

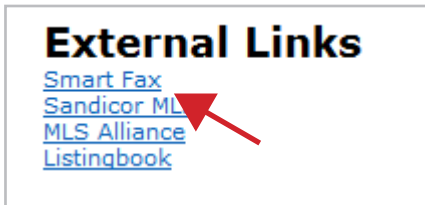
Smart Fax

How to Access Smart Fax

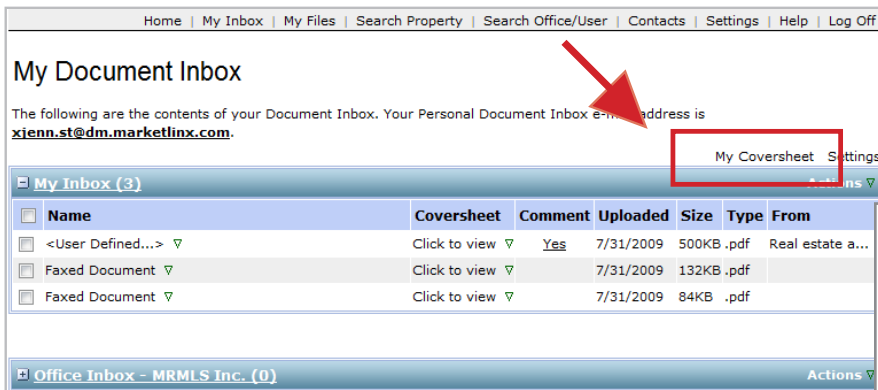
Learn how to retrieve a fax cover sheet to digitize and manage your documents prior to a transaction

Step 1: Log into Matrix with User ID, Pin and SafeMLS Password.

Step 2: On the home page of Matrix under **External Links**, click on the Smart Fax Link



Step 3: To view your cover sheet, click the **My Cover sheet** link. The system will generate your unique cover sheet the first time the link is clicked.



Step 4: The cover sheet will be stored in the system. You can download it any time. We recommend you save the cover sheet on your computer and print several copies. As long as you are an active member of MRMLS you may use the cover sheet to fax documents directly to Smart Trac. The number on the top of the cover sheet is your unique identifier. The fax number will always be the same: 866-921-0082. Notice the space available to add comments.

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Fax Cover Sheet for Smart Trac Inbox

User Name: JENNIFER CHAN
Office: MRMLS Inc.
Fax Number: (866)921-0082

Instructions:
Use this cover sheet to send documents to JENNIFER CHAN's Document Inbox. You can also email the document to xjenn.st@dm.marketlinx.com. If sending multiple documents use this cover page as a separator between each document.

Comments:

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