

# *TransactionPoint<sup>®</sup> Consumer's Guide*



Release 11.2

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The company examples and the agent examples who work for such companies are not intended to depict any particular company and were created for illustration purposes only. To provide comprehensive coverage of the features available in the system, all available features are enabled and selected agents have full authority to access all of the features. This in no way implies that any particular agent at any particular Real Estate company would have access to all features covered within this guide. Contact your system administrator to verify which features are enabled for your company and which features you are authorized to access. If you are unable to access a particular feature documented here, that in no way implies that the software is functioning incorrectly.

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# Overview

TransactionPoint is a Web-based, automated transaction management solution that allows your Real Estate company to provide a new level of service to its clients.

## Who is a Consumer?

Within TransactionPoint, a consumer is one of the parties in a real estate transaction (a seller, a co-seller, a buyer, a co-buyer, etc.) After your email address is entered into TransactionPoint, you receive an email message containing your User ID and Password to log into the system. This allows you to see the details of any transaction in which you have participated. If your email address is not entered into the system, you can obtain the URL for the TransactionPoint Web site and a User ID and Password from your agent or the transaction coordinator at the realty company.

As a consumer, you can only view the information about the transaction and cannot make any changes to the details of the transaction. You must contact your agent or the real estate office to request any changes to any of the information about the transaction.

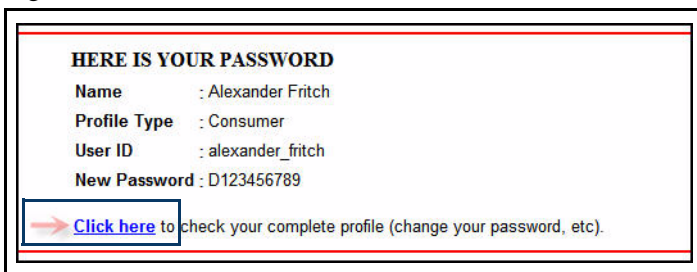
You can change your personal information and your password for logging into the system.

## System Requirements

- Microsoft® Windows 2000® or higher
- Microsoft® Internet Explorer® 5.5 or higher

## Accessing TransactionPoint

If you have received an email message containing your User ID and Password, click the hot link (“click here”) in the email to go to the Web site.



If your agent or the transaction coordinator has provided you with your logon User ID and Password and the URL to access the Web site, enter the URL in the **Address** area of your browser and press **Enter** or **Go**.

The TransactionPoint log on page appears.

The TransactionPoint log on page allows you to log into the system and use the TransactionPoint Consumer Center. The log on page also allows you to view specific transaction documents or find an agent prior to logging into the system.

# Reviewing Disclosure Documents

You can review public disclosure documents associated with a property without having to log into the system. To do so, you need either the transaction or property ID number provided to you by the agent or transaction coordinator.

1. On the TransactionPoint log on page, click the **Review documents for a specific transaction** link, or click the **View Transaction Docs** tab.

The **Disclosure Documents** page appears.

Documents uploaded for a transaction can be viewed by providing the following information:

Enter first name  
Enter last name  
Enter email address  
Enter transaction number or property id number

To access documents for a property, you must either know the Transaction Number or Property ID. If you don't have a transaction number or property id number, contact the listing office.

Required fields\*

**Disclosure Documents**

First Name\*  Last Name\*   
Email\*  Phone\*   
Tracking\*

Submit

You will need Adobe Acrobat Reader in order to view the PDF documents. To download the free Adobe Acrobat Reader, click the following link:

2. Type all the required information in the fields marked with an asterisk (\*).

The **Tracking Number** is the transaction ID number or the property ID number associated with the property.

3. Click **Submit**. The **Document Center** page appears where you can review the public disclosure documents associated with a property.

Welcome to TransactionPoint June 21, 2007

**DOCUMENT CENTER**

Property Address: 9005 Amber Creek Valley McKinney, TX 75070

To view a document, please click on the "Document Name" or click on the "Documents" link under "View".

Acceptance Form

Document Name	Date	View
<a href="#">Seller Disclosure</a>	4/6/2007	<a href="#">Documents</a>
<a href="#">Seller Advisory</a>	4/6/2007	<a href="#">Documents</a>

4. Click the **Document Name** or **Documents** to the right of the document. The document opens in a new window.

**Note:** To print the document, click the Printer icon, or select **File** in the top navigation area, then select **Print** in the pull-down menu.

5. Click **X** in the upper right-hand corner to close the document.

## Accepting Documents

After you have reviewed all documents, use the Acceptance Form to acknowledge your review.

1. Click **Acceptance Form**.

Document Name	Date	View
<a href="#">Seller Disclosure</a>	4/6/2007	<a href="#">Documents</a>
<a href="#">Seller Advisory</a>	4/6/2007	<a href="#">Documents</a>

The **Document Acceptance Form** appears.

