HOW TO PLACE AN ORDER
ON AO PLUS

Log in or Create an Account
Log in to your account (or create one) at https://associationonline.com/

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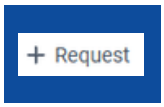
Start an Order


Click "+ Request" located in the header of the homepage. Select your role for this request / transaction. Then click "> NEXT", and ensure your information is correct.

2

Transaction Details
Enter transaction status and type. The remaining fields should be completed if known, otherwise leave blank: closing date, purchase price, occupancy status, etc. Click "> NEXT"

3

Property Information
Enter the property address. Click "> NEXT"

4

Association Information
Enter Association information, if known. You may add more than one Association. If unknown, check the box. Click "> NEXT"

5

Request items
Now use the drop-down menus to select your order items. At the bottom of the page, enter when the documents are needed by, as well as the legal description for the property. Click "> NEXT"

6

Transaction Parties
Enter information for Transaction Parties, their roles, and Seller Association Authorization (SAA) delivery method. Click "> NEXT"

7

Request Summary
The final page includes a summary of your request, and the ability to upload supporting documents to the order (Contract to Buy and Sell, SAA, etc). If the information on the Request Summary is correct, click "> SUBMIT ORDER" – if something is incorrect, navigate backwards to adjust the order.

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