

Uploading an MLS® Data Information Form from WEBForms®/ Authentisign®



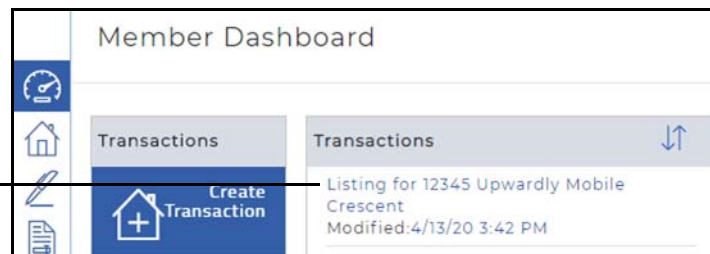
Completing an MLS® Data Information Form in WEBForms®/Authentisign®

WEBForms®/Authentisign® allows Members to complete MLS® Data Information Forms online. In the past, the forms would have been filled in on paper, initialed and signed by the Seller, and then the Member or an office administrator would have to type the identical information into Add/Edit. Completing the forms in WEBForms®/Authentisign® eliminates the need for paper and the duplication of effort to load the listing into Stratus.

To complete an MLS® Data Information Form online:

1. Log in to Stratus.
2. On the home page, click **WEBForms®/Authentisign®**. WEBForms®/Authentisign® opens in a new browser tab.
3. On the Member Dashboard of WEBForms®/Authentisign®, select the transaction related to the property found in the Transactions widget. The Transaction Dashboard appears.

Click to select the Transaction



Member Dashboard



NOTE: Although it isn't necessary to create a Transaction to access the MLS® Data Information Forms, you are required to keep a copy of all of your paperwork and that is most efficiently done when all documents related to the

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property are stored together in a Transaction. An alternative to storing the form in a Transaction is to access it through WEBFormsForms®.

4. In the Transaction Dashboard, click **Forms**. The Forms page appears.



Transaction Dashboard



NOTE: You may also click **+** in the Forms widget to add a form to a Transaction.

5. In the Forms page, click **+Add**. The *Add forms to transaction* dialogue box appears.

6. Click **MLS® Data Information Forms** to open the folder containing all of TRREB's Data Information Forms. The forms appear in a list.

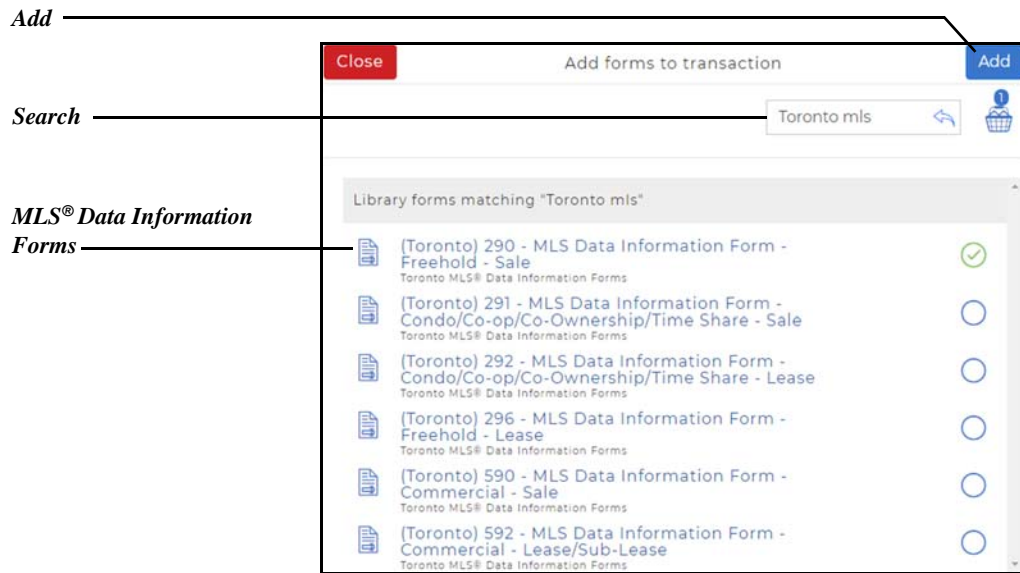


TIP: Rather than opening the folder, you could click into the Search field and type the number of the desired form.

7. In this example, we'll select *(Toronto) 290 - MLS Data Information Form - Freehold - Sale*. Click to place a check mark beside the form.

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Add forms to transaction

- Click **Add**. The form is added to the Transaction, and the Forms page reappears.
- Click to open the form for editing.

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TIP: An alternative method of opening a form is to click **Menu** (vertical ellipse), and then select **Edit form**.

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TIP: Mandatory fields on the form are coloured. The form also provides guidance for the number of items that can be selected in certain fields.



TIP: WEBForms®/Authentisign® automatically saves your work every ten minutes.



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Uploading an MLS® Data Information Form to Add/Edit

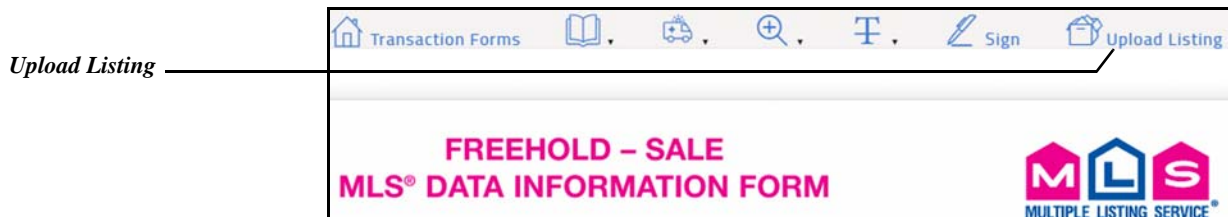
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NOTE: To access a Salesperson's draft listing, an administrator would have to have either **Full Office** or **Full Firm** access to Add/Edit with WEBForms®/Authentisign® Draft set to **Y** (Yes).

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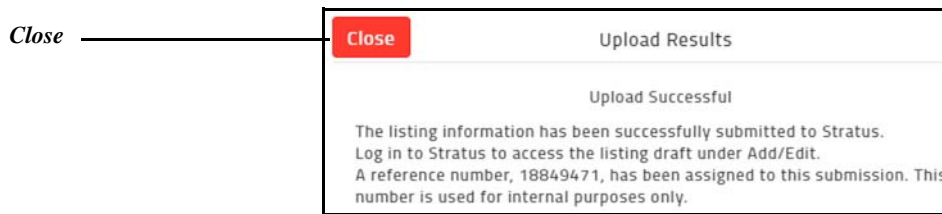
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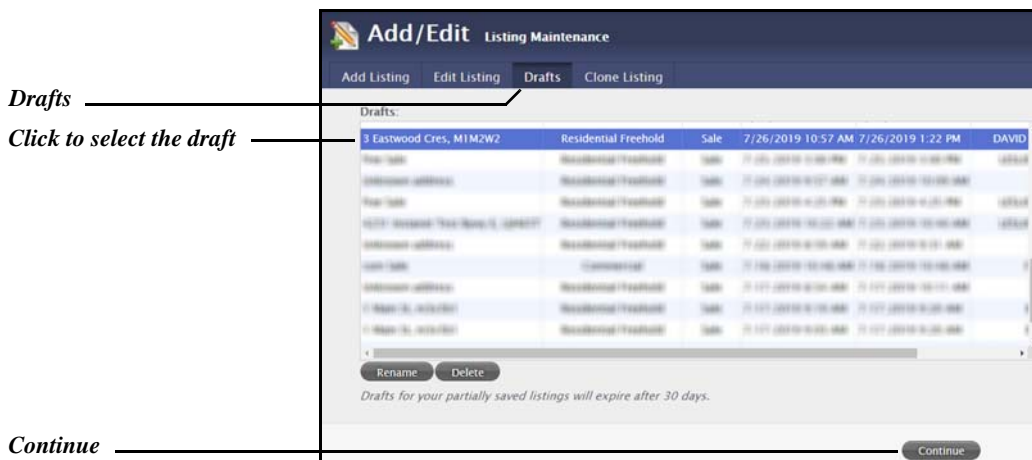
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Upload Results

