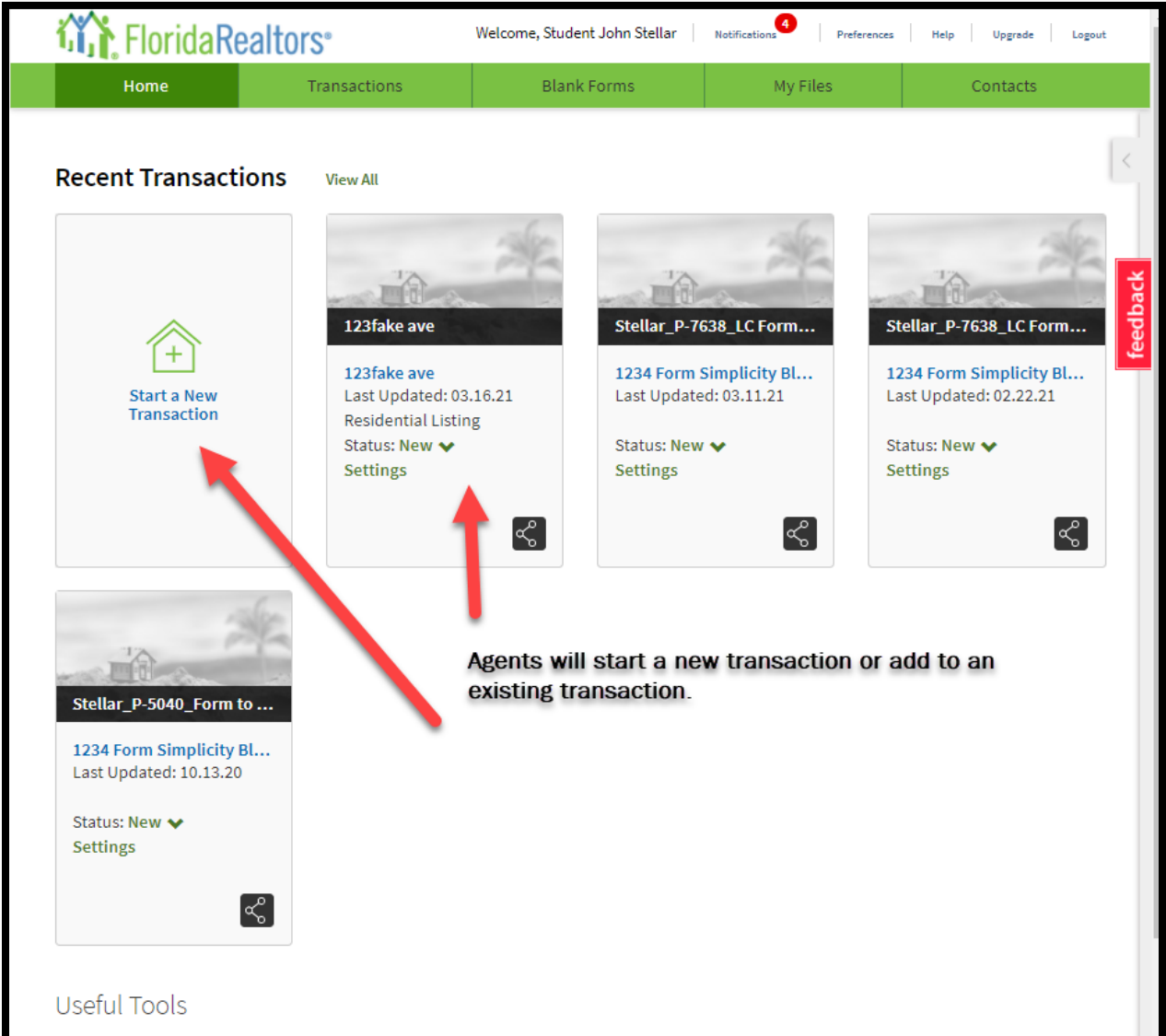


How to Activate your listing using the Form Simplicity and Matrix integration.