To: Bill Baxter  
Fax: 7775553007  
Phone: 777-222-4007  
Address: 2510 Redhill  
Santa Ana CA 92705

The documents reviewed for the following transaction are listed below.

Transaction Information	
<b>Property:</b> 24129 Sylvan Glen Rd F Diamond Bar CA 91765	<b>Property type:</b> Townhouse
<b>Closing #:</b>	<b>Estimated Closing Date:</b>

**Documents Reviewed**

- #1 ClientConsumercenter
- #2 TA04CI0000.PDF

(Signature)

2. Click the Printer icon at the top of the page to print the form.
3. Click **X** in the upper right hand corner to close the **Document Acceptance Form** page. The **Document Center** page reappears.

# Finding an Agent

You can search for a specific agent or search for an agent in a specific geographic area.

1. On the TransactionPoint log on page, click the **Find An Agent** tab. The **Find an Agent** page appears.

Welcome to TransactionPoint January 16, 2007

[Login](#) [View Transaction Docs](#) [Find An Agent](#) [Contact Us](#)

### Find an Agent

Property pages enables you to find an agent whether you are looking for a specific agent or an agent in a specific area. Enter either the agent's name or select a geographic area or location and Properties will find the agent requested or will display names of agents within the area selected. You may either telephone the numbers provided or leave your e-mail address and an agent will contact you.

**Search by City**

US State

City

**(or) Search by ZIP Code**

ZIP Code

**Search by Name**

First Name

Last Name

2. Use one of the following search methods:

- To search by city, select the US State, type the city name, then click **Submit**.
- To search by Zip Code, enter the Zip Code and click **Submit**.
- To search by name, enter the agent's name and click **Submit**.

The **Agent Search Results** page appears.



# Logging into the Consumer Center

1. Type your **User ID**.
2. Type your **Password**.

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**Note:** If you have forgotten your password but remember your user ID, you can enter the **User ID** and click **Forgot your password**. An email message will be sent to you containing your User ID and Password. If your email address is not entered into the system, contact your agent or the transaction coordinator to obtain your password.

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3. If you want your system to remember your User ID and Password, select **Remember my password**. If you intend to change your initial password that was sent to you in the email message, do not select the check box at this time.
4. If you would like to increase the font size for all TransactionPoint Web pages, select **Increase font size**.

5. Click **Enter**. The **Consumer Center** appears.

The screenshot shows the 'Consumer Center' interface. At the top, there is a header with the text 'Consumer Center'. Below the header, a message reads: 'Please click on the links below for more information.' There are two 'Fax Cover' buttons, one above and one below a table. The table has columns for 'Address', 'Transaction #', 'Type', 'Status', and two columns for links: 'Transaction Details' and 'Order Summary'. Two rows of data are visible, both with a 'Pending' status and 'Seller' type. The first row has the address '125 Harvey Drive, Chula Vista CA 91914' and transaction number '5725-5931'. The second row has the address '2422 Plaza Eva, Chula Vista CA 91914' and transaction number '5680-5886'.

<input type="checkbox"/>	Address	Transaction #	Type	Status	<a href="#">Transaction Details</a>	<a href="#">Order Summary</a>
<input type="checkbox"/>	125 Harvey Drive, Chula Vista CA 91914	5725-5931	Seller	Pending	<a href="#">Transaction Details</a>	<a href="#">Order Summary</a>
<input type="checkbox"/>	2422 Plaza Eva, Chula Vista CA 91914	5680-5886	Seller	Pending	<a href="#">Transaction Details</a>	<a href="#">Order Summary</a>
<input type="checkbox"/>						

In the **Consumer Center**, you can view:

- Transaction details for a property
- A summary of orders placed for the property
- Public documents uploaded for the property

You can also generate Fax Cover sheets for transactions.

# Viewing Transaction Details

You can review a list of the activities and documents associated with a property.

1. Click the **Transaction Details** link next to the appropriate property. The **Transaction Details** page appears. You cannot make any changes to information on this page.

Home |
Logout

Consumer Center
Profile & Preferences

## Transaction Details



*Courtesy Of:*  
**Randy Shaw**  
 9005 Amber Downs Drive  
 McKinney, TX 75070  
**Phone:** 972-346-3146  
**Fax:** 9492212395  
**Email:** [connie.shaw@fnres.com](mailto:connie.shaw@fnres.com)

**Transaction Number:** 5673-5879      **Property Address:** 9005 Amber Creek Valley, McKinney, TX 75070  
**Transaction Coordinator:** [Karalie Shaw](#)

**Property Image:**



**Activity Details**

**Inspection**

Activity	Due Date	Completed	Documents
Appraisal verified	06/27/2007		
<b>Activity Comment Log</b>			
5/16/2007 9:08:17 AM CDT, Karalie Shaw: Seller to provide Warranty			

