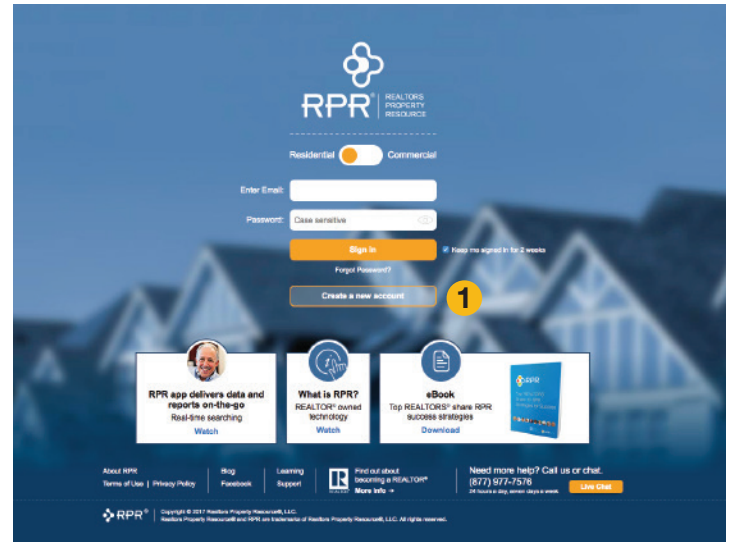
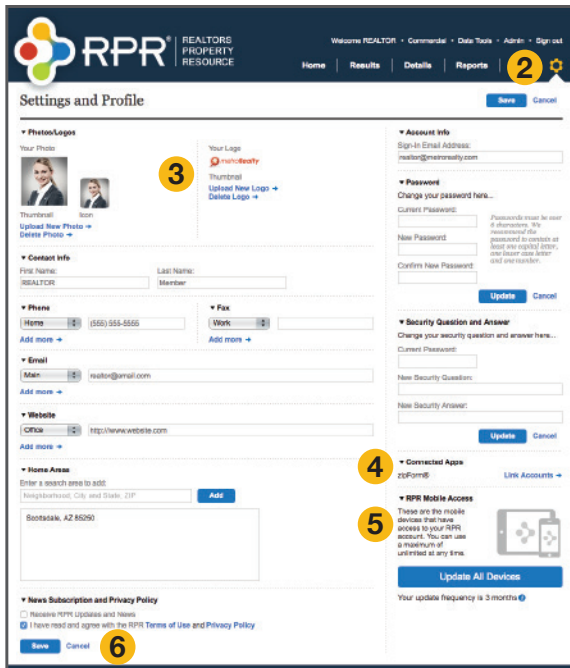



How do I create my RPR account?

- Visit www.narrpr.com with your NRDS ID handy.
- 1 Click *Create a new account*.
- Follow the three step account creation wizard.
Note: You will be asked to enter your MLS/CIE agent ID information as well as personal details. At any time you can update/change this information in your profile tab.



How do I update my profile?

- 2 Click the  from the homepage of narrpr.com.
- 3 Add your photo and/or logo, and contact information for all report covers.
- 4 Link your account to zipForm®.
- 5 View mobile devices with access to RPR.
- 6 Always click Save when making changes to your account.

How do I access RPR Mobile™?

- Download RPR from the App Store or Google Play for your phone and tablet.
- 7 Toggle between Commercial and Residential.
- 8 Use your RPR login and password to access your account.
- Access Residential and Commercial properties and reports ... anywhere, anytime.



An Overview of the RPR Homepage

The screenshot shows the RPR homepage with the following elements:

- 1**: Top navigation bar with "Welcome NAR" and links for "Commercial", "Data Tools", and "Sign out".
- 2**: Search bar with tabs for "All Properties", "For Sale", "For Lease", "Neighborhoods", "Schools", and "Market Activity".
- 3**: "Advanced" search link.
- 4**: "Saved" dropdown menu.
- 5**: "Recent Properties", "Recent Searches", and "Recent: Reports | Notes" sections.

- 1 RPR Commercial Access:** Toggle to RPR Commercial at any time or back to Residential.
- 2 Search Bar:** *All Properties*, *For Sale*, *For Lease*, *Neighborhoods*, *Schools*, and *Market Activity* searches can be accessed from the main search bar on the homepage.
- 3 Advanced Searches:** Click *Advanced* to access additional parameters for each of the main searches.
- 4 Saved:** Expands to display *My Current Listings* which controls a search for your active listings. Also, saved properties, searches, custom areas, and market activity.
- 5 Recent Properties, Searches & Reports:** Quick links to the latest activity in your account. Icons next to links indicate the device used to access (mobile vs. web).



