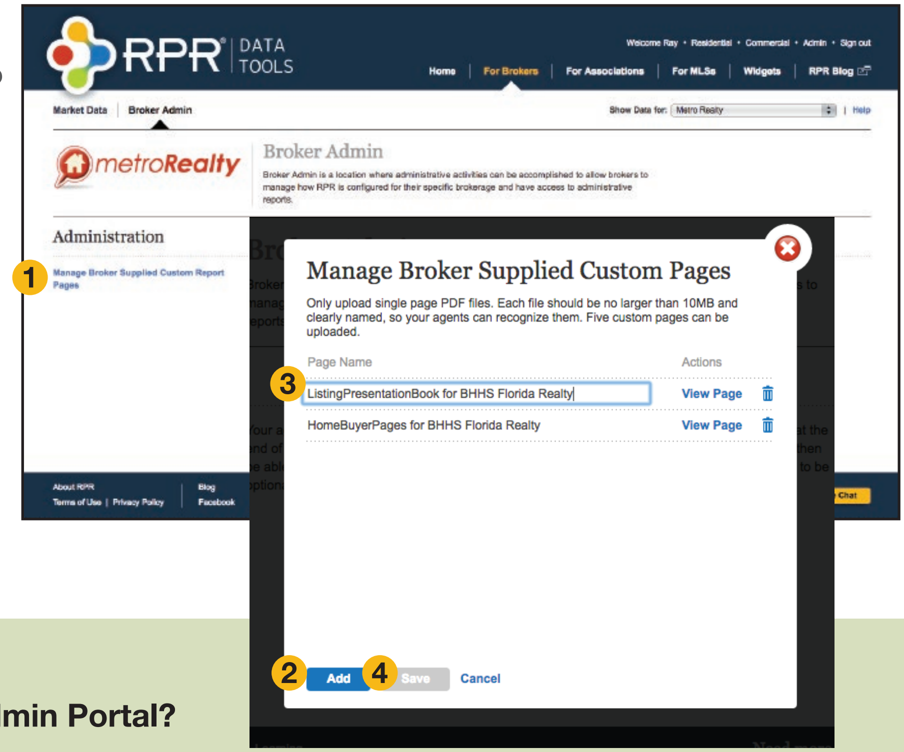
Broker Insert PDF Quick Start

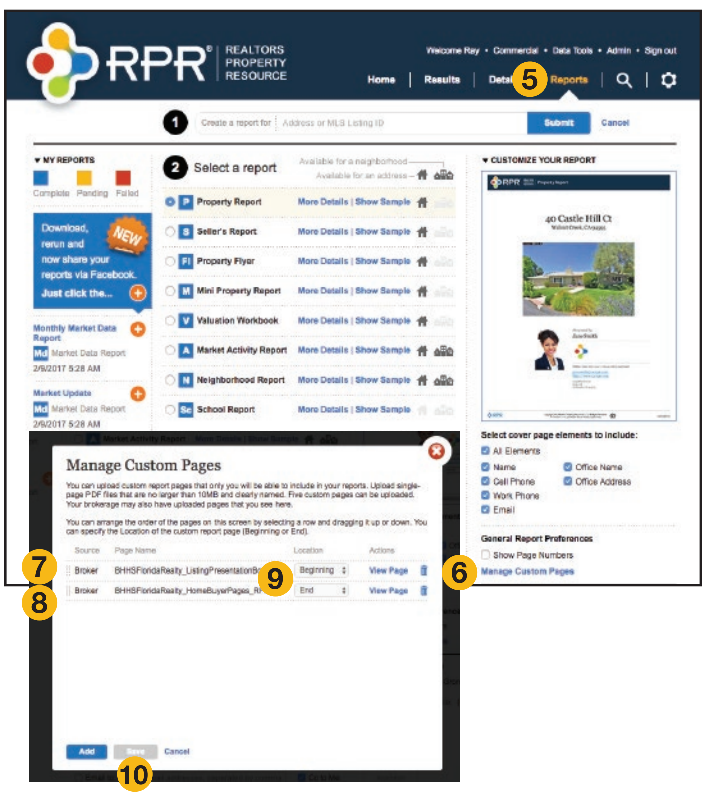
How do I add custom PDF pages?