**Other**

Activity	Due Date	Completed	Documents
Change status in MLS to Pending	06/13/2007	✓	<a href="#">Proposed Contract</a>
Commission agreement attached	06/17/2007	✓	

**Listing**

Activity	Due Date	Completed	Documents
Order Just Listed Cards	04/06/2007	✓	
Print out farm area labels	04/06/2007	✓	
Post Listing Agreement	04/08/2007	✓	
Order Appraisal	04/10/2007	✓	

**Documents**

Activity	Due Date	Completed	Documents
Copy of contract to lender	06/17/2007	✓	<a href="#">Addendum to Contract</a> <a href="#">Executed Contract</a>
Survey requested/ordered	06/17/2007		
Home warranty ordered	06/27/2007		

**Documents**

Mail

Select	Name	Upload Date
<input type="checkbox"/>	<a href="#">Addendum to Contract</a>	4/6/2007 11:46:40 AM (CDT)
<input type="checkbox"/>	<a href="#">Executed Contract</a>	5/16/2007 9:09:21 AM (CDT)
<input type="checkbox"/>	<a href="#">Proposed Contract</a>	6/11/2007 12:36:50 PM (CDT)
<input type="checkbox"/>	<a href="#">Seller Advisory</a>	4/6/2007 11:47:30 AM (CDT)
<input type="checkbox"/>	<a href="#">Seller Disclosure</a>	4/6/2007 11:48:11 AM (CDT)

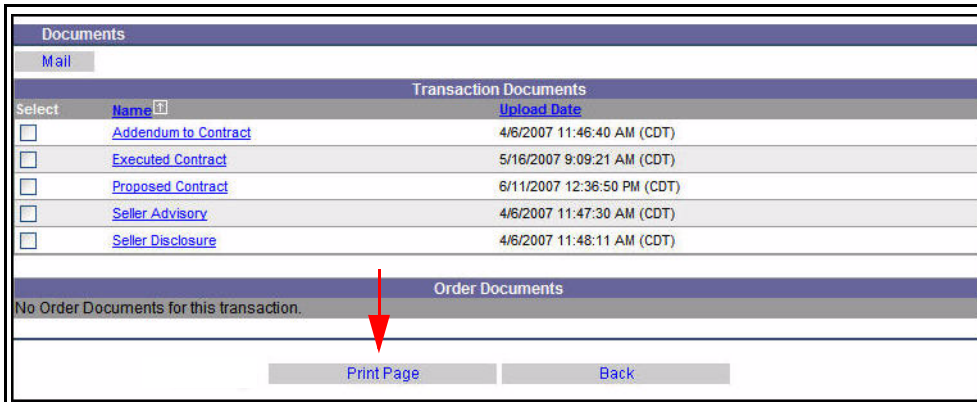
**Order Documents**

No Order Documents for this transaction.

Print Page      Back

# Printing Transaction Details

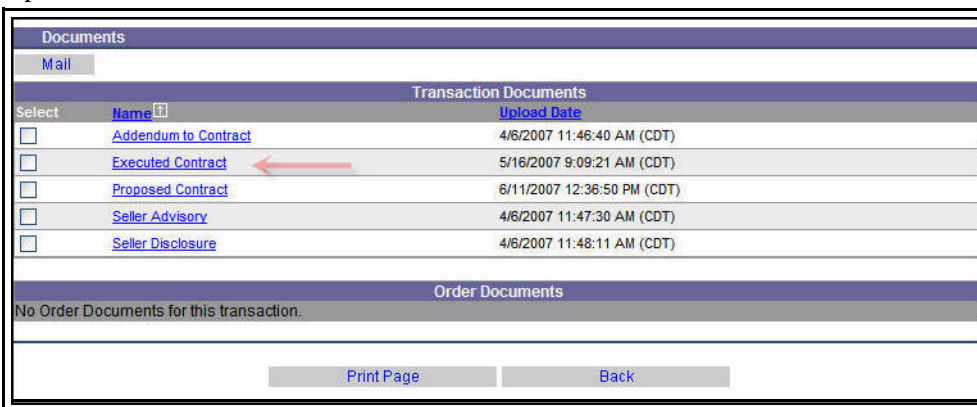
1. Click **Print Page**.



2. A File Download window appears. Choose **Open**, **Save**, or **Cancel**.  
**Open** displays the **Transaction Details** report.
3. Click the Printer icon  
**OR**  
Select **File** in the top navigation area, then select **Print** in the pull-down menu.
4. Click **X** in the upper right hand corner to close the page. The **Transaction Details** page reappears.

# Viewing Transaction Documents

At the bottom of the Transaction Details page, click a **Document Name** to view the document. The document displays in a separate browser window.