4. Log in to Stratus, if necessary and click **Add/Edit**.
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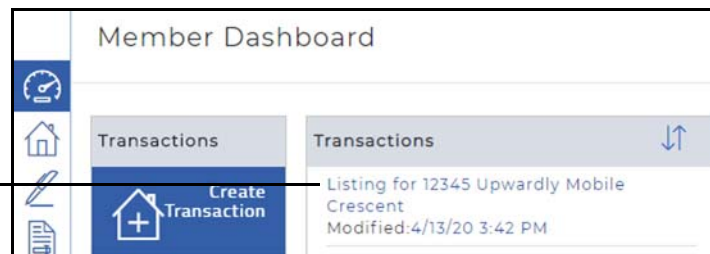
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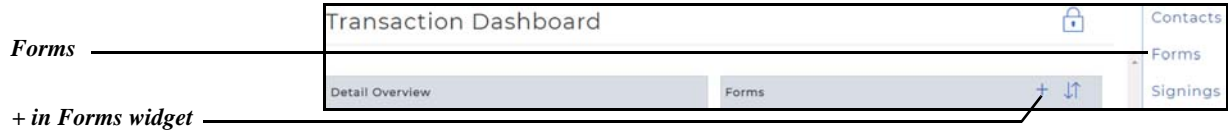
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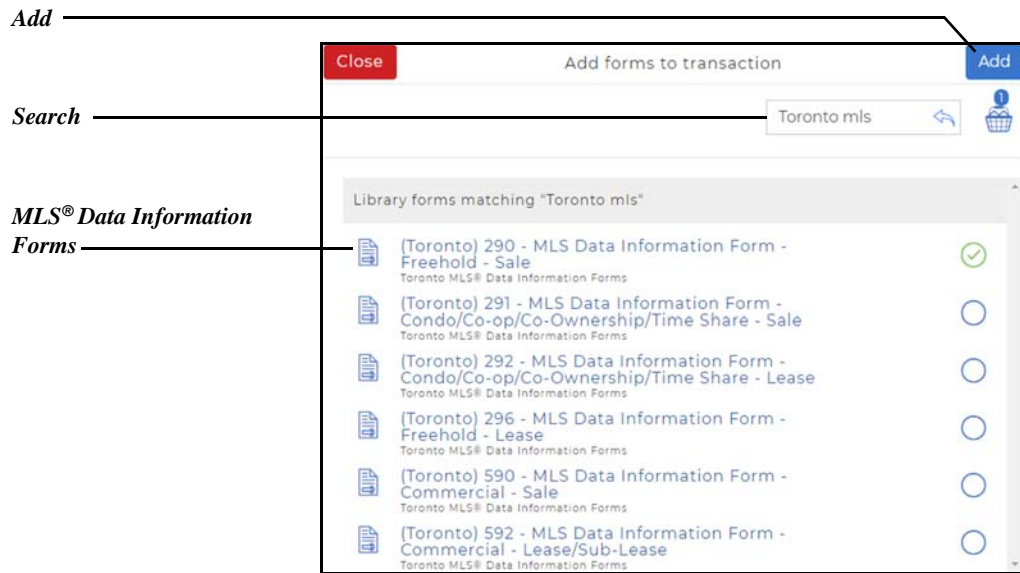


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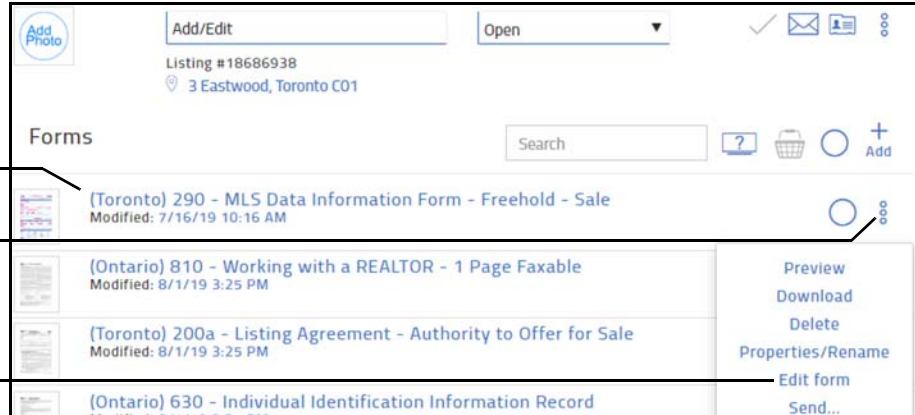


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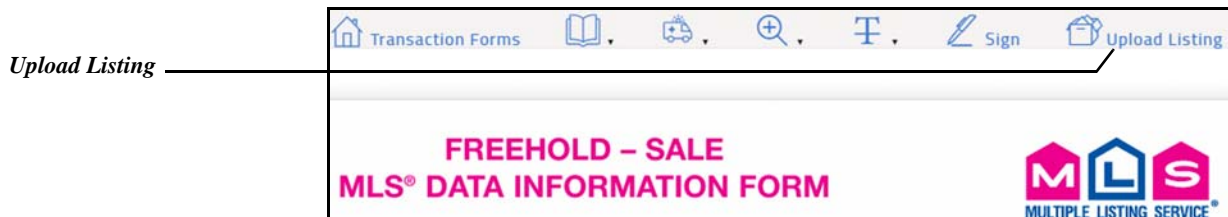
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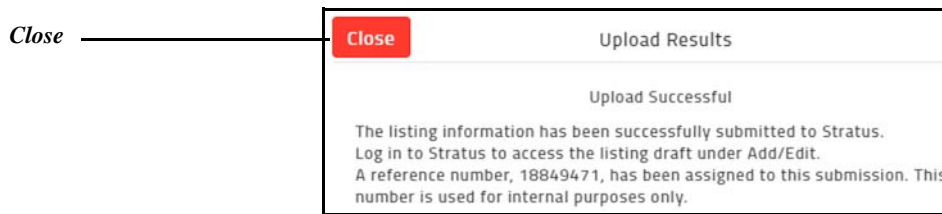
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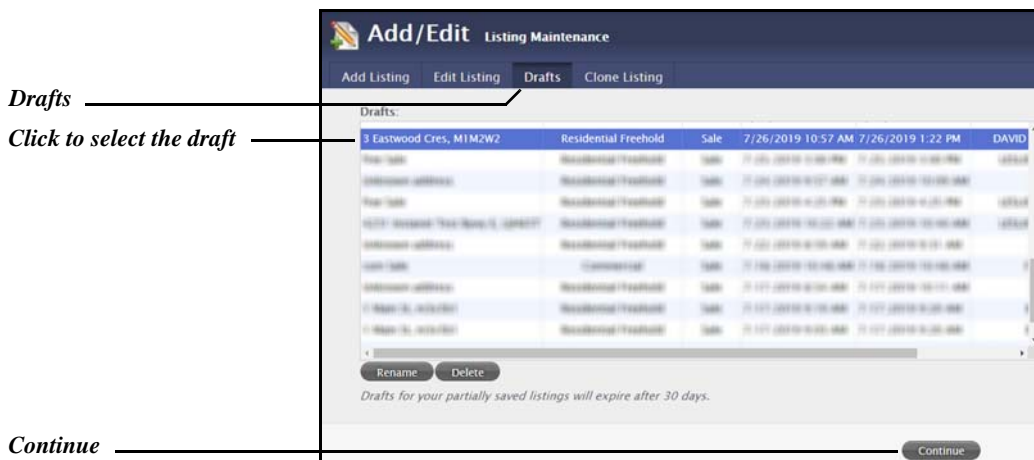
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Upload Results

