

Follow the steps below to generate a Smart Docs fax cover sheet to fax documents to your client's email.

STEP 1

Log in to the CRMLS Matrix platform, click the **Links** tab, then click the **Smart Docs** link. You see the Smart Docs File Center.

STEP 2

Click **FAX TO EMAIL**.

CRMLS
California Regional Multiple Listing Service, Inc.

FILE CENTER **FAX TO EMAIL** INBOX CHECKLISTS REPORTS MY PROFILE HELP LOGOUT

From

*Sender's Name: Sender Name *Email Address: SenderEmail@domain.com Fax Number: 909-555-1212 Phone Number: 909-555-1212

To

Copy to my DocCentral Inbox

Recipient's Name: Recipient Name *Email Address: RecipientEmail@domain.com

Document

Document Name:
Document Description:

Message

Subject:
Message:

Write your message within 500 characters.

* Required Fields

STEP 3

Replace the recipient information in the **Recipient's Name** and **Email Address** fields with your client's name and email address.

To

Copy to my DocCentral Inbox

Recipient's Name: Email Address:

STEP 4

Enter Document and Message information as necessary.

Document

Document Name:

Document Description:

Message

Subject:

Message:

Write your message within 500 characters.

STEP 5

Click **Print** to print the cover sheet or **Email** to send the cover sheet to an email address.

STEP 6

Fax the CRMLS Smart Docs cover sheet along with your documents to the toll-free phone number listed at the top of the cover sheet.

Your documents will be converted to PDF format and emailed to the recipients listed on the cover sheet.



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