# Viewing an Order Summary

You can view all of the orders placed for a property. You can also view the details of any order, including the order status.

From the Consumer Center, click **Order Summary** to the right of the appropriate property. The **Order Summary** page appears.

Home | Logout

Consumer Center Profile & Preferences

**Order Summary**

Courtesy Of:  
**Randy Shaw**  
 9005 Amber Downs Drive  
 McKinney, TX 75070  
**Phone:** 972-346-3146  
**Fax:** 9492212395  
**Email:** [connie.shaw@fnres.com](mailto:connie.shaw@fnres.com)

Transaction 5016-5225 for Advanced Lane Unit 202 , McKinney, TX 75070 [Back](#)

The progress of each order placed for this transaction is displayed here for a quick overview.

	Order ID	Service Provider	Order Placed	Order Accepted	Order Cancelled	Order Completed
<b>INSPECTION</b>						
Home Inspection	3289-5776	Forest Inspections	8/10/2006			
<b>CLOSING</b>						
Escrow	3288-5775	Fidelity Closing Everett	8/10/2006			
<b>OTHER SERVICES</b>						
Appraisal	3287-5774	Joe's Inspection Service	8/10/2006	8/10/2006		8/10/2006
Home Warranty	3290-5777	Home Warranty	8/10/2006			

[Back](#)

# Using Fax Covers

You can print barcoded Fax Cover sheets to fax documents directly into a transaction. If you have more than one document to fax for the same property, print out a cover sheet for each document. You can fax documents for transactions as a group as long as each document has its own Fax Cover sheet.

1. Click **Consumer Center**. The **Transactions** list appears.

**Consumer Center**

Please click on the links below for more information.

[Fax Cover](#)

<input type="checkbox"/>	Address	Transaction #	Type	Status		
<input type="checkbox"/>	125 Harvey Drive, Chula Vista CA 91914	5725-5931	Seller	Pending	<a href="#">Transaction Details</a>	<a href="#">Order Summary</a>
<input type="checkbox"/>	2422 Plaza Eva, Chula Vista CA 91914	5680-5886	Seller	Pending	<a href="#">Transaction Details</a>	<a href="#">Order Summary</a>
<input type="checkbox"/>						

[Fax Cover](#)

2. Select the transactions for which you want to create Fax Cover sheets.

3. Click **Fax Cover**. The **Fax Cover Sheet** page appears.

TransactionPoint Fax Cover Sheet				
Trans #	Property Address	File Name	Remove Cover Sheet	Include in Customized Archive
5872-6077	4201 Miller Avenue, McKinney, TX 75070	Disclosure Acceptance Form	<input type="checkbox"/>	<input type="checkbox"/>

4. Type a name for the document(s). The name can contain letters, numbers and dashes, but no special characters.

5. Check **Remove Cover Sheet** and **Include in Customized Archive**, if applicable.

6. Click **Submit**. The **Fax Cover** appears. For example:

## Fax Cover Sheet

*TransactionPoint*

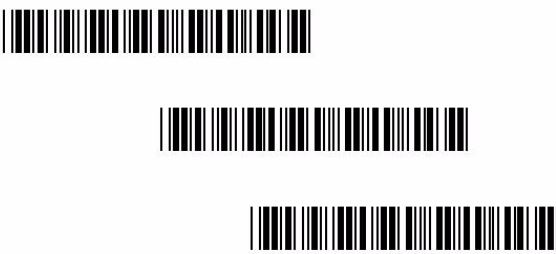
Tim Boston  
 FIDELITY NATIONAL REAL ESTATE SOLUTIONS

Fax To:  
 Please place this cover sheet on top of document.

Date: \_\_\_\_\_ # of Pages: \_\_\_\_\_

2724

Process Id: 1725064



2724

Notes:

**File Name:** Disclosure Acceptance Form  
**Transaction Number:** 6077  
**Site ID:** 89-P1  
**Property Address:** 4201 Miller Avenue, McKinney, TX 75070  
**User ID:** 12629  
**Document Type:** Transaction  
**Remove Cover Sheet?** No

- Print the **Fax Cover**.
- Fax your document to the fax number at the top of the page under your name. The documents are electronically transferred to your Transaction Coordinator or agent.

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**Note:** The fax cover page should be on top of the document you are faxing into the transaction.

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## Mail Center

From the **Mail Center**, you can view and send mail, and view attachments. This email system is designed for your use when in TransactionPoint.

- Click **Mail** in the top navigation toolbar.

The screenshot shows the Transaction Center interface. At the top, there is a navigation bar with links for Home, Mail, and Logout. Below this is a secondary navigation bar with links for Transactions, Orders, Properties, Contacts & Providers, Documents, Reports, and Profile & Preferences. An arrow points to the 'Mail' link in the top navigation bar. The main content area is titled 'Transaction Center' and contains a search section with various filters and a 'Search' button.