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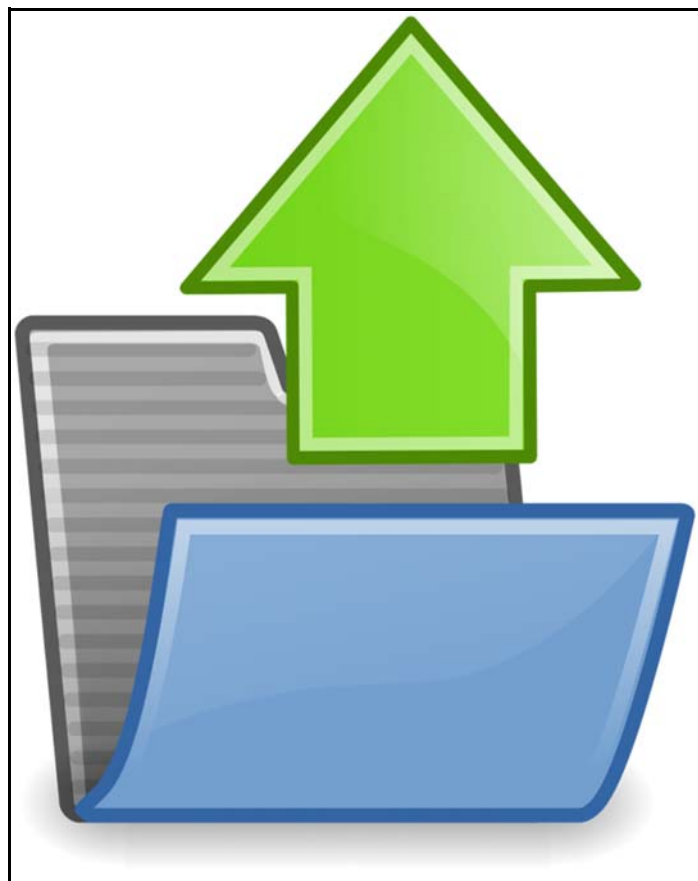
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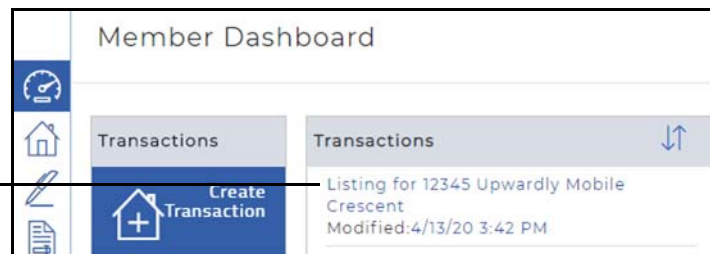
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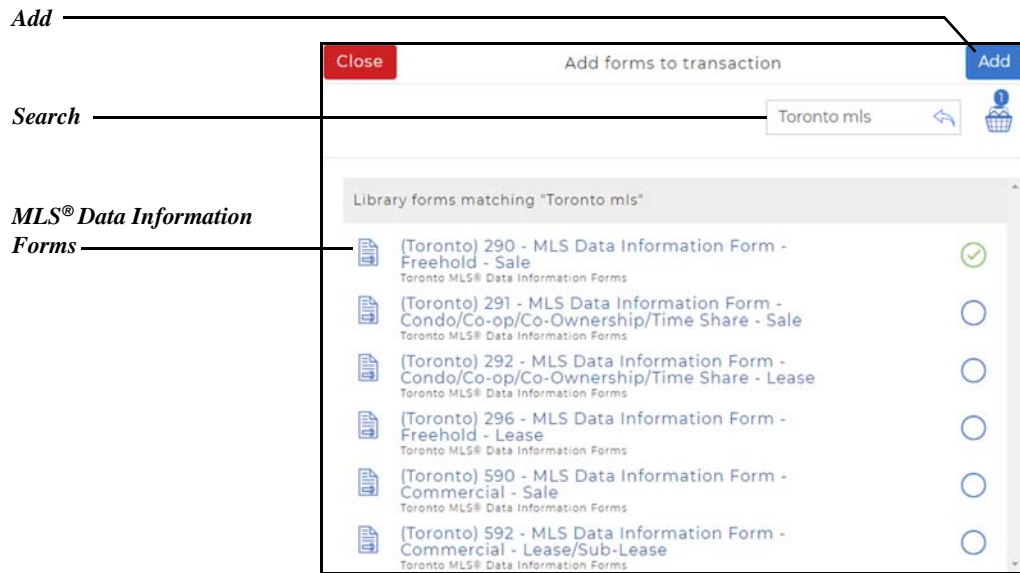


