Printable: **Broker Custom Pages**

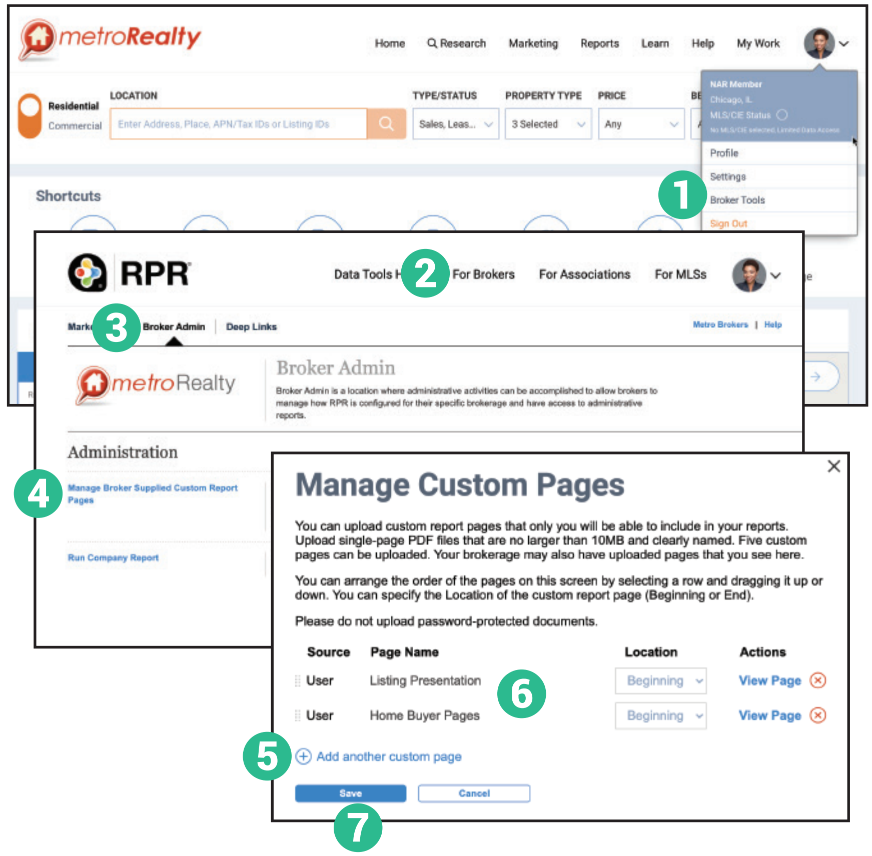
How do I add custom PDF pages?

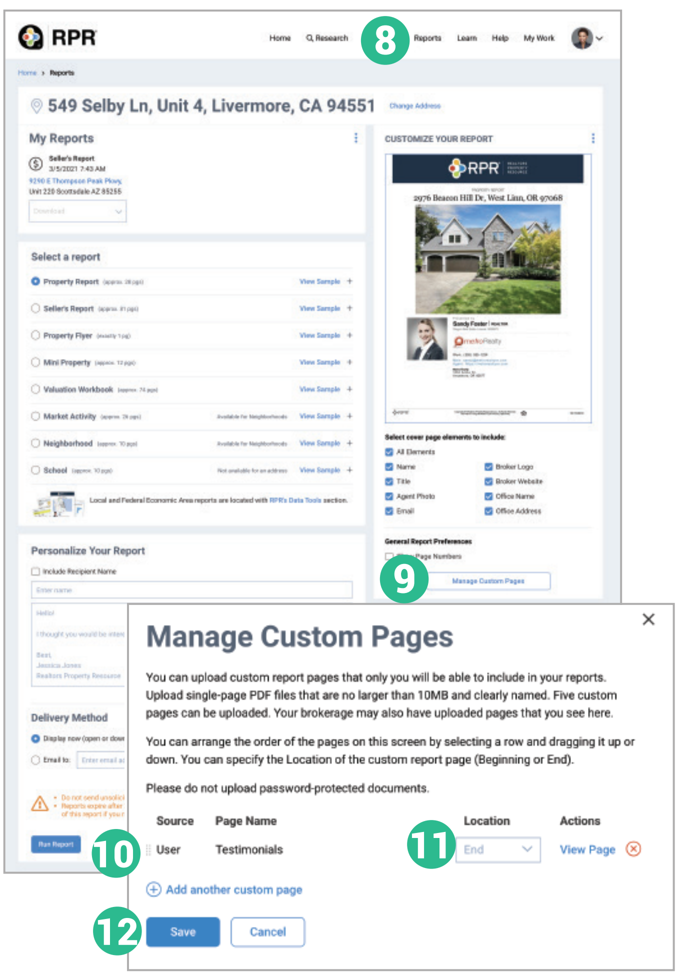
- Visit narrpr.com.