1. Go to www.stellarmls.com and login to the Dashboard.
2. Click on the Form Simplicity tile under the Association Resources section.
3. Create a new transaction or add to an existing transaction.

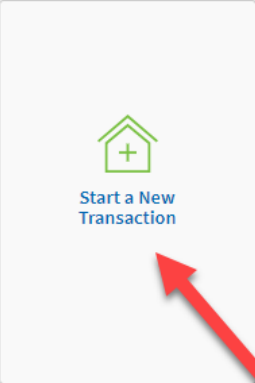


The screenshot shows the StellarMLS dashboard for user John Stellar. The top navigation bar includes 'Home', 'Transactions', 'Blank Forms', 'My Files', and 'Contacts'. The main content area is titled 'Recent Transactions' and displays a grid of transaction cards. A red arrow points to a 'Start a New Transaction' button with a house icon and a plus sign. Another red arrow points to the 'Settings' link on a transaction card for '123fake ave'. A text box with a red border and the text 'Agents will start a new transaction or add to an existing transaction.' is positioned below the grid. A vertical 'feedback' button is visible on the right side of the dashboard.

Welcome, Student John Stellar | Notifications ⁴ | Preferences | Help | Upgrade | Logout

Home Transactions Blank Forms My Files Contacts

Recent Transactions [View All](#)

 Start a New Transaction

123fake ave
123fake ave
Last Updated: 03.16.21
Residential Listing
Status: New ▼
Settings

Stellar_P-7638_LC Form...
1234 Form Simplicity BL...
Last Updated: 03.11.21
Status: New ▼
Settings

Stellar_P-7638_LC Form...
1234 Form Simplicity BL...
Last Updated: 02.22.21
Status: New ▼
Settings

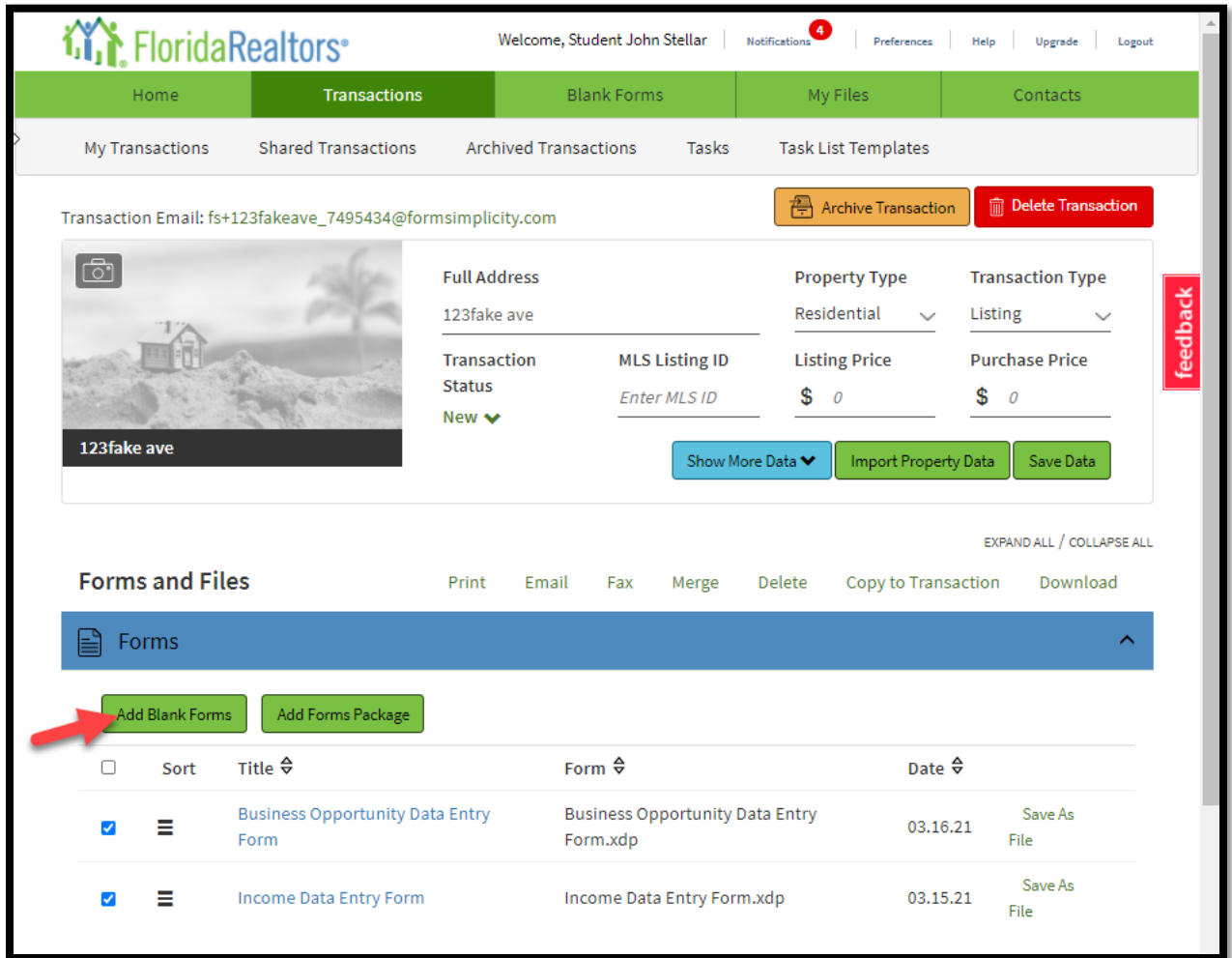
Stellar_P-5040_Form to ...
1234 Form Simplicity BL...
Last Updated: 10.13.20
Status: New ▼
Settings