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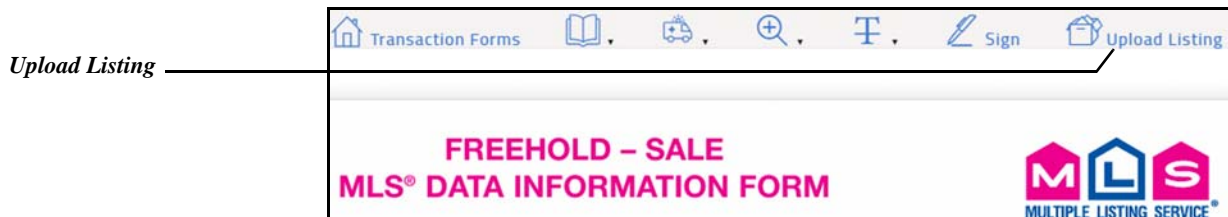
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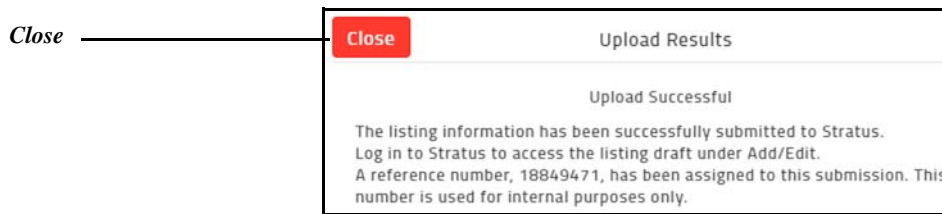
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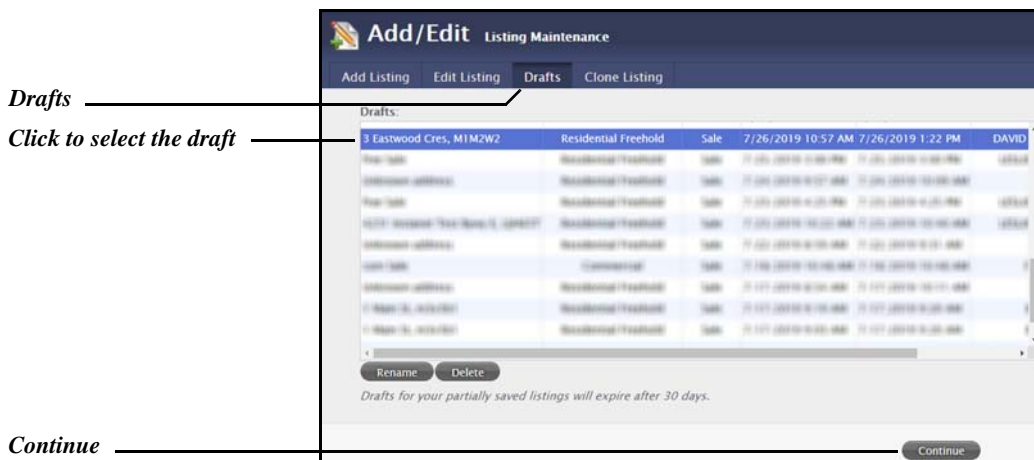
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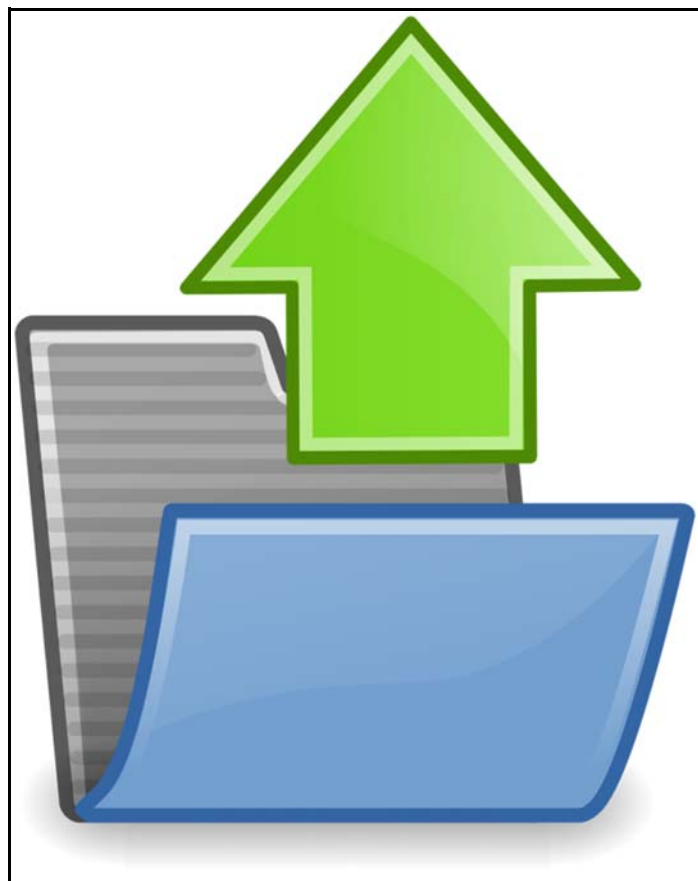
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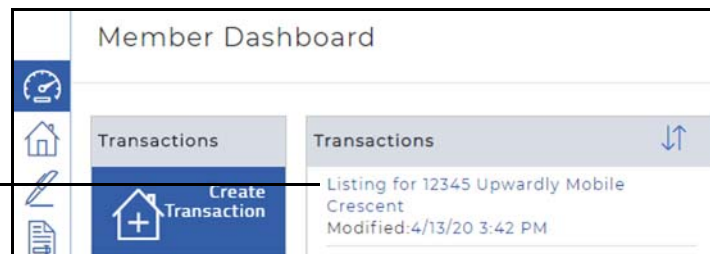
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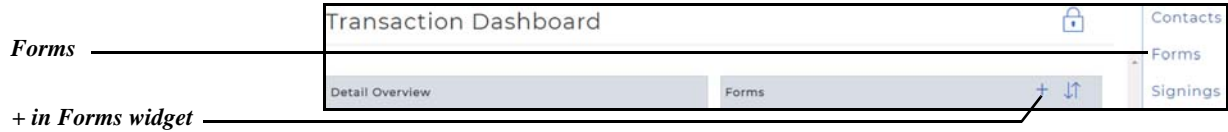
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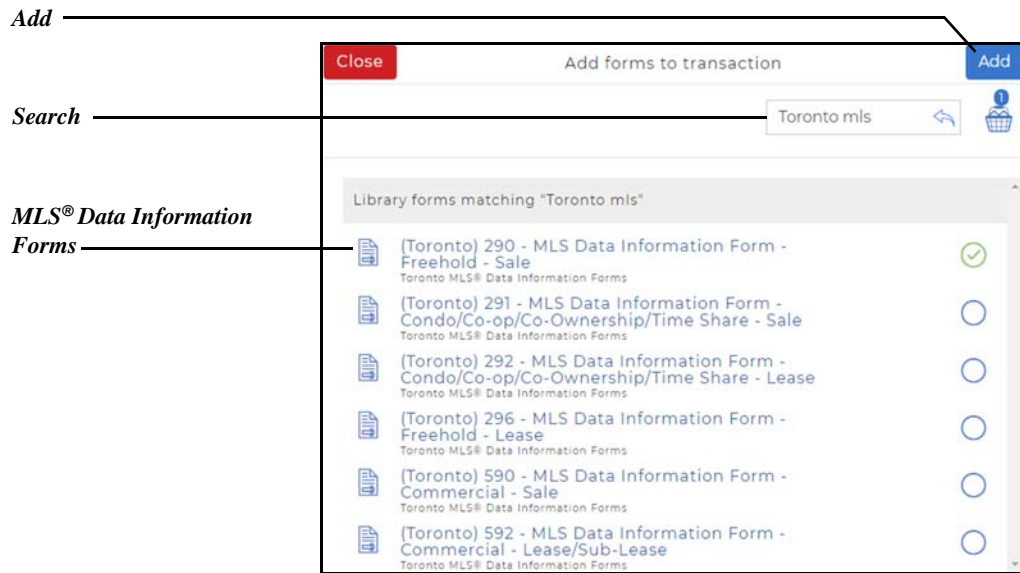


