

Private Document Loader Guide for FlexMLS

The purpose of Document Loader is that it allows you to attach listing specific documents to your listing in FlexMLS. Private documents can only be uploaded into the system and NOT faxed or emailed.

There is currently two documents that are allowed to be uploaded into FlexMLS as a Private Document. Documents uploaded as Private are limited to document description of **Listing Contract** and **Exc Right to Lease**. All other documents are public and viewable by all.

The permissions for the private documents allow the listing agent and all others that can edit the listing to view the documents. That would include the listing agent, listing office and MLS personnel. Other members of an office, for example, cannot view the document.

Therefore, if a **Listing Contract** or an **Exc Right to Lease** document is uploaded under a different description then everyone will be able to view it. The description selected has to be **Listing Contract** or **Exc Right to Lease** to maintain privacy.

Basics of Document Loader

There are some basics to know about the Document Loader before beginning listed below:

- Please upload the listing contract (first, third and last page only) and/or any pertinent addendums to the contract.
- All documents that you upload **MUST** be in PDF format. **NO OTHER FORMAT IS ACCEPTED**. There are several ways to convert your document into PDF format. One way is through your scanner. Most scanners have an option in its software setting to convert your scanned documents into PDF format. You must check your equipment's user manual to find out how. Another way is to download freeware called CutePDF Writer. You can download this software at no cost, by accessing the website www.cutepdf.com.
- We recommend documents that you upload be limited to 5 MB each in file size. This pertains to the size of the document after converting to PDF. To verify the size, simply single right click on the file name of the PDF document, single left click on **Properties** in the menu that will pop up, and take note of the size.

Adding a Document to Your Listing

- To add a document to your listing, go to the system menu, click on **Add/Change > Change**. Enter in your listing's MLS number and click the **Next** button. This will bring you to the Change menu for that listing, as shown below.

Change Single-Family Listing 1290871

3141592 Key Lime Pie Ave, Marengo, WI 53224
Listing member: TECH CENTER4 (support@metromls.com) of Nancy Realtors (nancy)
Entry Date: 01/21/2013 Status: Active Listed for \$10

[Full Listing Report](#) [Photo Tour](#) [Document Viewer](#) [History](#) [Activity](#)

Change another listing:

Listing Information	Multimedia
Listing Information Map Location Listing/Selling Members	Photos Documents Videos Virtual Tour
Status and Price Change	Scheduled Marketing Activities
Edit Current Status (Active) Change List Price Extend or Expire Listing Pend Listing (Under Contract) Close Listing Withdraw Listing (Temporary) Expire Listing	Open House Tour of Homes Enable/Disable ShowingTime

- Under the Multimedia section, click **Documents**. This will bring you to the Documents menu for that listing, as shown below.

Documents In Single-Family Listing 1290871

3141592 Key Lime Pie Ave, Marengo, WI 53224
Listing member: TECH CENTER4 (support@metromls.com) of Nancy Realtors (nancy)
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New Document	Add Document
	Document File: <input type="button" value="Choose File"/> No file chosen
	Description: <input type="text" value="Listing Contract"/>
	<input type="button" value="Add"/>
	<input type="button" value="Create Fax-In Cover Sheet"/>

You need this coversheet to fax in your document for auto loading by the MLS.


- From the Documents menu, click the **Add Document** button.
- Select your desired private document from the **Description** field dropdown. Then click the **Browse** or **Choose File** button. This will bring up the Browse box that allows you to browse your hard drive or other locations. Point this box to the location of the file you would like to upload, as shown below.

Documents In Single-Family Listing 1290871




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Listing Contract 

Preview of Listing Contract

 View Listing Contract






This document is saved in PDF format. Click the document icon above to view it.


 Add Document  Edit / Replace  Remove

 Create Fax-In Cover Sheet


How to Access Documents on a Listing

To access documents on a listing, select your desired listing, click on the Detail tab, and then click the **Documents** link. If the listing has documents attached, the link will be present, as the example screen shows below.

Multiple List Number Search Results *work on behalf of a contact*     



1 

Results: 1 Selected: 0

Select 

168 ft 304 ft 176 ft 332 ft

Capraert Rd Remiker Ln N Rapids Rd






Photos | Map  

\$205,500 2024 N Rapids Rd 2028

Edit Search List Detail Photos Map Compare Messages

Report History Tax Info Mortgage Info **Documents** more ▾

Documents

-  Other (Public)
-  Listing Contract (confidential)
-  Seller Condition (Public)
-  Other (Public)
-  Zoning (Public)

View/Print Checked Documents

Note: The permissions for the private documents allow the listing agent and all others that can edit the listing to view the documents. That would include the listing agent, listing office and MLS personnel. Other members of an office or any other office cannot view the document.