

Subscriber Update: November 2016, Issue

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System Requirements: zipForm®: Google Chrome and Mozilla Firefox Are Your Best Interface

So you bought a new computer or you're having browser compatibility issues with your Oregon Forms Library on the zipForm® Software platform. Log on to <http://orefonline.com/forms/how-it-works/> and review the System Requirements—ZipForm® Plus. At this time, zipLogix reports that Google Chrome and Mozilla Firefox are the most compatible browsers. zipLogix is working on Windows 10 and Microsoft Edge, however, these systems are not supported at this time.

When Does My Subscription Expire and How Do I Change Contact Information?

If you are on your home page in your zipForm® program, click on your profile tab (it's up on the right hand top of the corner, where your profile picture and name are). Then click on "Libraries" on your left hand side of the screen. This will show you what you have in your subscription package and what date your subscription is due to expire. 30 days prior to the expiration date (anniversary date of your enrollment), you will receive a message when you log on that your subscription will be expiring soon.

Recap of October 2016, RMLS™ and October 28, SOMLS Trade Shows

Approximately, 225 Realtors® / OREF subscribers attended the RMLS™ Technology Trade Show (Pendleton) and SOMLS Tech Camp (Jacksonville). A big thank you to RMLS™ and SOMLS staff for coordination and implementation of exhibit trade show and continuing education sessions.

Thank you **Jeff Wiren of Premiere Property Group, LLC** for providing three hours of continuing education on the *Sale Agreement and Matrix* and *Maximizing Your Oregon Forms Library / Maximizing Your Subscription Benefits*. Thank you **Colin Mullane of Full Circle Real Estate** for instructing *zipTMS: from cover sheet to electronic signature gathering and Oregon Forms Library subscriber benefits*.

Friday, November 18, Buyer Repair Addendum/Seller's Response Webinar (1.5 CE)

Register after October 21, at www.orefonline.com. Click on MENU, select Resources, click on down arrow, click on EVENTS to register. Instructors are Jeff Wiren of Premiere Property Group, LLC and Phil Querin of Q-Law, OREF Forms Committee legal counsel.

OnlineEd and OREF Advance Three One-Hour Modules: FREE CE—On-Line Curriculum

OnlineEd and OREF will advance three one-hour FREE continuing education points via on-line curriculum. The **one hour on-line curriculum courses** will be on the topics of Before/After Closing (**Oct. 21**), Well / On-Site Sewage System Addendums (**Oct. 28**) and Property Disclosure (**Mid-Nov.**). The three FREE CE will be available **October 2016 through April 2017**. A big thank you to both Jeffrey Wiren of Premiere Property Group, LLC and Steve Russell of Windermere Stellar for their volunteer contributions and leadership via preparation for the recordings. Thank you Jeff Sorg and Harlow Spaan of OnlineEd for their partnership efforts from planning, recording studio time and final development.

2017 Sale Agreement / Matrix—OnlineEd—Week of December 12

OREF, LLC and OnlineEd are pleased to provide the 2017 Sale Agreement and Matrix continuing education (non-CE) on the www.onlineed.com Education Library the week of December 12. This is a great supplement for tenured and new brokers alike to refresh on what is in the new Sale Agreement and special review of the Matrix (clause by clause). Brokers will greatly benefit by reviewing the Matrix and the Sale Agreement definitions section # 001 and all Sale Agreements.

2017 Forms Summary, Sale Agreement, Upload to Forms Changes Link on December 9

Annually, Forms Committee Legal Counsel Phil Querin completes and OREF staff upload the new Forms Summary Document to the Forms Changes link page at www.orefonline.com. This document, the **2017 Forms Summary**, is a must for brokers and OREF subscribers. This is your **sneak peak of what the Library changes** are so you'll be familiar with what will be **Oregon Library—zipForm® software platform uploaded approximately December 28**, as well as some of the primary highlighted content to be discussed at January 2017, Forms Changes seminars and webinars.

December 28---Oregon Forms Library Upload to the zipForm® Software Platform

The last week of December, you will note that your Oregon forms transition from 2016 to 2017. Please review the 2017 Forms Summary on www.orefonline.com and consider registering for one of the 1.5 CE seminars or webinars on the 2017 Forms changes.

2017 Forms Committee Leadership of Russell and Adkisson

Your 2017 Forms Committee leadership includes Steve Russell of Windermere Stellar (Portland) as your Chairman and Wendy Adkisson of Keller William Realty Central Oregon (Bend) as Vice Chairwoman. Steve and Wendy's combined 30 + years of Oregon real estate practice provide great leadership for your OREF, LLC Forms Committee. Thank you!

Forms Committee Leadership Recognition: Hoops, Russell and Wiren

The Forms Committee leadership cycle includes a **three-year term of Vice-Chair, Chair and Past Chair contributions**. OREF is fortunate to have great leaders guiding the full Forms Committee in the advancement of the forms development meetings. In addition to six annual committee meetings, the Forms Committee leadership contribute additional hours with continuing education audio / video recordings, seminars, webinars and occasional technology exhibit trade shows. Wiren was recognized before Portland Metropolitan Association Realtors® Board members, Russell before his fellow managers and Hoops before the Eugene Board of Realtors® BOD. Thank you gentlemen!