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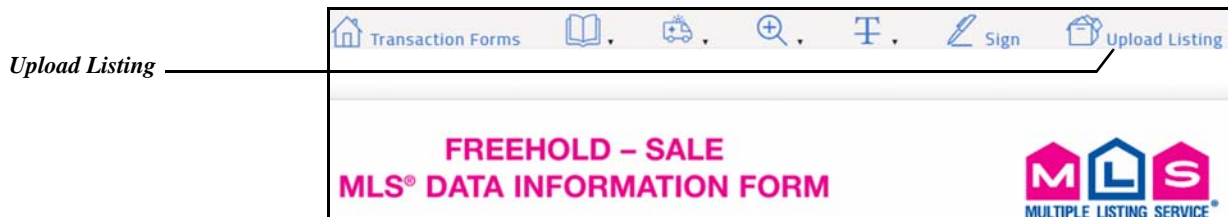
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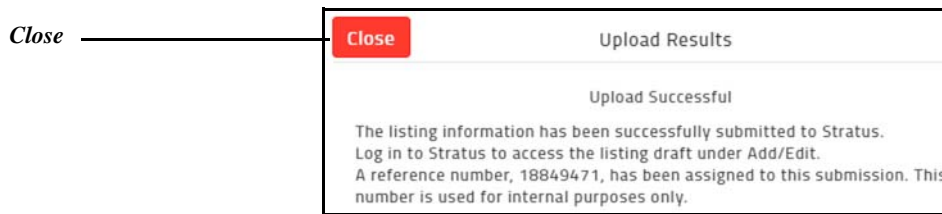
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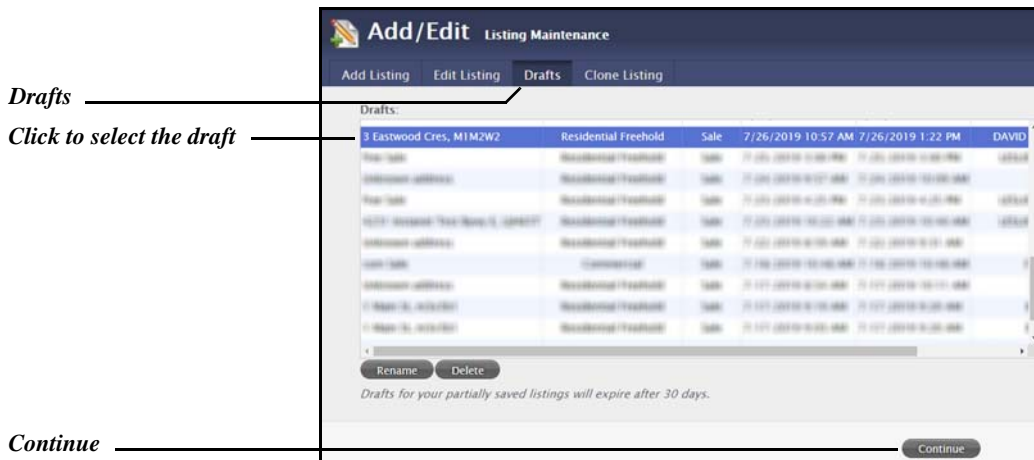
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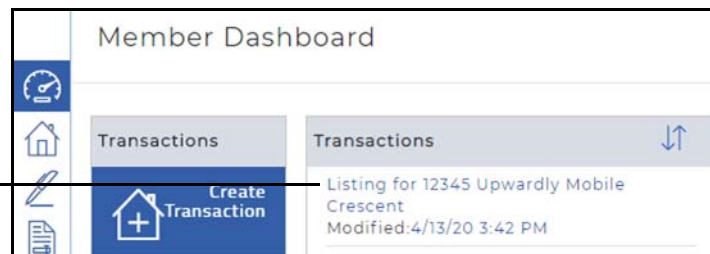
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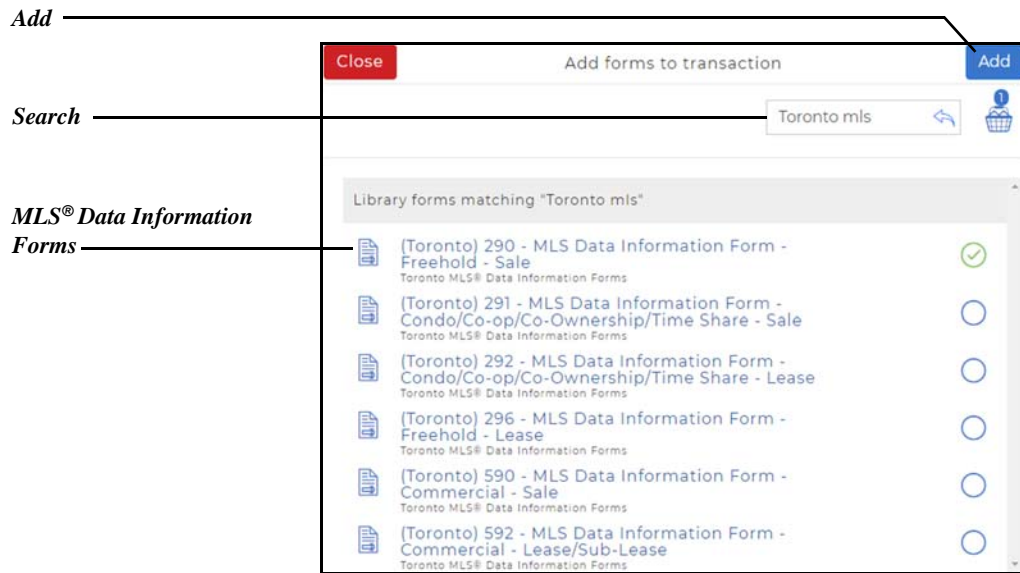


TIP: Rather than opening the folder, you could click into the Search field and type the number of the desired form.

7. In this example, we'll select (*Toronto*) *290 - MLS Data Information Form - Freehold - Sale*. Click to place a check mark beside the form.

Notes

: Uploading an MLS® Data Information Form from WEBForms®/Authentisign®



Add forms to transaction

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9. Click to open the form for editing.

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: Uploading an MLS® Data Information Form from WEBForms®/Authentisign®



TIP: An alternative method of opening a form is to click **Menu** (vertical ellipse), and then select **Edit form**.

Click to open the form for editing

Menu

Edit form

Forms	Search	?	🛒	○	+	Add
(Toronto) 290 - MLS Data Information Form - Freehold - Sale Modified: 7/16/19 10:16 AM				○	⋮	
(Ontario) 810 - Working with a REALTOR - 1 Page Faxable Modified: 8/1/19 3:25 PM						Preview Download Delete Properties/Rename
(Toronto) 200a - Listing Agreement - Authority to Offer for Sale Modified: 8/1/19 3:25 PM						Edit form
(Ontario) 630 - Individual Identification Information Record						Send...

Forms page

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TIP: Mandatory fields on the form are coloured. The form also provides guidance for the number of items that can be selected in certain fields.



TIP: WEBForms®/Authentisign® automatically saves your work every ten minutes.



NOTE: When you have finished filling in the form, click **Sign** on the toolbar found at the top of the page. The form is sent to Authentisign® for your client to electronically sign. To print the form in order to have it signed with pen on paper, click **File**, then **Print**.

Sign

File

File • AA Fonts • Clause Transaction Forms • Sign

Form toolbar

Notes

: Uploading an MLS® Data Information Form from WEBForms®/Authentisign®

You have learned to add an MLS® Data Information Form to a Transaction and complete it in WEBForms®/Authentisign®. To learn how to upload a completed form to Add/Edit, go to the next section.

