Name: Carol Wissner
*Email Address: carol.wissner@mris.com
✗ Add more recipients...

You'll be listed as a recipient, and a copy of the fax will be sent to your DocCentral inbox. You can change these settings and add up to 10 other recipients.

Document

Document Name:
Document Description:

You can name the document that you're sending, and add a description too. These are optional fields.

Message

Subject:
Message:

Write your message within 500 characters.

Add a subject and message to the fax cover sheet that the recipient gets with the document.

PRINT   EMAIL   CANCEL

* ' Required Fields

Print the cover sheet to use it immediately.

or select EMAIL to send the cover sheet to someone else.

1. In **Fax to Email** enter the name of the individual sending the fax under Sender's Name.
2. Enter email address the fax email message will be sent from under Email Address.
3. Sender's return fax number and phone number to appear on the cover sheet can be entered next.
4. Check **Copy to my MRISFaxInbox** if you want a copy of the fax document to be saved to MRISFax Inbox.
5. Enter Recipient's Name and Email Address where you would like the fax document to be sent. *Note: Default will automatically be member name and email address.*

6. Click **Add more recipients**, up to 10, to add additional receipt name and email address fields.

7. Enter the Document Name; the document name will be the name of attachment received in the email.
8. Option - Document Description
9. Enter the Subject of the email
10. Enter the Email message to be received by the recipients

Selecting 'PRINT' will display the fax cover sheet, which includes the fax number and instructions.

Fax Cover Sheet
Fax to: (866) 231-8911

Tilley Realty & Title Services
Carol Wissner
2600 Michelson
Irvine, CA 92612
Phone: ████████████████

Date Created: 4/8/2010

TO: Carol Wissner

FROM: Carol Wissner ████████████████

INSTRUCTIONS:
In a single transmission, this bar-coded fax cover sheet will fax your document to all of the recipients - you do not have to fax to each one individually.

Just put this cover sheet in front of your document and send the fax to the toll-free number located to the left.

64667

Process Id: 38

64667

Document Name: Purchase contract
Subject: Contract
Message:
This is the final document.

When the fax is sent, the document will be delivered to the recipient's email address as a PDF. Fax cover sheets can be re-used.

Selecting EMAIL will allow you to email the fax cover sheet to someone else, who can use it to fax a document.

EMAIL COVER SHEET

Enter email addresses below to send barcoded cover sheet.

*Email Address:

carol.wissner@lpsvcs.com   ✖   Add more recipients...

> Enter the recipient(s) email address(es)

Notes:

Please use the enclosed cover sheet to fax me the contract.

> This is the text of the email that will accompany the cover sheet

You have 441 characters left.

EMAIL   CANCEL

My MRISFax Inbox

If you checked 'Copy to my MRISFax inbox' when the fax cover sheet was created, the document that was faxed will also be sent to your MRISFax Inbox. Click on the 'Inbox' tab to open the inbox.

FAX TO EMAIL   INBOX   DOCUMENT MANAGEMENT
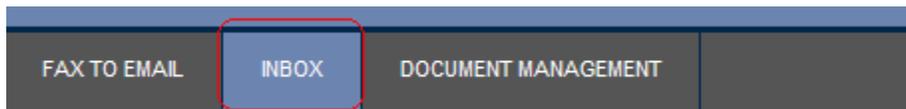
Faxes that were copied to your MRISFax Inbox will display sorted by the date and time they were received. Selected files can be emailed, faxes, printed, removed, and renamed, and Move to My Files.

NOTE: Documents in your Inbox will remain available for 90 days. Documents that are about to expire will show an icon in the EXP column on the left of the page 14 days prior to the document being removed from the MRISFax Inbox.

To move a document to a MRIS listing, select 'Move to My Files'. Once moved to a listing it will no longer appear in the Inbox history.

NOTE: Move to My Files option is only available if MRISFax has been accessed through the Document Manager in Matrix or Keystone.

NOTE: Documents can only be moved to listings where you are the listing agent.

FAQs

Q: Is there a charge for access to MRISFax

A: MRISFax is free to all active MRIS members as an added value.

Q: I want to give my client a fax cover sheet that he can use for the life of the sale. How can I do that?

A: Create a cover sheet, changing the sender's information to your client's name and contact information if desired. Leave 'Copy to my MRISFax Inbox' checked, and leave your name in the Recipient section. Email the cover sheet to your client; in the email, explain that the client can use this cover sheet to send any documents to you. Any faxes the client sends using the cover sheet will be delivered to your email, and to your MRISFax Inbox. The fax cover sheet can be used repeatedly to send documents as needed.

Q: I just want to use the system to create electronic documents from paper files. Then I can decide where they should go. How can I do that?

A: Click on the 'Fax to Email' tab and print the cover sheet. Documents will be delivered to your email address as well as your MRISFax Inbox.

Q: Can I re-use a cover sheet, or do I have to print a new one for each document?

A: Cover sheets can be re-used. Recipients, Document name, subject, and message will remain the same.

Q: If I am faxing more than one document to more than one recipient, do I have to send each one separately?

A: As long as each document has a bar coded fax cover sheet, multiple documents can be batched and faxed in one transmission.

Q: Can I use the toll-free fax number for regular faxes, without a bar-coded cover sheet?

A: No. Documents sent to the toll-free number without the bar-coded cover sheet will not be processed.

Q: Is there a limit to the number of pages that can be faxed?

A: There is a technical limit of 999 pages in a single fax. However, we strongly recommend keeping faxes to a reasonable number of pages, in case your fax machine jams or mis-feeds while sending. In addition, some receiving email systems may limit the size of attachments.

Q: Is there a charge for faxing?

A: No, this is a member benefit provided by your MLS.

Q: How many recipients can I send a document?

A: MRISFax allows up to 10 recipients.

Q: Why can't I see Documents Management?

A: Document Management is only available when MRISFax is accessed through Keystone, or when accessed through Matrix listing that doesn't have documents uploaded.

Q: How long should it be for agents/clients to receive the faxed email?

A: It should be received within 4-6 minutes in the recipients Inbox.

Q: How long will a fax document appear in the MRISFax Inbox?

A: Inbox history is 90 days.

Q: How can someone else view my Inbox history?

A: MRISFax Inbox is for each individual, and can only be viewed by that individual.