

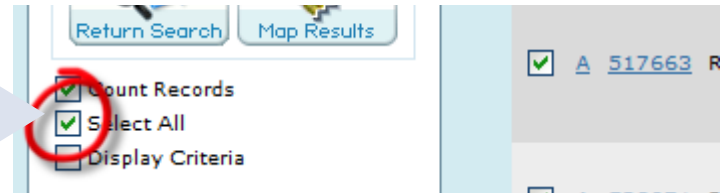


## Set up 1004MC Service with InnoVia

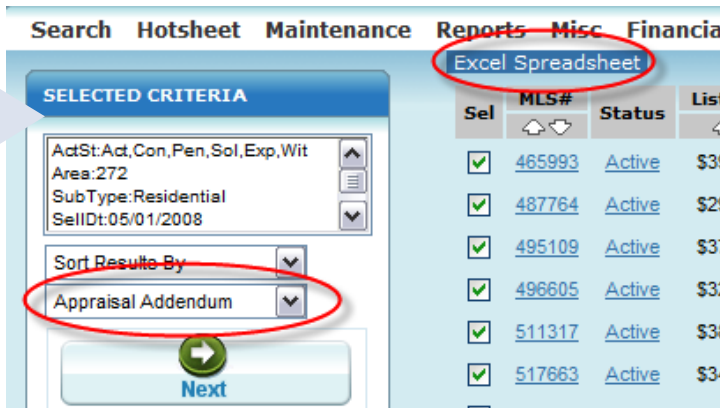
To utilize the ClickFORMS 1004MC Service with this MLS, you must first export a data file.

### Configure the Export

**1** Log in to your MLS. Once logged in, run a search of the market you'd like to analyze on the 1004MC form. When your search results appear, check the box to select all records.

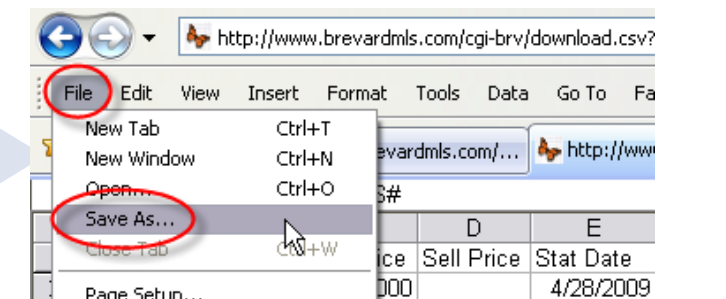


**2** Select **Appraisal Addendum** from the drop down menu. The view will change and an Excel spreadsheet will pop up. Click on the **Excel Spreadsheet** link.

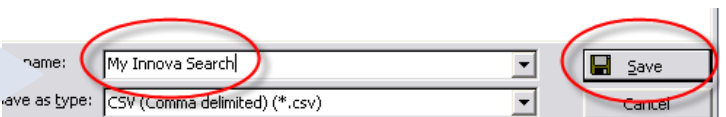


**3** The site will now either prompt you to either save the file or open it in your browser or Excel. If it prompts you to save, do so in a memorable location on your computer (such as your Desktop) and load it into ClickFORMS. If the file opens in a new window, follow the steps below.

**4** If the spreadsheet opens in a browser or Excel, simply go to **File > Save As**.



**5** A save window will appear. Enter a file name and select a memorable location (such as your Desktop). Click **Save**. You can load this file into ClickFORMS.



If you're having trouble with any of this functionality, click on **Browser Optimizer** at the login screen and fix any issues.