Your mail greeting page appears.

- Click **Continue**. The **Mailbox Summary** page appears.

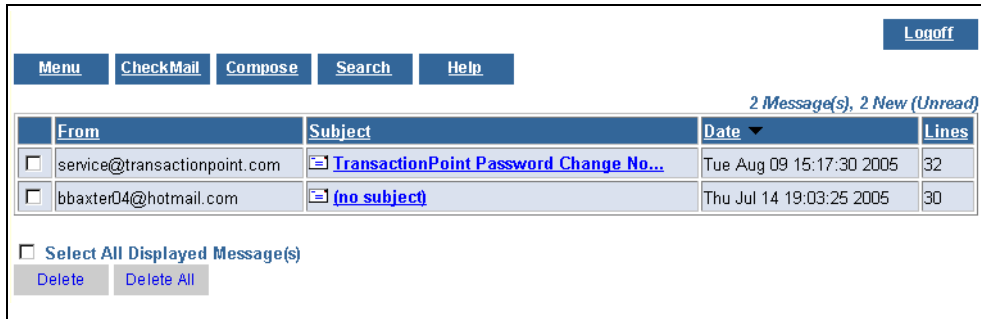
The screenshot shows the Mailbox Summary page. At the top, there is a TransactionPoint logo and a navigation bar with buttons for Compose, ReadMail, Summary, Search, Help, and Logoff. Below this is a table with the following data:

Mailbox	Size (bytes)	Message Count	Last Modified
Main	5730	3/3	2005-08-09 15:17
Sent	0	0	
Deleted	0	0	

Below the table, it shows 'Current Mailbox:Main' and 'User:mmoore'. There is also an 'Options' section with links for Personal, Change Mail Forwarding Information, Change Vacation Message, Address Book, Auto Response, Preferences, and Change Signature.

# Viewing Your Messages

1. Access the **Mailbox Summary** page.
2. Click **Main**. A list of unread messages appears.



The screenshot shows the Mailbox Summary interface. At the top right is a **Logoff** button. Below it is a navigation bar with buttons for **Menu**, **CheckMail**, **Compose**, **Search**, and **Help**. The main area displays a table of messages with the following columns: **From**, **Subject**, **Date**, and **Lines**. There are two messages listed:

	From	Subject	Date	Lines
<input type="checkbox"/>	service@transactionpoint.com	<a href="#">TransactionPoint Password Change No...</a>	Tue Aug 09 15:17:30 2005	32
<input type="checkbox"/>	bbaxter04@hotmail.com	<a href="#">(no subject)</a>	Thu Jul 14 19:03:25 2005	30

Below the table, there is a checkbox labeled **Select All Displayed Message(s)** and two buttons: **Delete** and **Delete All**. The text *2 Message(s), 2 New (Unread)* is displayed above the table.

3. Click **Subject** to read the message.
4. Click **Menu** to return to the **Mailbox Summary** page.

# Deleting Messages

**Note:** The deletion of messages is immediate and no confirmation message appears.

1. Access the **Mailbox Summary** page.
2. To delete all unread messages, click **Delete All**.  
**OR**  
Select the check box in front of a message(s) you want to delete.
3. Click **Delete**.

# Sending a Message

1. Access the **Mailbox Summary** page.
2. Click **Compose** on the **Main Menu** or on the unread message panel.



The screenshot shows the Mailbox Summary interface. A red arrow points to the **Compose** button in the navigation bar. The navigation bar includes buttons for **Compose**, **ReadMail**, **Summary**, **Search**, and **Help**, along with a **Logoff** button on the right. The text **Mailbox Summary** is displayed below the navigation bar.



The **Send Mail Message** page appears.

**Send Message** Logoff

Menu Summary **Compose** Search Help

**Addresses:**

To:   
CC:   
BCC:   
Subject:

Add all recipients to address book  Save message in Sent folder  Include Signature

**Attachments**  
Click on the **Browse** button to select the file you want to attach or type the path and name of the file into the box below. To attach file(s), click on **Attach** Button. To remove attachments, select a file(s) in the list and click the **Remove** button.

AttachFile:

**Current Total:**  
0 Kbytes, 0 File(s)

3. Type the email address of the message recipients in the **To** field, the **CC** field, and/or the **BCC** field.
4. Type the **Subject**.
5. Select **Add all recipients to address book** to add all the recipients listed to your Mail Address Book.
6. Select **Save message in Sent folder** to keep a copy of the outgoing message.
7. Select **Include Signature** to send your mail signature with the message.
8. Type the body of the message below the **Subject** field.
9. To attach a file:
  - a. Click **Browse** and locate the file.
  - b. Click **Attach**.

