

Tips for Making Your Move to Form Simplicity....Simple!

Make sure your computer is updated for FS

- Watch the video on optimizing your system, located on the Form Simplicity [LOGIN](#) page
- Review the minimum application requirements and download free updates
- Call the Technology Helpline at (407) 587-1450 for assistance if needed

Brokers:

- Send us your Brokerage-specific forms for upload into FS
 - Contact Daniela Rogic at DanielaR@RealEstateIS.com for more information
- Set up your Brokerage-wide packages and clauses
- Encourage your agents to begin using Form Simplicity
- Sign-up to receive the free Broker beta upgrade if you haven't already done so
 - Contact Daniela Rogic at DanielaR@RealEstateIS.com for more information

Start using Form Simplicity

- Sign up for one of our free weekly training webinars
 - Dates, times, and registration links can be found on the Form Simplicity '[LOGIN](#)' and '[HELP](#)' pages
- Watch the training video located on the Form Simplicity '[HELP](#)' page
- Ensure that all new transactions are started in Form Simplicity

Verify that your Membership records are correct for proper access to Form Simplicity

- Contact DPBR/Local Board/NRDS to update name, e-mail address, office affiliation, etc.
- Brokers: verify correct DR is listed, offices are updated, addresses are correct, etc.

Export your transactions from your current forms software vendor

- Download the "Import Export Help Guide" from the Form Simplicity '[HELP](#)' page
- Call the Technology Helpline for assistance if needed
- Save your archived transactions to your computer or import them into Form Simplicity
- Finish all current active transactions in your current forms software, but begin all new transactions in Form Simplicity

Help make Form Simplicity even better!

- Provide feedback and product improvement suggestions using the 'FEEDBACK' tool in Form Simplicity

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