Uploading an MLS® Data Information Form to Add/Edit

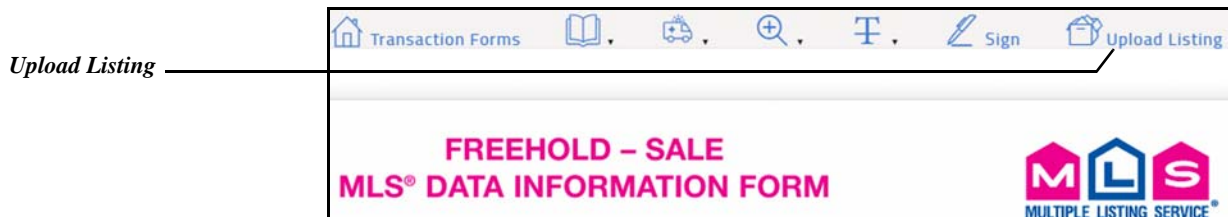
Once an MLS® Data Information Form has been completed in WEBForms®/Authentisign®, it can be uploaded to Add/Edit as a draft listing. If the Salesperson has been granted Add/Edit access by his or her Broker of Record, they may then load the draft listing into Stratus. If they do not have access to Add/Edit, then this task can be completed by an office administrator.



NOTE: To access a Salesperson's draft listing, an administrator would have to have either **Full Office** or **Full Firm** access to Add/Edit with WEBForms®/Authentisign® Draft set to **Y** (Yes).

To upload the MLS® Data Information Form into Add/Edit as a draft:

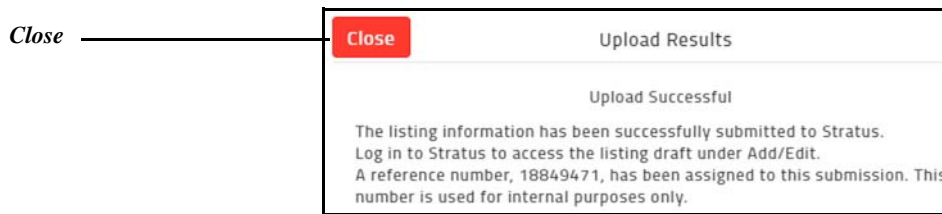
1. Open the completed MLS® Data Information Form, if necessary.
2. In the toolbar at the top of the form, click **Upload Listing**. The listing data uploads into Add/Edit as a draft.



3. After the upload is complete, a confirmation message appears in the Upload Results dialogue box. Click **Close**.

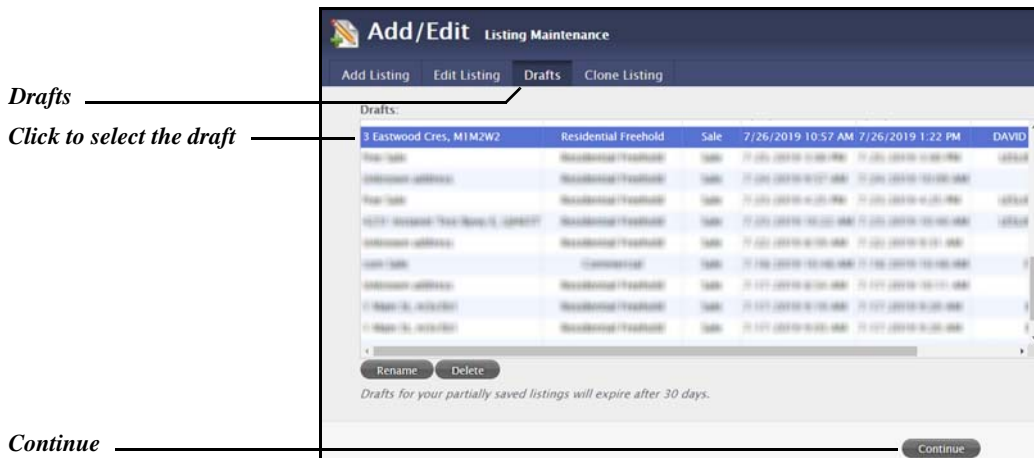
Notes

: Uploading an MLS® Data Information Form from WEBForms®/Authentisign®



Upload Results

4. Log in to Stratus, if necessary and click **Add/Edit**.
5. In Add/Edit, click the **Drafts** tab. All draft listings awaiting upload appear in a list.
6. Click to select the listing to upload, then select **Continue**. The details of the transaction appear in Add/Edit.



Drafts
Click to select the draft

Continue

7. Make any changes to the listing (e.g. editing fields, uploading pictures, attaching schedules, etc.) as required.
8. Click **Submit** to load the listing into Stratus. Please see the workbook on Add/Edit found in Technology Corner or sign up for the hands-on course on Add/Edit for more information on this topic.

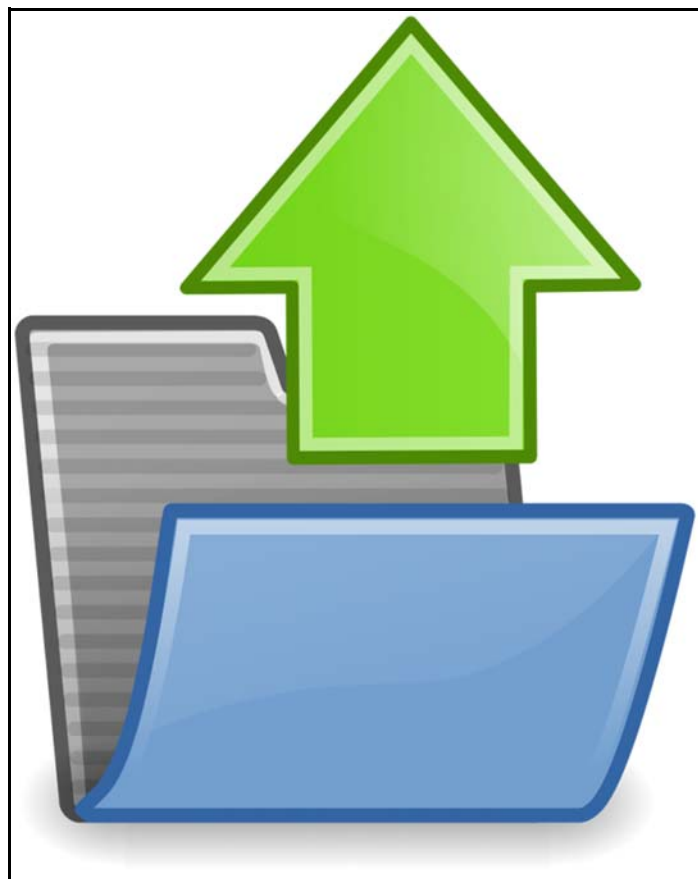
Notes

Notes

: Uploading an MLS® Data Information Form from WEBForms®/Authentisign®

Notes

Uploading an MLS[®] Data Information Form from WEBForms[®]/ Authentisign[®]

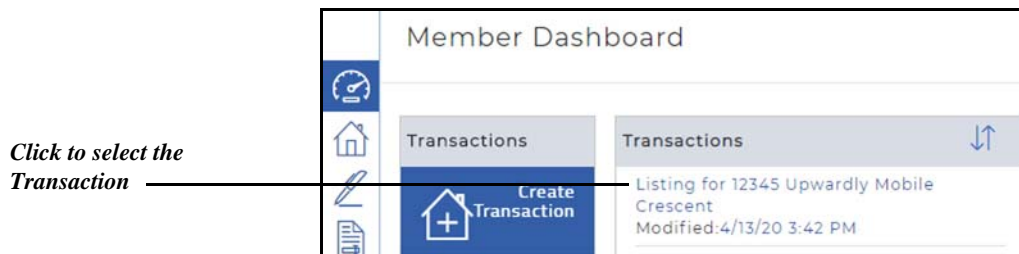


Completing an MLS® Data Information Form in WEBForms®/Authentisign®

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To complete an MLS® Data Information Form online:

1. Log in to Stratus.
2. On the home page, click **WEBForms®/Authentisign®**. WEBForms®/Authentisign® opens in a new browser tab.
3. On the Member Dashboard of WEBForms®/Authentisign®, select the transaction related to the property found in the Transactions widget. The Transaction Dashboard appears.



