



Online Forms Update March 1, 2006

SAVE FORMS ONLINE AND ON YOUR OWN COMPUTER? YOU CAN NOW WITH OREF ONLINE FORMS!

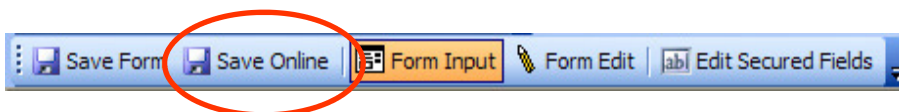
On March 1, 2006, OREF released a series of upgrades to the Online Forms System. These updates include the ability to save your forms online via the Online Forms website, in addition to archiving the forms on your own computer — even your company's network. This release also includes a new Transaction Manager, which allows you to save information about transactions and use it repeatedly to auto fill OREF forms.

Create and Save Transactions

The next time you login to the Online Forms System, you will notice there is a new link on the homepage: "Create Forms within a Transaction". When you click this link, you will be able to enter information relating to a particular transaction. Once you create and save this transaction information, it will be available each time you login to the Online Forms System — no need to re-type!

Save Forms Online

There is a new "Save Online" button on the Online Forms toolbar when a form is opened in Microsoft Word:



When you click that button, the form can be saved to a transaction folder that's been created in the Online Forms System. Don't worry if you haven't already created a transaction folder, the form will be saved to a "default" transaction folder.

Forms Saved for 6 Months

Your transactions will be saved online for 6 months. You can also archive the forms for long-term storage by saving each form to your local computer or network using the "Save Form" button on the Online Forms toolbar.

Sign Up Now!

If you aren't already an OREF Online Forms user, get more information at www.orefonline.com or by calling (503) 459-0195 or (800) 847-6298.

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Need help? In the Portland area, call Technical Support at 503-872-8002. Outside the Portland area call 877-256-2169 (toll free).