

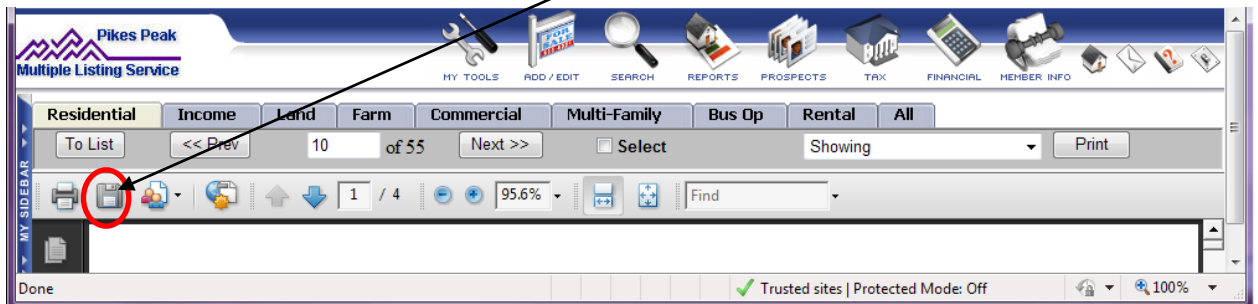
## How to Email a Document Attached to a Listing in PPMLS

If an agent wants to email their client a copy of the disclosures that are attached to a listing in PPMLS, the document must be opened and saved to the agent's computer. It can then be included as an attachment in an email to the client. To do this, follow these steps:

- Look up the listing in PPMLS.
- Click on the MLS Number to display the report.
- Click on the document name.



- When the document is open in Adobe Reader, click on the disk icon to save a copy of the document.



- The document name can be changed at that point or you can leave the name as it is. Make sure you watch the screen so you know where the document is being saved on your computer or make sure to select the location on your computer where you want the document saved. The default will be to save the document to your desktop. Click the Save button.
- In PPMLS, click on the back arrow to return to the listing report.



- Repeat this process for each document you want to email.
- Prepare an email to the client. Attach the saved document(s).
- When the email is received by client, they will be able to open the .pdf document by clicking on it.