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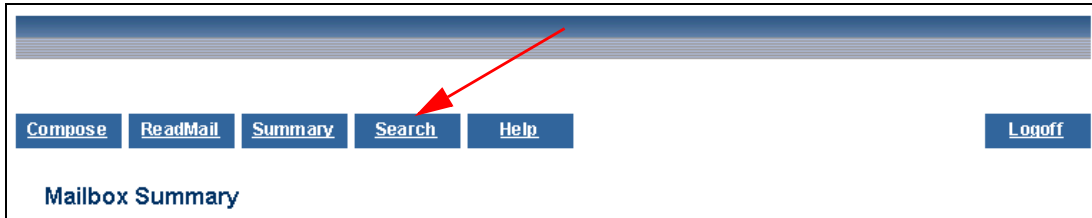
**Note:** To remove an added attachment, select that file in the **List of Files Attached** field, and click **Remove** to disconnect the file from the message.

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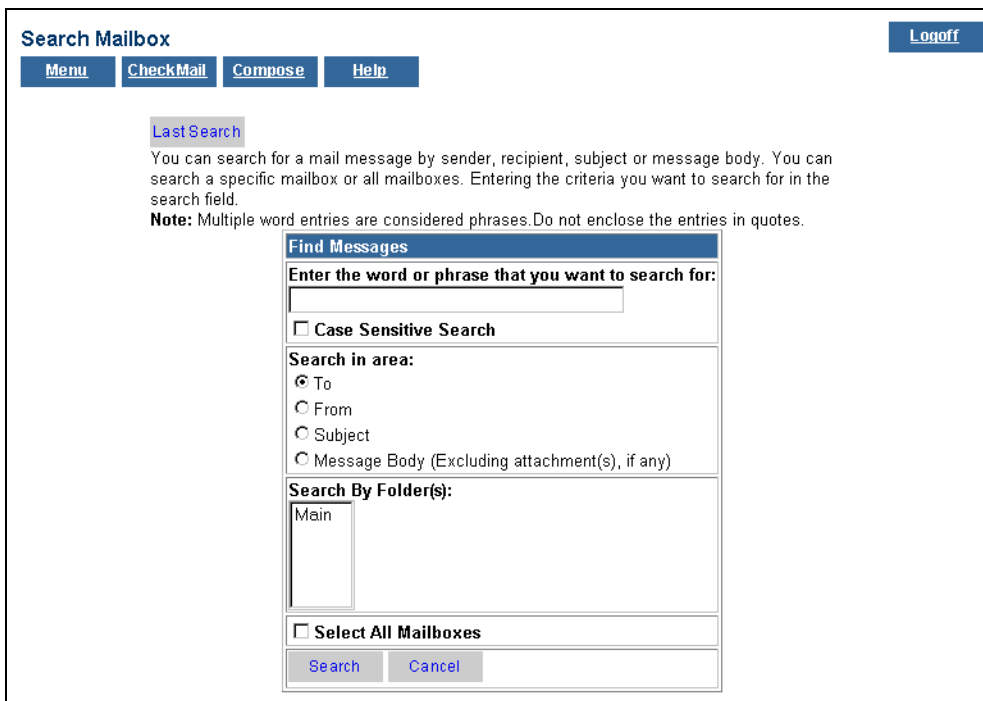
10. Click **Send**. The message and any attachments are sent to all recipients.

# Searching for Mail

1. Access the **Mailbox Summary** page.
2. Click **Search**.



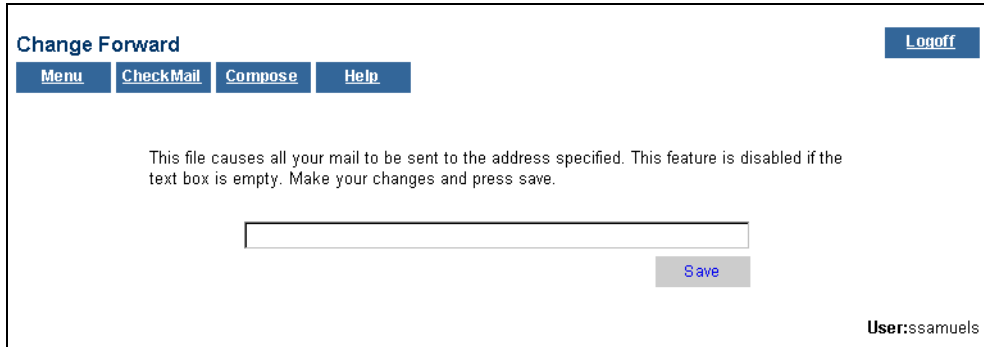
The **Search Mailbox** screen appears.