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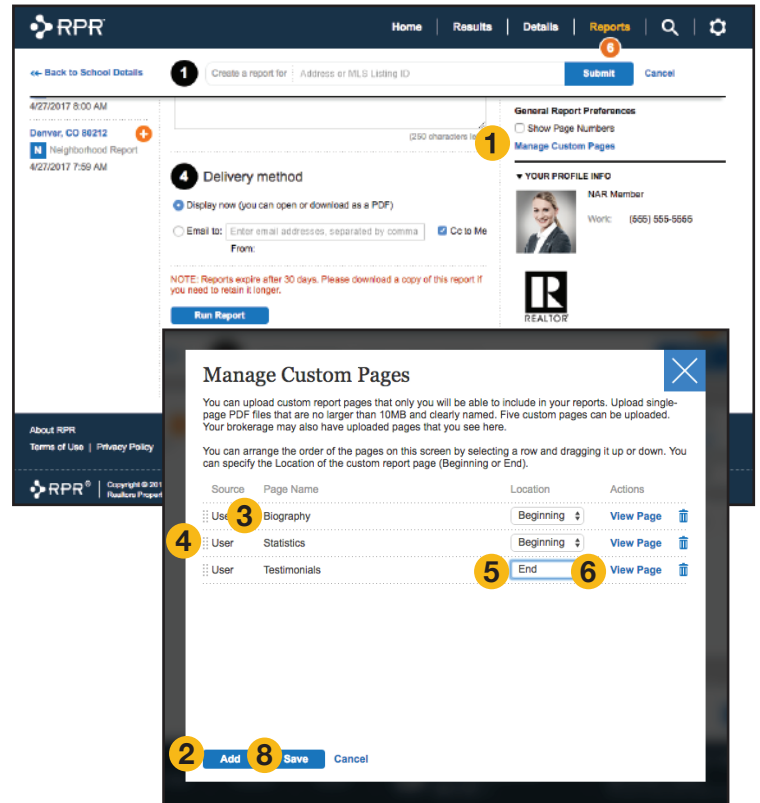
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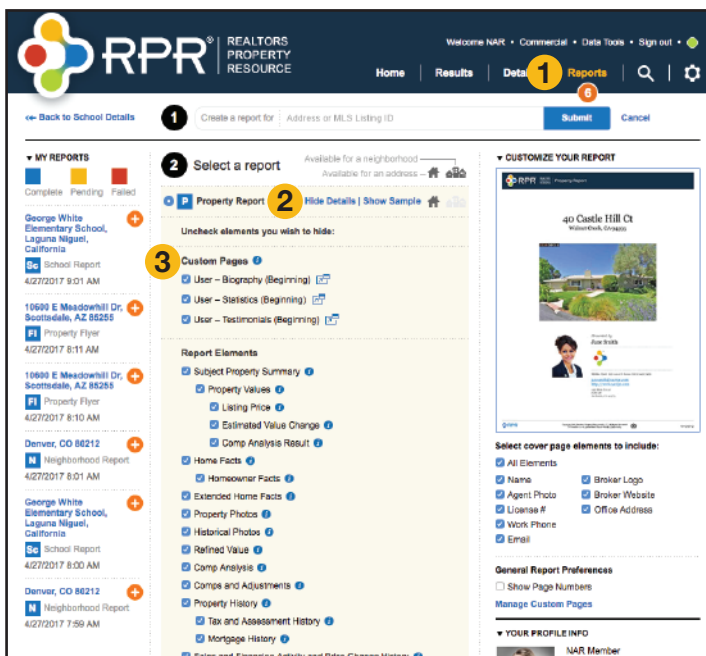
How do I add and manage custom PDF pages?

- 1 On the Reports generation page under *General Report Preferences*, click *Manage Custom Pages*.
- 2 From the pop-up window, select *Add*.
- 3 Select *Browse for File* to choose a PDF file from your computer.
- 4 Click *Open* to start the upload process.
- 5 To rename the document, click the name of the PDF.
- 6 Rearrange the order of the pages by selecting the far left side of the line item and dragging up or down.
- 7 Change the placement of the PDF to the beginning or end of the report under the *Location* toggle.
- 8 Select *View Page* to preview the page uploaded.
- 9 Select the trash can icon to delete the page.
- 10 Select *Save* when finished.



PRO TIP

Your Broker may add custom PDF pages for your reports. Add these pages to your reports following the same steps.



How do I add or remove PDF pages from individual reports?

- 1 From the *Reports* page, select any report.
- 2 Select *More Details*.
- 3 Select or unselect PDF pages under *Custom Pages*.
- 4 Follow the remaining steps to run your report.

New! Insert PDF Templates Into RPR Reports

REALTORS® can easily upload PDF's into reports they create from RPR. The feature is an excellent way to showcase your biography, testimonials, additional statistics, and specific marketing tools and methods you employ for your clients.



PRO TIP

Getting ready for your listing presentation? Want to impress the sellers ahead of your listing appointment? Trying sending a *Mini Property* or *Market Activity Report* with custom pages like your story and some social proof.

Client-friendly
Charts and Graphs

Add Your Resume
and Social Proof
to Your Reports

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