

## How To Save Data File To Local Computer?

- Login to <http://www.njarforms.com/> with your username and 9-Digit NRDS ID.

### NJAR® Online Forms Through MB ASSOCIATES, Inc.

The screenshot shows the MBAForms.net website. At the top right is the logo for mbaiforms.net. On the left is the NJAR logo with the text "New Jersey Association of REALTORS" and the tagline "Where Knowledge and Success Meet". Below the logos is a section titled "Announcements: (PLEASE READ THIS)". It contains a "STOP" sign icon and a date "January 3, 2012". The text describes a partnership with "esignee" for electronic signatures and provides a link to "esignee.com" for a "Basic (Free) Plan". It lists features like PDF support, visual signatures, document fields, and secure storage. Below this is a date "Friday, September 16, 2011" and a heading "UPDATED NJAR CONTRACT OF SALE-FORM #118", followed by a note that Governor Chris Christie signed into law A-2748 on September 14, 2011. Below the announcements is the "NJAR® Members Login" section. It features a yellow background with three input fields: "User Name:" with "myusername" entered, "9 Digit NRDS #:" with "\*\*\*\*\*" entered, and a "LOGIN" button. Three red arrows point to these elements with labels: "1. Enter Username" points to the User Name field, "2. Enter NRDS ID" points to the NRDS # field, and "3. Click Login" points to the LOGIN button.

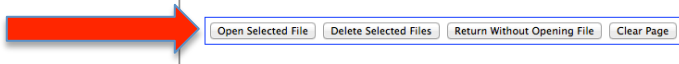
- Select option 1 and click Open Data File From Server

1. Select Option 1

The screenshot shows the "Document Categories: (Make selection and Click button to continue)" section. It lists seven categories with radio buttons. The first category, "Buyer-Agency Agreement", is selected. Below the list are two buttons: "Click to Continue" and "Open Data File From Server". A red arrow points to the "Open Data File From Server" button with the label "2. Click Open Data File From Server".

- **Select Data File you wish to save and click Open Selected File**

2. Click Open Selected File



Files Saved On Server

To delete file(s) you no longer need, check the delete checkbox by the file name. To open a file for editing, check the radio button by the file name. Deleted files cannot be recovered. Click the column headings to re-sort your files by NAME or DATE

1. Select File

SELECT	OPEN	NAME↑↓	DATE↑↓	TIME	TYPE
<input type="checkbox"/>	<input checked="" type="radio"/>	2011 COE	1/11/2012	10:44:49 AM	

- **Click Build Document**

**NJAR® Circle of Excellence Sales Award® Application**

Hide [Click Here for Help](#)

Check Below to Select Click Section Title Below to Display Data Entry Screen

Load From Server	Save To Server	Save To Server AS
Load Clauses	Save Clauses	
<b>Build Document</b>	<b>1. Build Document</b>	Current File Name: 2011 COE
Previous Screen	Next Screen	Autosave is OFF. Turn autosave ON

- **A new window/tab should appear which will build your document**
- Please wait...Building Your Document**

1. Just wait...

- **Once it refreshes right-click on the pdf name and click save link as**

1. Right Click on File Name

is available: [980295303.pdf](#)

VIEW THE PDF in the upper right

VE REVIEWED T n click the BACK b ail from Server to s ument Package to

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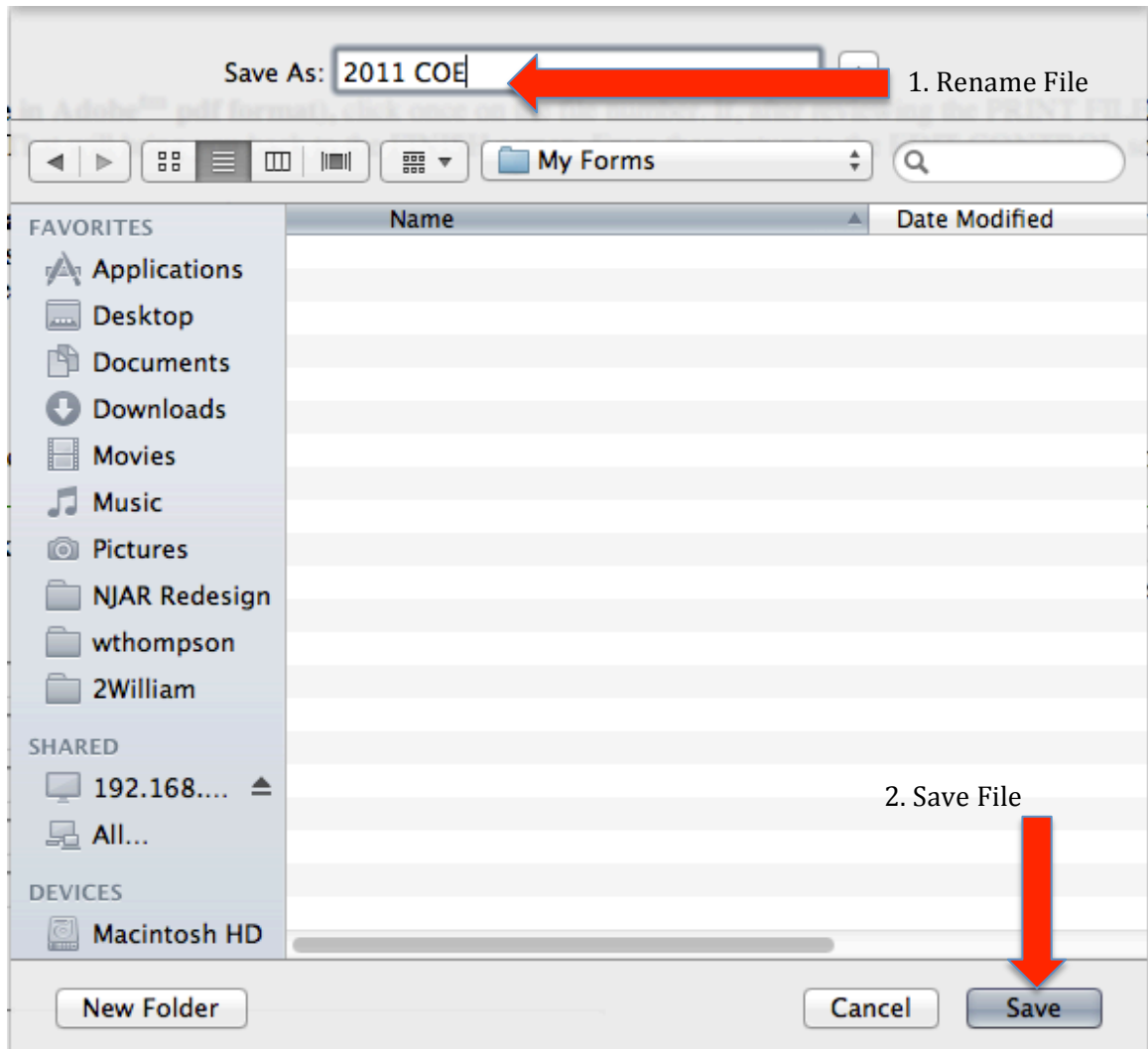
SEND button. Th

Rename File" butt

- Open Link in New Tab
- Open Link in New Window
- Open Link in Incognito Window
- Save Link As...
- Copy Link Address
- Copy
- Search Google for '980295303.pdf'
- Inspect Element
- Look Up in Dictionary
- Tweet
- OmniFocus: Send to Inbox
- Add to iTunes as a Spoken Track

2. Save Link As or Save Target As

- **Rename and Save the file somewhere on your computer.**



For Technical Support:  
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