

# Exporting Your Saved Forms From Form Simplicity

- First, log in to Form Simplicity using your NJ Realtors® login, then click on “Active Transactions” or “Active” from the navigation (the process is the same for Archived transactions)

**NEW JERSEY REALTORS®**

PROFESSIONAL

form simplicity  
transactions made simple

HOME LIBRARY ACTIVE ARCHIVED CONTACTS PACKAGES TASKS CLAUSES MY FILES FEEDBACK HELP

Welcome, Quentin LOG OUT

Start a Form Forms Package **Active Transactions** Archived Transactions

NOW ONLY **\$59** /yr  
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f t R REALTOR

- Next, open the transaction that you want to export.

The screenshot displays the 'ACTIVE TRANSACTIONS' page in the FormSimplicity application. At the top, the New Jersey Realtors logo and 'formsimplicity' branding are visible. A navigation menu includes links for HOME, LIBRARY, ACTIVE, ARCHIVED, CONTACTS, PACKAGES, TASKS, CLAUSES, MY FILES, FEEDBACK, and HELP. A user greeting 'Welcome, Quentin' and a 'LOG OUT' link are present. A 'PLAY ACTIVE TRANSACTIONS VIDEO' button is also visible. Below the navigation, a breadcrumb trail reads 'HOME : TRANSACTIONS : FORMS : Active Transactions'. A pagination bar shows 'View per page: 10 | 25 | 50', 'Active Transactions: 82', and 'Page 1 of 9'. The main content area features a table of active transactions with columns for Transaction Name, Address, Date Created, Last Updated, and Edit. A green arrow points to the first row of the table.

TRANSACTION NAME	ADDRESS	DATE CREATED	LAST UPDATED	EDIT
New Transaction		11.18.15	11.18.15	EDIT
New Transaction		11.12.15	11.12.15	EDIT
New Transaction		07.01.15	07.01.15	EDIT
New Transaction		05.28.15	05.28.15	EDIT
New Transaction		05.05.15	05.05.15	EDIT
New Transaction		04.23.15	04.23.15	EDIT
Test		03.30.15	03.30.15	EDIT
New Transaction		02.10.15	03.30.15	EDIT

- To export the entire transaction, click on the topmost checkbox under “Forms” and under “Files” to select all the items
- Then, go to the “SELECT COMMAND” dropdown menu, and select “Download” to download the transaction.

HOME: TRANSACTIONS - New Transaction

ADDRESS:

EMAIL: [transaction+ntzgeauggo@formsimplicity.com](mailto:transaction+ntzgeauggo@formsimplicity.com) TOTAL FILE SIZE USED: .36 mb  ? **UPGRADE** **DELETE TRANSACTION**

**New Transaction**

Content History Broker Review Tasks Sharing & Negotiating Email History

**FORMS** ?

CHOOSE FORMS BELOW and **SELECT COMMAND** ?

<input checked="" type="checkbox"/>	SORT	TITLE	FORM
<input checked="" type="checkbox"/>	↓↑	<b>MOBILE</b> Form 118 - Standard Form of Real Estate	Form 118 - Standard Form of Real Estate
		Contract_STATEWIDE	Contract_STATEWIDE.xdp

**FILES** ?

<input checked="" type="checkbox"/>	SORT	OPTIONS	FILE NAME	DESCRIPTION	DATE/TIME	SHARE	SIZE
<input checked="" type="checkbox"/>	↓↑	<b>OPTIONS</b>	Sample Forms File.docx		12.03.15 / 10:35 AM	<input type="checkbox"/>	.02 mb

50 mb Capacity: .36 mb used  **UPGRADE** **DELETE TRANSACTION**

**ADD FORMS TO TRANSACTIONS**

# DONE!

- That's it! The forms are downloaded to your computer in a zip file with all the forms/files from that transaction.
- Repeat this quick process for all transactions you want to keep for your records.