Useful Tools

Agents will start a new transaction or add to an existing transaction.

feedback

- Click on “Add Blank Form” within the transaction.

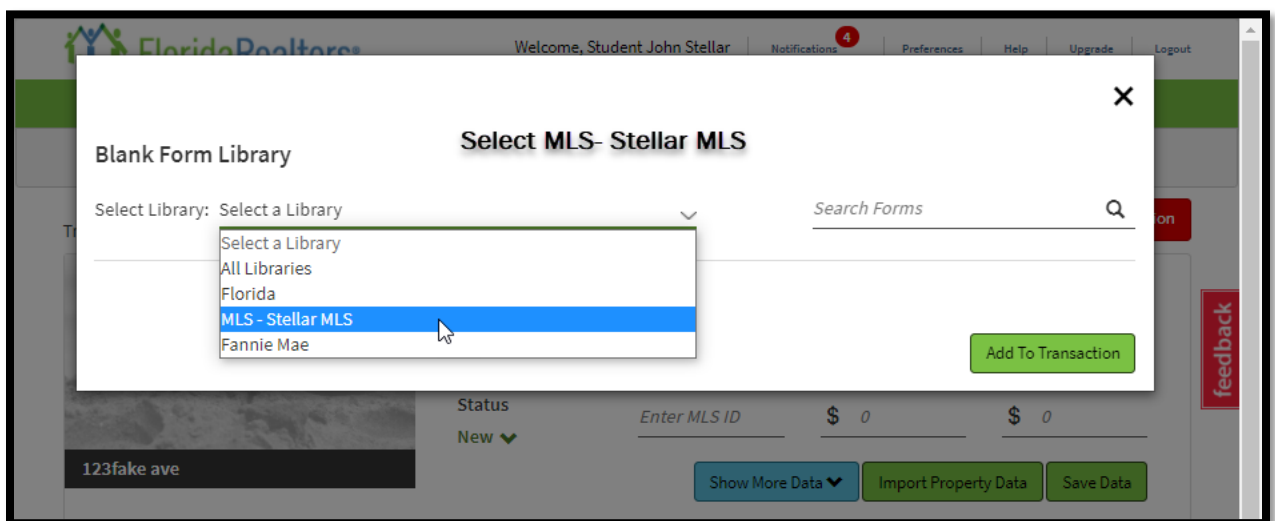


The screenshot shows the Florida Realtors MLS interface. At the top, there's a navigation bar with 'Home', 'Transactions', 'Blank Forms', 'My Files', and 'Contacts'. Below this, there are sub-navigation options: 'My Transactions', 'Shared Transactions', 'Archived Transactions', 'Tasks', and 'Task List Templates'. The main content area displays transaction details for '123fake ave', including 'Full