Member Dashboard



NOTE: Although it isn't necessary to create a Transaction to access the MLS® Data Information Forms, you are required to keep a copy of all of your paperwork and that is most efficiently done when all documents related to the

Notes

: Uploading an MLS® Data Information Form from WEBForms®/Authentisign®

property are stored together in a Transaction. An alternative to storing the form in a Transaction is to access it through WEBForms®.

4. In the Transaction Dashboard, click **Forms**. The Forms page appears.



Transaction Dashboard



NOTE: You may also click + in the Forms widget to add a form to a Transaction.

5. In the Forms page, click **+Add**. The *Add forms to transaction* dialogue box appears.

6. Click **MLS® Data Information Forms** to open the folder containing all of TRREB's Data Information Forms. The forms appear in a list.

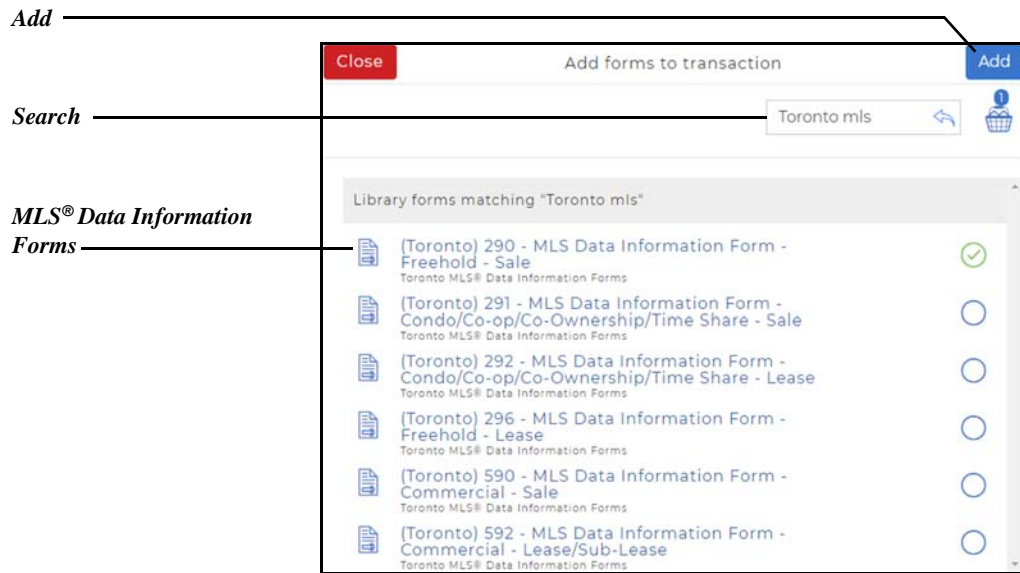


TIP: Rather than opening the folder, you could click into the Search field and type the number of the desired form.

7. In this example, we'll select *(Toronto) 290 - MLS Data Information Form - Freehold - Sale*. Click to place a check mark beside the form.

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Add forms to transaction

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Edit form

Forms	Search	?	🛒	○	+	Add
(Toronto) 290 - MLS Data Information Form - Freehold - Sale Modified: 7/16/19 10:16 AM				○	⋮	
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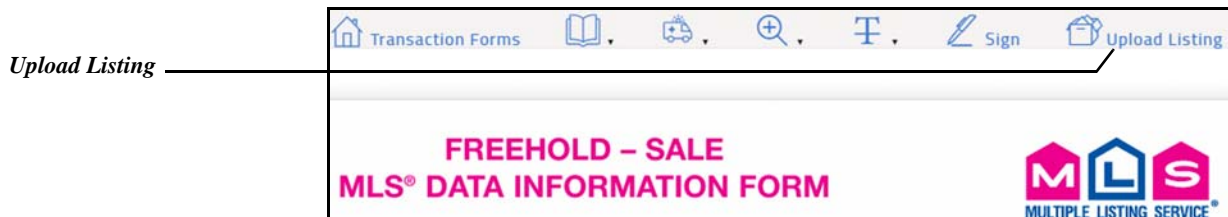
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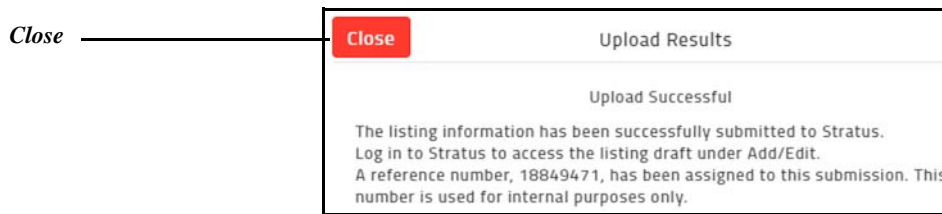
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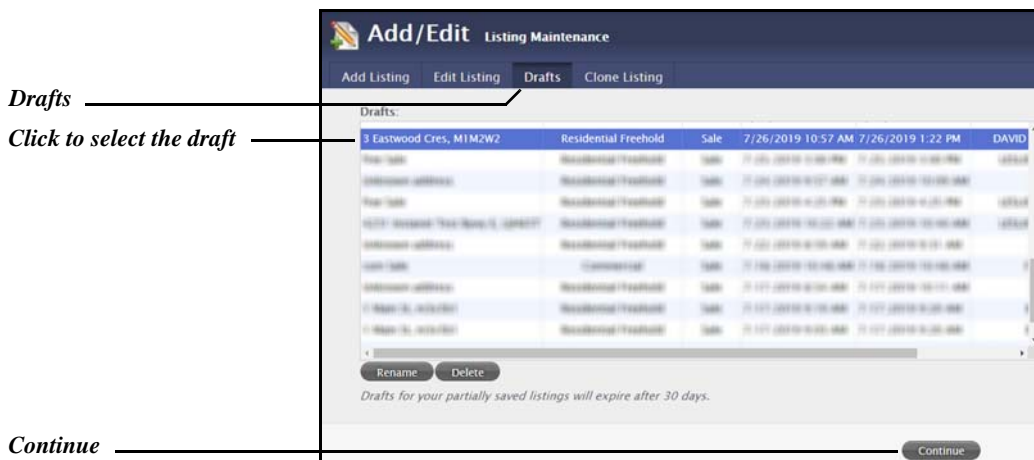
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Upload Results