Ritter and Clark Promoted at OREF, LLC

Monica Ritter has been with OREF for six years. Starting as Administrative Assistant, promoted to Program Coordinator, Monica has advanced with her job duties and responsibilities. As a valued staff member, Monica is newly promoted to the role of **Director of Forms Development and Subscriber Services**. Thank you Monica for your hard work as liaison to the Forms Committee and your strong customer service skills to our Oregon subscribers. **Lance Clark** has been with OREF, LLC for 4.5 years. Hired as Executive Officer, Lance has been promoted to **Chief Executive Officer (CEO)** as of September 2016. Clark has 15 years of experience in association management including housing industry representation of Realtors®, Home Builders associations and OREF, LLC. Clark earned his **Certified Association Executive (CAE)** designation in 2015.

Brokering the Deal: Inspections and Contingencies webinar recording now available on Resources link page of

www.orefonline.com If you missed the 2016 Oregon Association Realtors® Convention in Sunriver and the OREF panel presentation, you missed great networking, continuing education and training. OREF is pleased to provide you video recording of the 90 minute panel session. Thank you to our panel presentation of John Baker, Craig Edwards, Jered Helton and Jeff Schopfer and the facilitation by Phil Querin of Q-Law and the OREF, LLC Forms Committee legal counsel. Plan now to attend and participate in the 2017 OAR State Convention in Portland at the Marriott.

News Link to Preview Past E-News and Resources Link for Seminars/Webinars Recordings

If you haven't logged on to www.orefonline.com recently, you're encouraged to check out the NEWS link page for news releases and past issues of e-news, as well as the RESOURCES link to view the 15 + previously recorded audio recordings, seminars and webinars. These are great informational, educational and training modules for your brokers. Significant development and instructional time have been implemented in these live sessions which are now your Library Archives. Use these resources for individual and/or group training opportunities.

OAR's Tech Hotline, Part of your OAR Annual Membership Benefit

<http://www.techhelpline.com/computer-support/?juirtyghfud1498784a12446085a683a16400a131>

Recently, OAR released e-news on *Windows 10: Fast Startup*. For more information on your Tech Helpline, OAR membership benefit, contact OAR!

Templates: Brokerage Reminders to Update Your Templates

Courtesy Reminder: Principal Brokers and brokerage administrators, note that OREF highly encourages you to review your brokerage templates. If you have any template that may be aged information (2016 or older), you may need to make sure all associated templates are updated before year-end prior to FY 2017. **OREF updates the 70 + transactional and advisory forms NOT your brokerage templates.**

Terms of Service: Violations and Illegal Use Being Addressed

If you are utilizing OREF forms as powered by zipForms® and you are not the paying subscriber, you are illegally utilizing the electronic forms. Oregon Real Estate Forms, LLC is monitoring the illegal misuse of the real estate transactional forms and as we become aware of any and all appearances and/or actual cases of unlawful use, the associated parties will be issued a demand to cease and desist and further legal action. If you as a subscriber are aware of unlawful use, we encourage you to advise OREF by sending an e-mail to eo@orefonline.com and/or by calling (503) 459-0195.

Per the terms of service as agreed upon by all new and renewing subscribers, as well as posted on OREF, LLC website of <http://orefonline.com/electronicforms.asp>, the grant of license states "Licensor hereby grants you a limited, revocable, nonexclusive, personal and nontransferable license to access and use the Forms via the Internet for your own direct annual electronic subscription.

Upcoming CE Calendar: Register with www.onlined.com. OnlineEd issues CE certificate.

- **OREF-OnlineEd 3 hours FREE on-line curriculum CE**
 - After Oct. 21, register for Before/After Occupancy (1 CE)
 - After Oct. 28, register for Well/On-Site Sewage System Addendums (1 CE)
 - After mid-November, register for Property Disclosure (1 CE)

- **Friday, November 18, 1:30 p.m. – 3:00 p.m., Buyer Repair Addendum/Seller's Response**
 - Register after October 21, at www.orefonline.com. Click on MENU, select Resources, click on down arrow, click on EVENTS to register. \$19 per computer per location.

2017 OREF Forms Changes Summary Seminars & Webinars (1.5 CE.)

Register with Association listed below and follow up with listed Associated for your CE certificate. See schedule at www.orefonline.com, click on News link for 2017 Forms Changes Seminars.

January 4	COAR, Bend: Jeff Wiren, instructor.
January 5	Salem, Byron Hendricks, instructor.
January 5	PMAR webinar, Portland. Instructors: Jeff Wiren and Phil Querin. \$20
January 6	RVAR, Medford. (2 seminars; register only one). Jeff Wiren, instructor.
January 10	EAR, Eugene. Instructors: Jeff Wiren and Phil Querin.
January 18	OAR webinar, Portland. Instructors: Jeff Wiren, Phil Querin and Jenny Pakula. \$19
January 25	NWVAR, Woodburn. Byron Hendricks, instructor.

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