A screenshot of the 'Search Mailbox' screen. At the top, there is a 'Logoff' button. Below it is a navigation bar with buttons for 'Menu', 'CheckMail', 'Compose', and 'Help'. The main content area starts with a 'Last Search' link. Below this is a paragraph explaining search capabilities: 'You can search for a mail message by sender, recipient, subject or message body. You can search a specific mailbox or all mailboxes. Entering the criteria you want to search for in the search field.' A note follows: 'Note: Multiple word entries are considered phrases. Do not enclose the entries in quotes.' The central part of the screen is a 'Find Messages' form. It includes a text input field labeled 'Enter the word or phrase that you want to search for:'. Below this is a checkbox for 'Case Sensitive Search'. The 'Search in area:' section has radio buttons for 'To' (selected), 'From', 'Subject', and 'Message Body (Excluding attachment(s), if any)'. The 'Search By Folder(s):' section has a text input field containing 'Main'. At the bottom of the form is a checkbox for 'Select All Mailboxes' and two buttons: 'Search' and 'Cancel'.

3. Enter the search criteria and click **Search**.

# Changing Mail Forwarding Information

1. Access the **Mailbox Summary** page.
2. Click **Change Mail Forwarding Information**. The **Change Forward** screen appears.

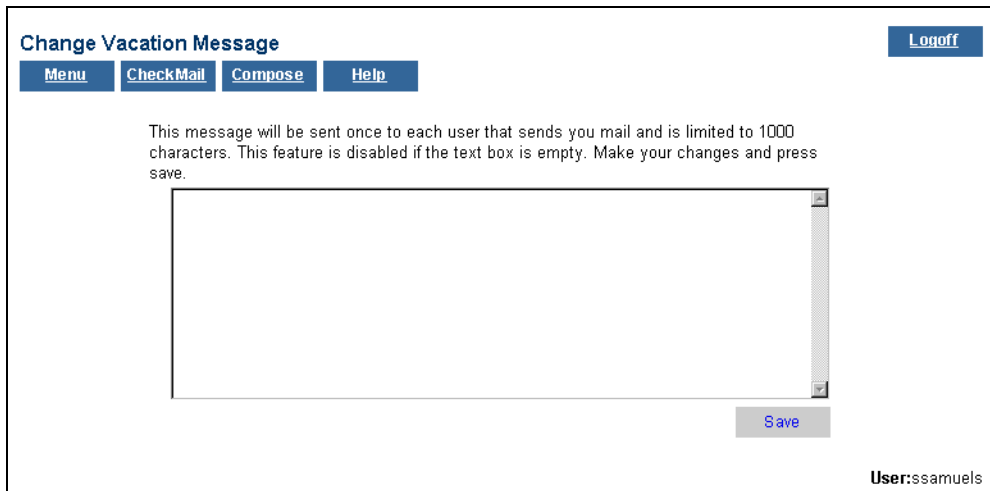


The screenshot shows the 'Change Forward' interface. At the top left, the title 'Change Forward' is displayed. To its right is a 'Logoff' button. Below the title are four menu buttons: 'Menu', 'CheckMail', 'Compose', and 'Help'. The main content area contains a text box with the following text: 'This file causes all your mail to be sent to the address specified. This feature is disabled if the text box is empty. Make your changes and press save.' Below this text is a single-line text input field. To the right of the input field is a 'Save' button. In the bottom right corner, the text 'User:ssamuels' is visible.

3. Type the forwarding email address and click **Save**.

# Changing Your Mail Vacation Address

1. Access the **Mailbox Summary** page.
2. Click **Change Vacation Address**. The **Change Vacation Message** screen appears.



The screenshot shows the 'Change Vacation Message' interface. At the top left, the title 'Change Vacation Message' is displayed. To its right is a 'Logoff' button. Below the title are four menu buttons: 'Menu', 'CheckMail', 'Compose', and 'Help'. The main content area contains a text box with the following text: 'This message will be sent once to each user that sends you mail and is limited to 1000 characters. This feature is disabled if the text box is empty. Make your changes and press save.' Below this text is a large multi-line text input field. To the right of the input field is a 'Save' button. In the bottom right corner, the text 'User:ssamuels' is visible.

3. Type your vacation message and click **Save**.

# Changing Your Mail Address Book

1. Access the **Mailbox Summary** page.
2. Click **Address Book**. The **Address Book** screen appears.

The screenshot shows the 'Address Book' web interface. At the top left, the title 'Address Book' is displayed. To its right is a 'Logoff' button. Below the title are four navigation buttons: 'Menu', 'CheckMail', 'Compose', and 'Help'. The main content area is divided into two sections. The first section, 'Add Address', contains two input fields: 'Enter New Name:' and 'Enter New Email Address:', followed by an 'Add' button. The second section, 'Modify Address Book', includes instructions: 'To Modify/Delete an existing Address entry, select it from the list to the left. Then click on the **Modify/Delete** button.' Below this is a list box labeled 'Current Addresses:' containing the text '-No Addresses-'. Underneath the list box are two input fields: 'Modify User Name:' and 'Modify User Address:'. At the bottom of this section are 'Modify' and 'Delete' buttons. In the bottom right corner of the interface, the text 'User:ssamuels' is visible.