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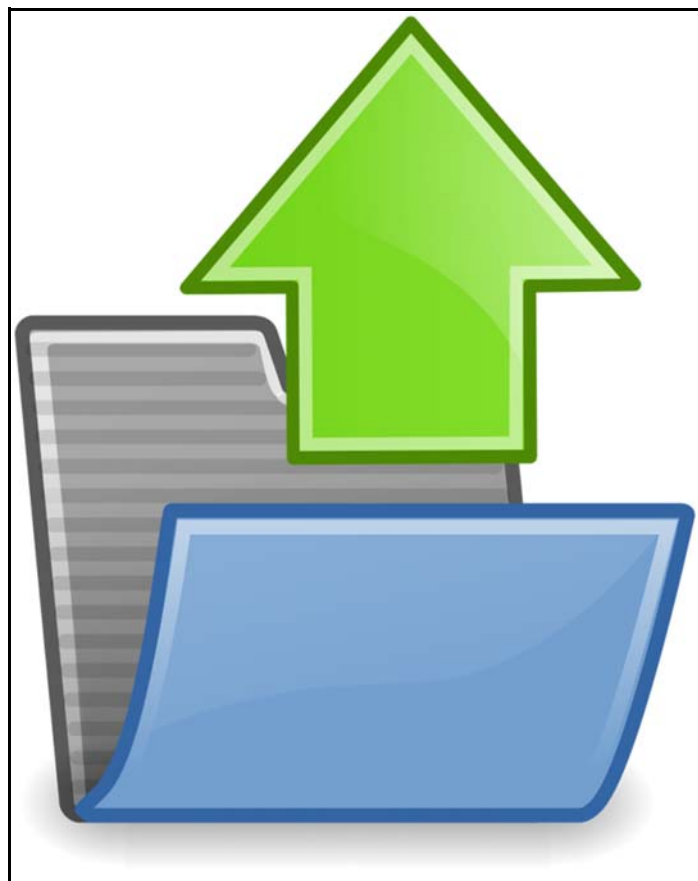
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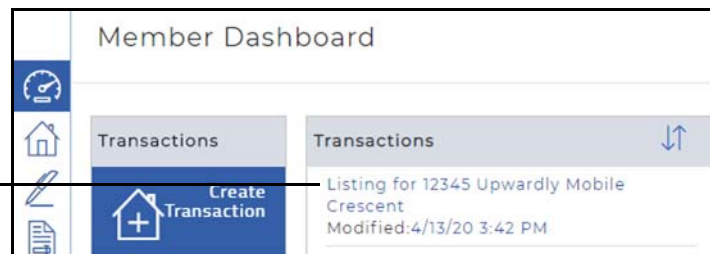
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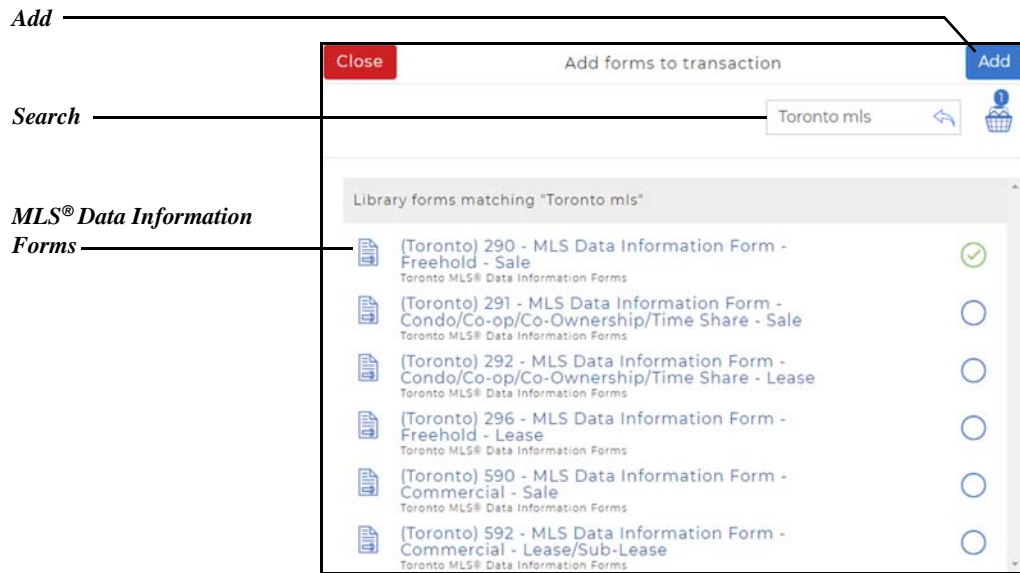


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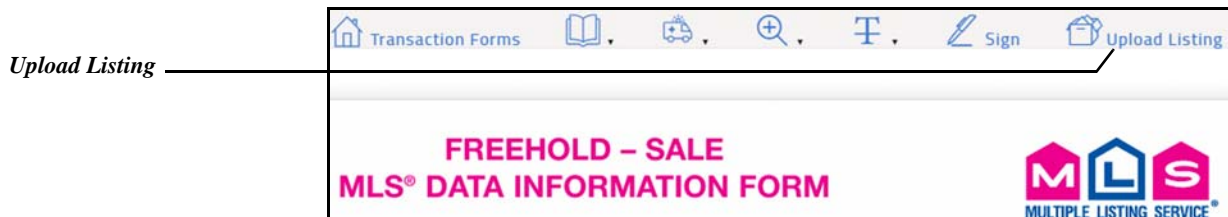
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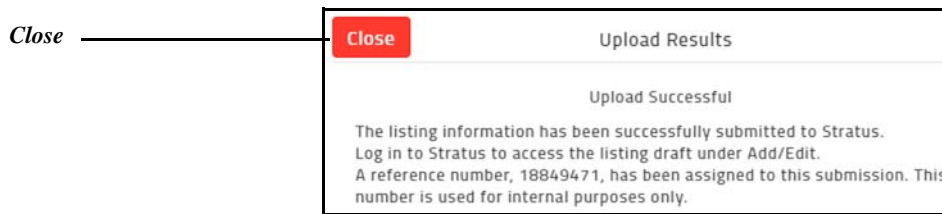
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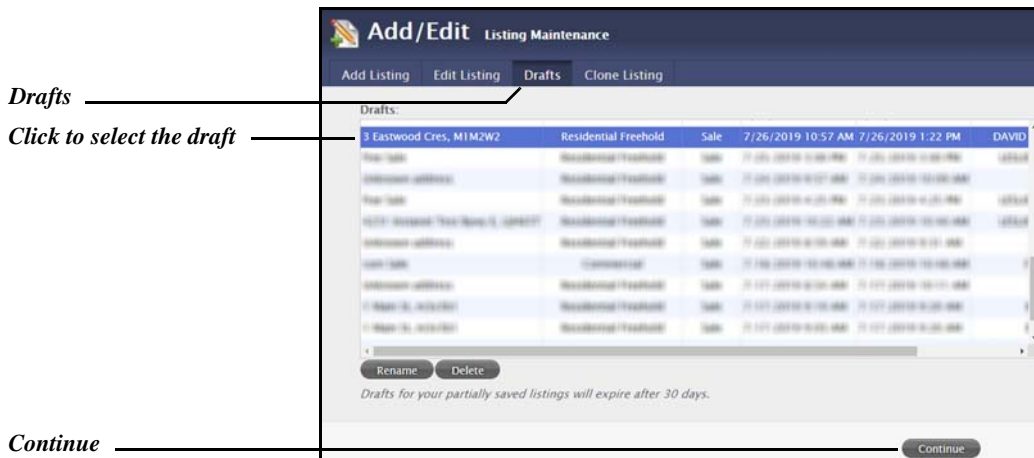
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