1. Click *Manage Broker Supplied Custom Report Pages*.
2. From the pop-up window, select *Add*.
- Select *Browse for File* to choose a pdf file from your computer.
- Click *Open* to start the upload process.
3. To rename the document, click the name of the PDF.
4. Select *Save* when finished.



PRO TIP: Where is the Broker Admin Portal?

Login to your **www.narrpr.com** account.
Click *Data Tools*. Select *For Brokers* and within the Broker portal, select *Broker Admin*.



How do my agents manage the Broker PDF pages?

5. Select *Reports* from the homepage of RPR.
6. Under *General Report Preferences*, select *Manage Custom Pages*.
7. All Broker PDF pages will show source as *Broker*, all agent PDF pages will show source as *User*.
8. Rearrange the order of the pages by selecting the far left side of the line item and dragging up or down.
9. Change the placement of the pdf to the beginning or end of the report under the *Location* toggle.
10. Select *Save* when finished.

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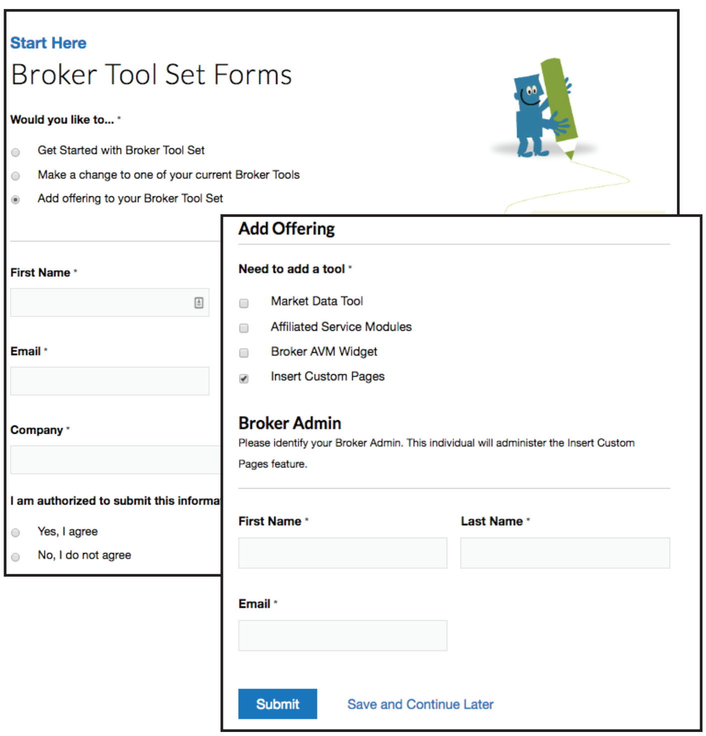
RPR® TECHNOLOGY ANALYTICS INNOVATION

Add Custom PDFs to RPR Reports for your Agents

Now upload up to five PDF templates for your agents to access and include on future RPR reports. This new offering is part of the RPR Broker Tool Set, and is an excellent way to showcase everything from company stats and market share info to specific listing presentation assets.

PRO TIP: How do I sign-up for the Broker Tool Set?

Access the enrollment form at **blog.narrpr.com/broker/enroll/**. Select *Get Started with Broker Tool Set* and complete the form. Don't have all your information handy? Select *Save and Continue Later* at the bottom of the form. Questions? Contact **brokers@narrpr.com**.



Start Here

Broker Tool Set Forms

Would you like to... *

- Get Started with Broker Tool Set
- Make a change to one of your current Broker Tools
- Add offering to your Broker Tool Set

First Name *

Email *

Company *

I am authorized to submit this informa

- Yes, I agree
- No, I do not agree

Add Offering

Need to add a tool *

- Market Data Tool
- Affiliated Service Modules
- Broker AVM Widget
- Insert Custom Pages

Broker Admin

Please identify your Broker Admin. This individual will administer the Insert Custom Pages feature.

First Name * | Last Name *

Email *

Submit | Save and Continue Later

How do I add this offering to the Broker Tool Set?

1. Visit **blog.narrpr.com/broker/enroll/**
2. Select *Add offering to your Broker Tool Set* Enter your first and last name, email, phone number and company.
3. Authorize that you have approval to submit the form.
4. Select *Insert PDF* under *Add Offering.*
5. Enter the name of your brokerage.
6. Identify the name and email of your Broker admin.
7. Select whether the Broker admin currently has an account.

Customer Support: **877.977.7576**

Learn more **blog.narrpr.com**

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