Address', 'Property Type' (Residential), 'Transaction Type' (Listing), 'Transaction Status' (New), 'MLS Listing ID', 'Listing Price', and 'Purchase Price'. A red arrow points to the 'Add Blank Forms' button in the 'Forms and Files' section.

Forms and Files

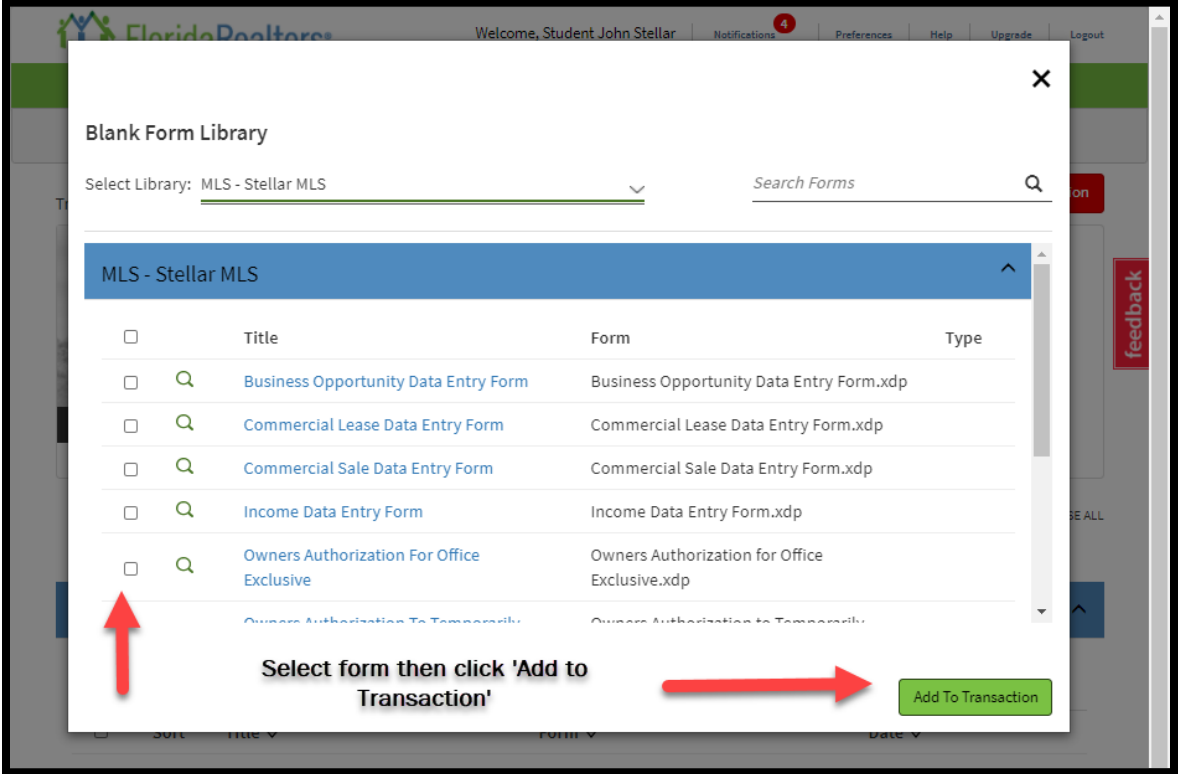
Sort	Title	Form	Date	
<input checked="" type="checkbox"/>	Business Opportunity Data Entry Form	Business Opportunity Data Entry Form.xdp	03.16.21	Save As File
<input checked="" type="checkbox"/>	Income Data Entry Form	Income Data Entry Form.xdp	03.15.21	Save As File

- Select “MLS- Stellar MLS”.



