

Using Company Documents

The screenshot displays the MyStateMLS dashboard. The 'Company Docs' widget is highlighted, showing a list of documents. A callout box shows a preview of a document titled '1020-Exclusive_Right_Of_Sale_Listing_Agreement_Transaction_Broker.pdf'. The document is a real estate listing agreement form with various fields for property details, price, and terms.

The **Company Documents** section allows Brokers and Admin users to upload frequently used forms and files for the entire office. This creates a centralized location where agents can easily access commonly used documents.

These documents may include branded docs, listing agreements, disclosures, office forms, marketing templates, or other important company resources.

Accessing Company Documents

Company Documents can be accessed directly from the **member dashboard (Profile Wall)**. The **Company Docs** widget displays the available files added by your brokerage.

Simply click on a document title to open it or click **View All** to see the full list of available documents.

The **View All** button also allows Brokers and Admin users to manage the document library and upload additional company documents.

Downloading or Printing Documents

Once a document is opened, you can:

- **Download the file** to your computer
- **Print the document** directly from your browser

If the uploaded document is a **fillable PDF**, you may be able to complete the form online before downloading or printing it.