3. **Add, modify, or delete** your address book entries.

# Changing Your Mail Auto Response

1. Access the **Mailbox Summary** page.
2. Click **Auto Response**. The **Auto Response** screen appears.

**Auto Response** [Logoff](#)

[Menu](#) [CheckMail](#) [Compose](#) [Help](#)

**Auto Response (Per Mailbox)**

Mailbox:  
Main

After responding, forward mail to:

Message:

The first line of message is used as the subject line for automated response. It must be less than 80 characters long. After selecting a mailbox, press **Update** to view current autoreponse message. Press **Save** to update autoreponse message. This message will be sent once to each user that sends you mail and is limited to 1024 characters. This feature is disabled if the text box is empty. **Forward Mail** UserID must be between 3 and 30 characters long.

3. Type your auto response message and click **Save**.

# Changing Your Mail Preferences

1. Access the **Mailbox Summary** page.
2. Click **Preferences**. The **Change Preferences** screen appears.

**Change Preferences** Logoff

Menu CheckMail Compose Help

---

**Mail Sending Options**

Forward Editing:  Edit original message  
 Don't edit original message

Forward Attachments:  Include attachments  
 Don't include attachments

Replying:  Include original message  
 Don't include original message

Reply message (original message indicator):  ">"  None

Save copy of outgoing mail in Sent folder:  No  Yes

Include Signature:  No  Yes

Confirm sent messages:  No  Yes

---

**Message Display Options**

Number of messages per page:  10  20  50  100

Initial sort criteria:  From  
 Subject  
 Date  
 Number of lines

Sort Messages:  Ascending  Descending

Display Message Headers:  Basic  Full

Text attachments:  Show as links  
 Show with message text

Menu buttons in read message screen:  Top  
 Bottom  
 Both

Show new messages for:  Main mailbox only  
 All mailboxes

MessagePreview:  Enable Preview

Preview Size:  (Max. 128 Characters)

---

**Delete Options**

Delete messages:  Move to delete folder  
 Purge message

Confirm delete messages:

User:ssamuels

3. Change your preferences, as appropriate.
4. Click **Save**.

# Changing Your Mail Signature

1. Access the **Mailbox Summary** page.
2. Click **Change Signature**. The **Change Signature** screen appears.



The screenshot shows a web interface titled "Change Signature". At the top left, there are navigation buttons: "Menu", "CheckMail", "Compose", and "Help". At the top right, there is a "Logout" button. Below the navigation, a message states: "This file will be sent as a signature at the end of all your messages and is limited to 1000 characters." Below this message, there is a text area with the prompt "Make your changes and press Save". A large, empty text input field is provided for entering the signature. At the bottom right of the text input field, there is a "Save" button. In the bottom right corner of the interface, the text "User:ssamuels" is displayed.

3. Enter the information.
4. Click **Save**.

# Changing Your Profile

You can change your personal information, such as mailing or email address.

1. Click the **Profile & Preferences** tab.
2. Click **User Profile**. The **Edit Profile** page appears.

Home | Logout

Consumer Center Profile & Preferences

User Profile User Passwords

EDIT PROFILE

First Name: Frank \* Last Name: Dalton \*

Company:

Address: 27 Wesley Dr Address(contd.):

City: Los Angeles State: CA Zip: 90021

Fax:

Home Phone:

Mobile/Cell:

Pager:

Voice Mail:

Work Phone: 203-888-8888

Cell Domain:

Pager PIN:  Yes  No

Website:

Receive Notification By:  None  Email  Fax

Submit Cancel

3. Edit the fields, as appropriate. Required fields are marked with an asterisk (\*).
4. Click **Submit**.

# Changing Your Password

You can change the password you use to log into TransactionPoint.

1. Click the **Profile & Preferences** tab.
2. Click **User Passwords**. The **Change Password** page appears.

Home | Logout

Consumer Center Profile & Preferences

User Profile User Passwords

Change Password

Old Password:

New Password:

Confirm New Password:

Cancel Change

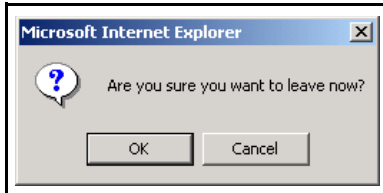
3. Type your **Old Password**.
4. Type your **New Password**.
5. Retype your new password in the **Confirm New Password** field.



6. Click **Change**. The **Password Confirmation** page appears.
7. Click **Finished**. The **Consumer Center** reappears.

## Logging Out

1. Click **Logout** in the top navigation area of the **Consumer Center**. A logout confirmation page appears.



2. Click **OK**.