

How to Import PDF Documents into Instanet

You can import most any document into Instanet, including PDF documents exported from ZipForm.

Prerequisite:

In order to upload a document into Instanet, you must have that document **saved to your local computer or network**. That document can be imported if it is stored as a PDF, MS Word Document (.doc, .docx), MS Excel file (.xls, .xlsx) or a supported Internet image file (.gif, .jpeg, .png, .tif, .bmp). The most common file type for this application is PDF. ZipForm documents are exported out of ZipForm as PDFs.

For directions on how to export your document out of **ZipForm Plus** [[click here](#)], or **ZipForm 6** [[click here](#)].

1. Log into the LaunchPad using your NNRMLS credentials.



2. Launch Instanet by clicking on the “Instanet Solutions” button.



3. Use the “Lite” version and click on the Transactions button:



4. Then, next to “I would like to:” make sure the field says “Create New Transaction File” and click the arrow in the blue circle.



5. Fill in **Transaction Name**, choose **Transaction Type**, Choose **RPR (NNRMLS)** for Data Source, Choose the county, Enter the MLS number or Parcel ID and if you don't know either one you can use the address search by clicking the “If you are importing from tax records and don't know the parcel id, please click here to search,” now choose which type of agent you are; Listing, Selling, Both or Neither and click **Save**.

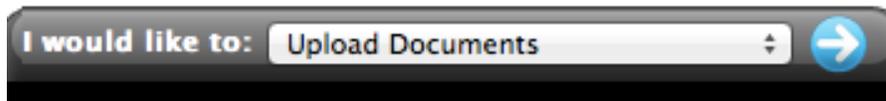
6. Fill in the **Transaction Details page** and click the **Save** Icon.

7. Click on the “Documents” tab:

Transaction - Details Page



8. Select “Upload Documents” from the “I would like to” drop-down menu and click the blue arrow button.



9. **Name the document if desired.** If you don’t name the document, the file name will be used. If you upload multiple documents the file names will be used. Click the “Add” button and select the document from your computer. *If you are uploading ZipForm documents, you will want to navigate to the folder where you saved them. Often this folder is called “Documents”, “My Documents” or “Downloads” and files are saved there by default.*

Transaction - Upload Documents

A screenshot of the 'Transaction - Upload Documents' form. The form has a black header with the text 'Document Information'. Below the header, there are several fields: 'Name:' with the value 'Rejected Counter Offer 1', a yellow warning icon, and the text 'Accepted file types?'; 'Type:' with a dropdown menu showing '- None -'; and a checkbox labeled 'Mark Ready for Review'. Below these fields is a 'Document(s):' section with a list box containing a file named '655.pdf' with a 'Remove' link next to it. Below the list box is an 'Add' button with a plus sign.

10. Click the blue up arrow at the bottom right-hand corner of your screen when you are ready to complete the document upload.



11. The uploaded PDF will appear in the documents list.

Transaction - Document List

Documents successfully deleted.

Details Contacts Forms Documents Authentisign™ I would like to: Upload Documents

<input type="checkbox"/>		Missing Signers	Order	Status	Download	Options
<input type="checkbox"/>	Fax-Back Cover Sheet		1	↓		
<input type="checkbox"/>	Original Offer on 123 Main	[Add Signers]	2	↑ ↓		
<input checked="" type="checkbox"/>	Rejected Counter Offer 1	[Add Signers]	3	↑		

= Incomplete Document
 = Mandatory Document
 = Document ready for review.
 = Document reviewed and accepted by staff.

[Update Order](#)

Congratulations! You have uploaded a document into Instanet.