1. Select *Broker Tools* at the top of the screen under your profile picture.
2. Select *For Brokers.*
3. Click *Broker Admin*.
4. Click *Manage Broker Supplied Custom Report Pages*.
5. 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.

6. To rename the document, click the name of the PDF.
7. Select *Save* when finished.





How do my agents manage the Broker PDF pages?

8. Select *Reports* from the homepage of RPR.
9. Under *General Report Preferences*, select *Manage Custom Pages.*

- All Broker PDF pages will show source as Broker, all agent PDF pages will show source as User.

10. Rearrange the order of the pages by selecting the far left side of the line item and dragging up or down.
11. Change the placement of the PDF to the beginning or end of the report under the *Location* toggle.
12. Select *Save* when finished.

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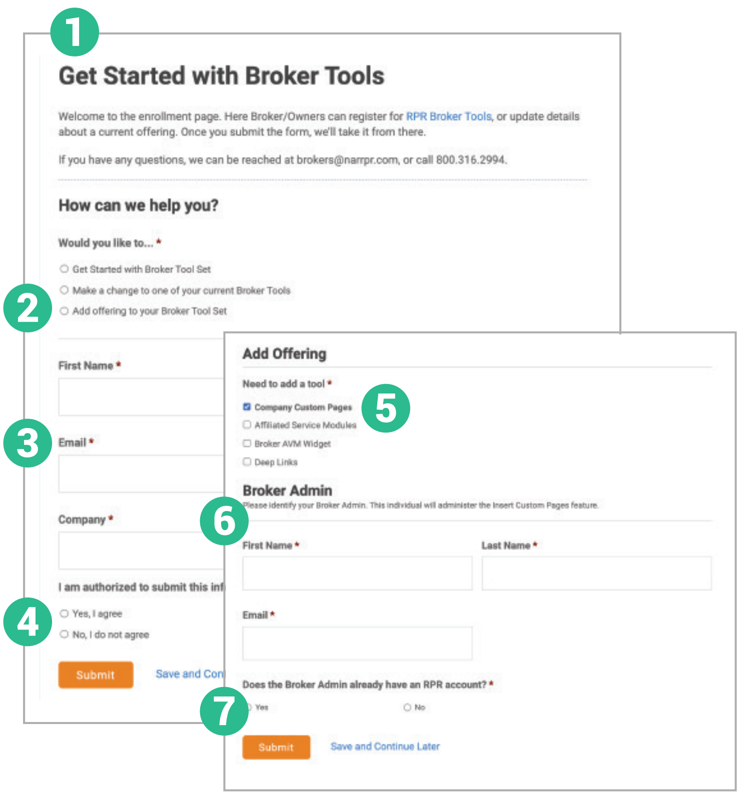
Add Custom PDFs to RPR Reports for your Agents

Upload up to five PDF templates for your agents to access and include on future RPR reports. This offering is part of the RPR Broker Tools, 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 Broker Tools?
Access the enrollment form at blog.narrpr.com/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.



How do I add this offering to my Broker Tools?

1. Visit blog.narrpr.com/enroll
2. Select *Add offering to your Broker Tool Set.*
3. Enter your first and last name, email, phone number and company.
4. Authorize that you have approval to submit the form.
5. Select *Company Custom Pages* under *Add Offering*.
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
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