The screenshot shows a 'Blank Form Library' dialog box. The title is 'Select MLS- Stellar MLS'. It features a 'Select Library:' dropdown menu with a search bar labeled 'Search Forms'. The dropdown menu is open, showing options: 'Select a Library', 'All Libraries', 'Florida', 'MLS - Stellar MLS' (highlighted), and 'Fannie Mae'. An 'Add To Transaction' button is visible at the bottom right of the dialog.

6. Select which input form with the correct property type.



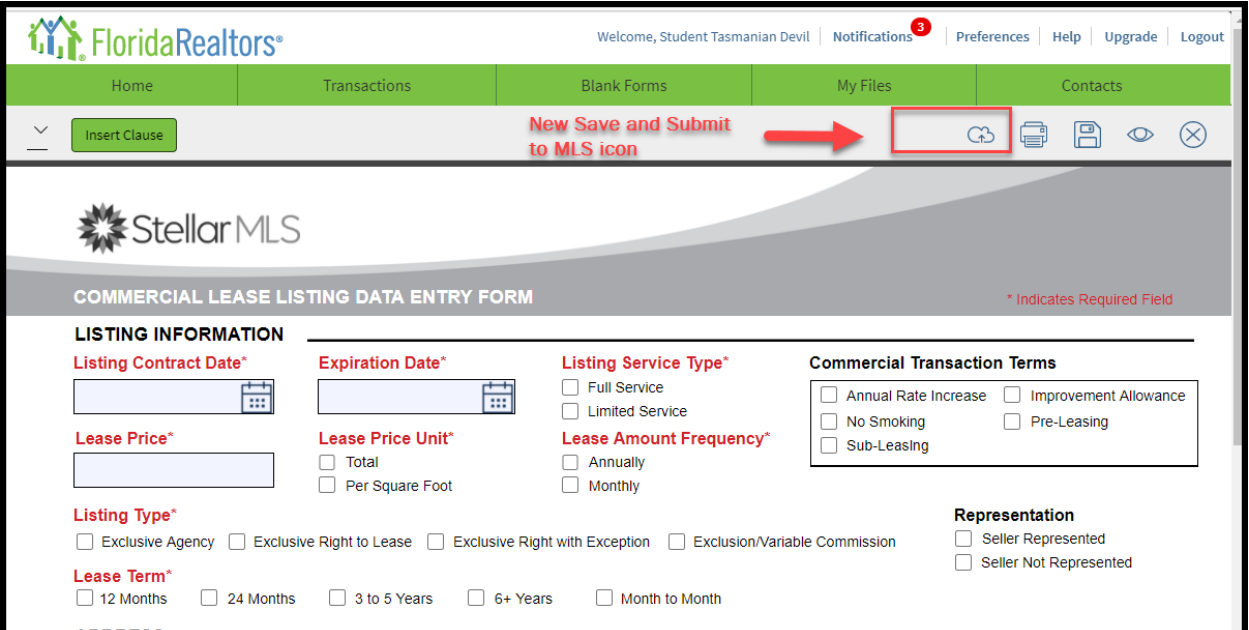
Blank Form Library

Select Library: MLS - Stellar MLS Search Forms

<input type="checkbox"/>	Title	Form	Type
<input type="checkbox"/>	Business Opportunity Data Entry Form	Business Opportunity Data Entry Form.xdp	
<input type="checkbox"/>	Commercial Lease Data Entry Form	Commercial Lease Data Entry Form.xdp	
<input type="checkbox"/>	Commercial Sale Data Entry Form	Commercial Sale Data Entry Form.xdp	
<input type="checkbox"/>	Income Data Entry Form	Income Data Entry Form.xdp	
<input type="checkbox"/>	Owners Authorization For Office Exclusive	Owners Authorization for Office Exclusive.xdp	
<input type="checkbox"/>	Owners Authorization To Temporarily	Owners Authorization to Temporarily	

