

SAR Forms Solution Provider Change – Announcement and FAQ for Designated and Managing Brokers Revision 10/13/2015

The SAR is changing forms providers from Zipform to Instanet. The new solution from Instanet is their TransactionDesk suite. This includes forms, document storage, transaction management, and **digital signatures**, all as an SAR member benefit.

Q. Will my company forms be available? (Updated)

A. If your office has company forms that you would like to be able to fill in using the new forms solution, you can email them to forms@instanetsolutions.com and they will be programmed for your office at a cost of \$50 per page. *(Please note, if you have office forms available in Idaho's form solution, please contact Mike@spokanerealtor.com with examples of the form and we may be able to transfer them.)*

Forms versus Documents – You will be able to upload documents individually or for your office that require signatures, **but do not need to be filled out online**, at no charge on your own.

Q. Why is this change taking place?

A. In reviewing forms providers, Instanet provides a robust, cross-platform solution with more options that SAR members are expecting to use at a better price than other solutions.

Additionally, Zipform has not been timely in providing SAR members with current form changes. In the past, due to slow response from Zipform, SAR users were forced to use outdated forms in the course of a transaction.

Q. When will this happen?

A. The SAR is going to have a beta-test group begin work in October for a scheduled November full launch.

Q. How can we get training on this new product?

A. The SAR will be scheduling training sessions for members, as well as offering Train the Trainer sessions and office presentations. Watch our Education bulletin and Weekly Notices for dates and options.

Q. How do I enroll my agents?

A. You will not need to associate your agents with your office, as you did in zipForm. TransactionDesk will use our member rosters and office rosters to associate your members.

Q. What should we do with our existing zipForm transactions?

A. zipForm will no longer be available after the end of the year with our forms. It is recommended that if you have archived transactions in zipForm, you make sure you have local paper or electronic copies. As TransactionDesk becomes available, encourage your members to transfer existing or new transactions to the new system.