

document management.  
**Easy. Fast. Smart.**

# Broker Central™



## The easiest paperless process for agents.

The docSTAR Broker Central document management system is a total solution that securely scans and stores your paper documents along with critical electronic files, allowing for quick and easy document retrieval. docSTAR integrates with **DocuSign®** allowing users to electronically sign, store and send documents in a more secure and automated way.

### **Paperless for the entire office!**

- ★ Ensures 100% compliant operation
- ★ Dashboard has current info on every transaction
- ★ Files accessible 24/7 via Web
- ★ Active DocuSign Integration!

### **Beyond Transaction Management!**

- ★ Monthly Transmittal Reports
- ★ Agent (HR) Records
- ★ Accounts Payable Records
- ★ 100% Paperless Operation



The fastest way to get a signature.®



[www.docstar.com/brokercentral](http://www.docstar.com/brokercentral)

### Easiest Paperless Process

- 100% Agent participation without all the training.
- Agents choose tools they want to use.
- New Dashboard for status on all pending transactions!

### Home Office Control

- Staff manages transactions for assured compliance.
- Automated checklists are generated for listing and contract files.
- Convenient tools for reporting transaction progress to agents.

### Wireless and Handheld Devices

- Agents use a laptop, iPhone®, iPad™, Droid® and BlackBerry® to access documents 24/7
- Better responsiveness to clients.
- More time selling!

### Electronic signatures save time and increase effectiveness!

DocuSign is now integrated with Broker Central providing users the ability to electronically sign, store and direct documents in a more secure and automated way.

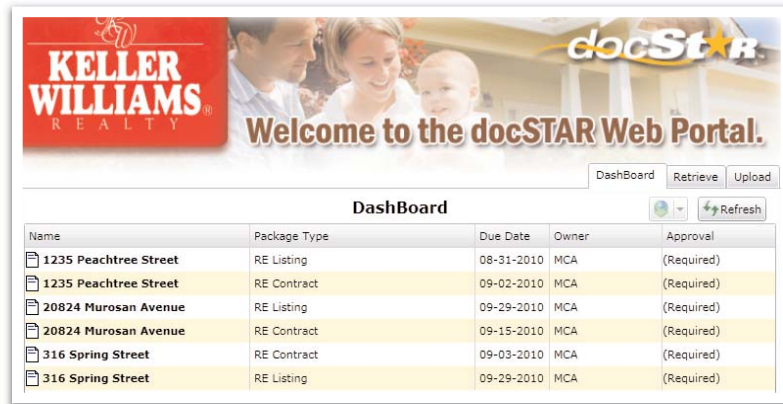


### Transaction Review and Audit Process

Status	Title	Slot Name	Due Date	Approval
1)	<b>Listing Agreement</b>	Listing Agreement		MCA
	Approved By MCA on 8/30/2010 10:09:00 AM			
2)	<b>Affiliated Business Disclosure</b>	Affiliated Business Disclosure		MCA
	Approved By MCA on 8/30/2010 10:09:00 AM			
3)	<b>Commission Agreement</b>	Commission Agreement		MCA
	Approved By MCA on 8/30/2010 10:09:00 AM			
4)	<b>Seller's Disclosure</b>	Seller's Disclosure	08-31-2010	MCA
	Rejected By MCA on 8/31/2010 1:06:00 PM(Missing Signature and Date)			
5)		Agency Disclosure	09-01-2010	(Required)
6)		FMLS and MLS Printouts	09-02-2010	(Required)
7)		Exclusive Right to Sell		(Required)
8)		Termite Letter		(Required)
9)	<b>Repair Estimates</b>	Repair Estimates		MCA
	Approved By MCA on 8/30/2010 12:31:00 PM			
10)		Lead Paint Disclosure		(Required)
11)	<b>Inspection Reports</b>	Inspection Reports	09-07-2010	MCA
	Approved By MCA on 8/30/2010 10:09:00 AM			
12)	<b>Acknowledgement</b>	Acknowledgement		MCA
	Approved By MCA on 8/30/2010 10:09:00 AM			
13)		Addendum 1		(Required)

Quickly and accurately review and audit all your transaction files. An automated report is easily e-mailed alerting agents to status and required actions.

### Web Portal for Agent Access



Welcome to the docSTAR Web Portal.

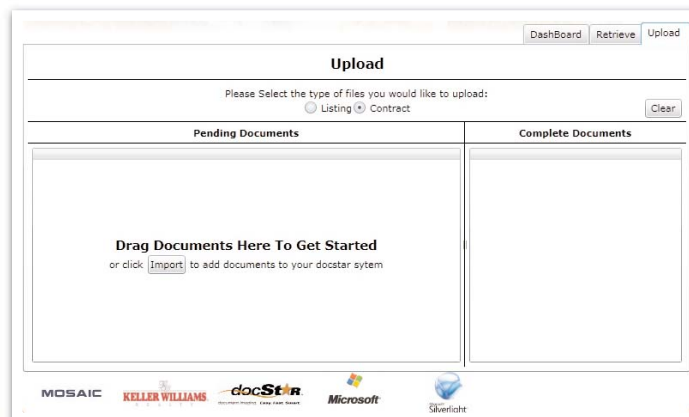
Dashboard Retrieve Upload Refresh

Name	Package Type	Due Date	Owner	Approval
1235 Peachtree Street	RE Listing	08-31-2010	MCA	(Required)
1235 Peachtree Street	RE Contract	09-02-2010	MCA	(Required)
20824 Murosan Avenue	RE Listing	09-29-2010	MCA	(Required)
20824 Murosan Avenue	RE Contract	09-15-2010	MCA	(Required)
316 Spring Street	RE Contract	09-03-2010	MCA	(Required)
316 Spring Street	RE Listing	09-29-2010	MCA	(Required)

**Document access:**  
anytime, anywhere  
and anyplace!

Dashboard view gives up to the minute info on every transaction for every agent. Customize with your company logo.

### Easy Document Uploads



Upload

Please Select the type of files you would like to upload:  
☐ Listing ☐ Contract

Pending Documents	Complete Documents
<p>Drag Documents Here To Get Started</p> <p>or click <input type="button" value="Import"/> to add documents to your docstar system</p>	

MOSAIC KELLER WILLIAMS docSTAR Microsoft Overlight

### Drag, drop and E-Sign!

This ensures deals close faster and your compliance team has everything they need to approve your transaction on a timely basis.



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