Assistant Accounts

Assistant Accounts can be created in Form Simplicity to provide access for non-licensed office staff, such as an agent's personal assistant, office administrators and office managers.

Providing your office staff with access to Form Simplicity allows your office to operate more efficiently, as your staff will be able to assist agents and brokers with their day-to-day forms and transaction management needs.

A basic Assistant Account has access to perform the following tasks:
- Print blank copies of all available forms located in the Library
- Download an electronic backup copy of each blank form in the Library
- Email blank forms from the Library

You can also grant an Assistant Account permission to access the accounts of either specific agents or all agents within the office. This will allow the assistant to support the agent(s) with managing their transactions.

If the assistant requires even further access, based on their role within the brokerage, the Assistant Account can be granted Broker Authority. This will give them access to various broker features, such as creating and maintaining brokerage-wide packages and clauses and reviewing contracts that agents submit via the Broker Submittal tab.

Brokers can easily create Assistant Accounts by accessing the ASSISTANTS tab located under their Broker View page.

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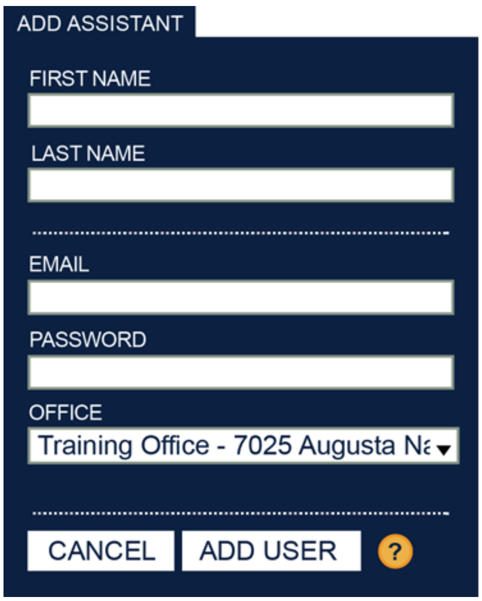

To create an Assistant Account, the broker will need to enter the following information:

- First Name
- Last Name
- Email Address
- Password
- The office with which the assistant is associated

Once the account is created, the assistant can visit NJAR.com and log in via the Assistant Account access portal using the assigned email address and password.

Form Simplicity Tip

Since Assistant Accounts are tied to the brokerage, we recommend using Assistant Accounts to create and maintain brokerage-wide packages and clauses. This will ensure that the packages and clauses stay within the brokerage in the event that the broker retires or moves to a new office.

To learn more about creating Assistant Accounts, please watch the following video:
http://njar.formsimplicity.com/public/videos?video=33

Form Simplicity Login: NJARForms.com