Select form then click 'Add to Transaction!' Add To Transaction

7. Complete form and click the new "Save and submit to MLS" icon.



FloridaRealtors® | Welcome, Student Tasmanian Devil | Notifications 3 | Preferences | Help | Upgrade | Logout

Home | Transactions | Blank Forms | My Files | Contacts

Insert Clause | **New Save and Submit to MLS icon** ☁️ 🖨️ 📄 👁️ ⌂

StellarMLS

COMMERCIAL LEASE LISTING DATA ENTRY FORM * Indicates Required Field

LISTING INFORMATION

Listing Contract Date*

Lease Price*

Listing Type*

Exclusive Agency Exclusive Right to Lease Exclusive Right with Exception Exclusion/Variable Commission

Lease Term*

12 Months 24 Months 3 to 5 Years 6+ Years Month to Month

Expiration Date*

Lease Price Unit*

Total Per Square Foot

Listing Service Type*

Full Service Limited Service

Lease Amount Frequency*

Annually Monthly

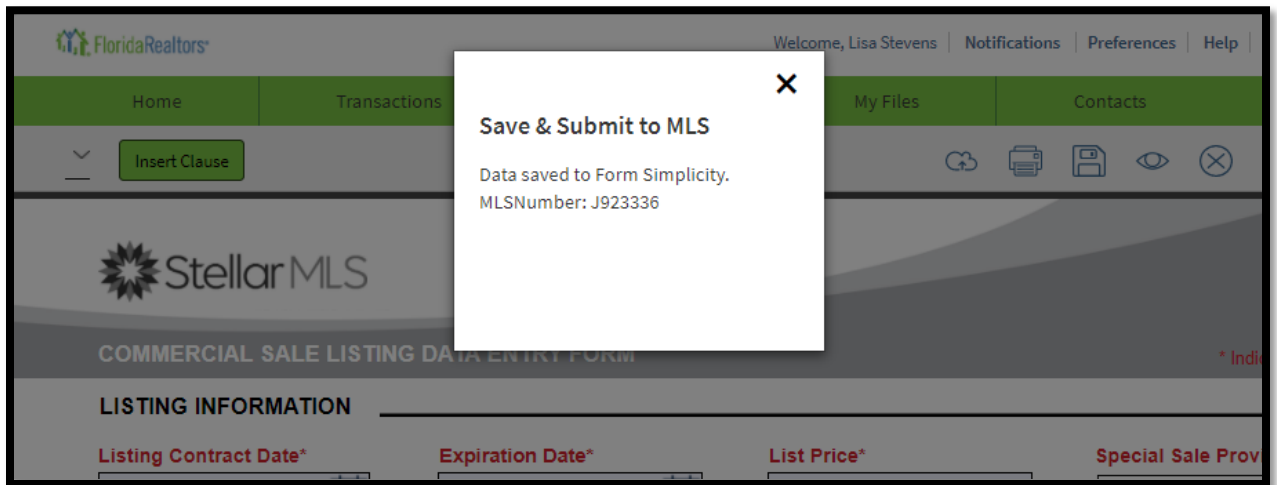
Commercial Transaction Terms

Annual Rate Increase Improvement Allowance No Smoking Pre-Leasing Sub-Leasing

Representation

Seller Represented Seller Not Represented

8. You should receive a similar dialogue box.



9. You should now be able to find the incomplete listing in Matrix by going to Add/Edit. From here, you must upload photos to activate your listing.

