

Fax Documents to Your Listings in Paragon

You now have the ability to fax your disclosures or other documents and have them automatically attach to your listings in Paragon eliminating the need for a scanner. The following instructions will create one document link on your listing in Paragon. If you have several listings in Paragon, you must repeat these instructions for each listing. In addition, if you want to fax multiple documents for each listing, and create a separate link for each document, you must repeat these instructions for each document. **Please do not use this service to fax CC&R's for your listing. Use this service for disclosures, plat maps, seller addendums etc.**

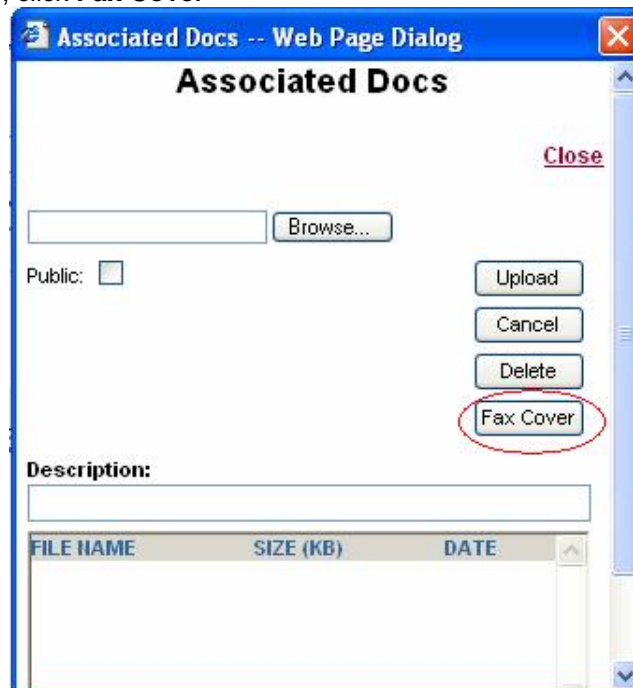
The following is step by step instructions.

In Paragon Click **Listings, Maintain Listing**

1. Find Your MLS#
2. Choose **Associate Documents**.



3. In the new window, click **Fax Cover**



4. Complete the form by putting in the number of pages you are faxing and comments. Click **Preview**. (Note* The comments become the title of your document link in Paragon.)

Please complete the form and click preview to view/print the fax cover page

Number of pages: (including cover page)

Comments (500 character max):



5. Click **Print** and a fax cover sheet will be printed. Fax your documents to the number listed. Within one hour, your documents should be attached to your listing.

Intermountain MLS, Inc.
Associated Document
FAX
866-345-3755

Number of Pages: 3
(including cover page)

Date: Wed Nov 16 17:33:36 CST 2005

Agent Id: gmanship

Office Id: IMLS

From: Greg A Manship

MLS #:

Comments:
Disclosures

Associated Documents will be available for viewing on the system within 24 business hours of when they were sent.

Confirmation #: e52927093ceb47c977b47e04ead64917



6. An easy way to access listings in Paragon that have Associated Documents is to click on the green **D** icon in the MLS Full Detail. This will open up a page and allow you to access the documents. The faxed documents will appear as PDF documents.

