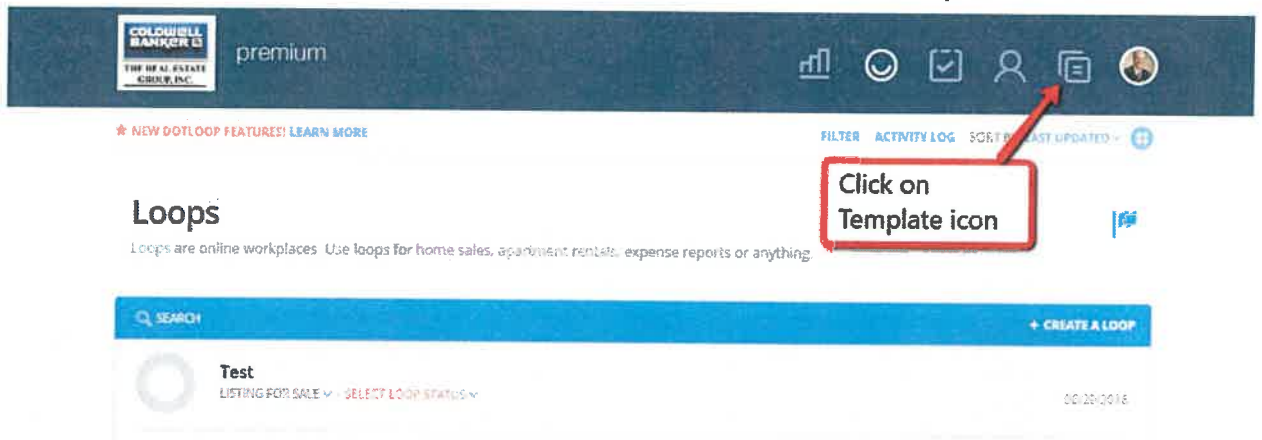


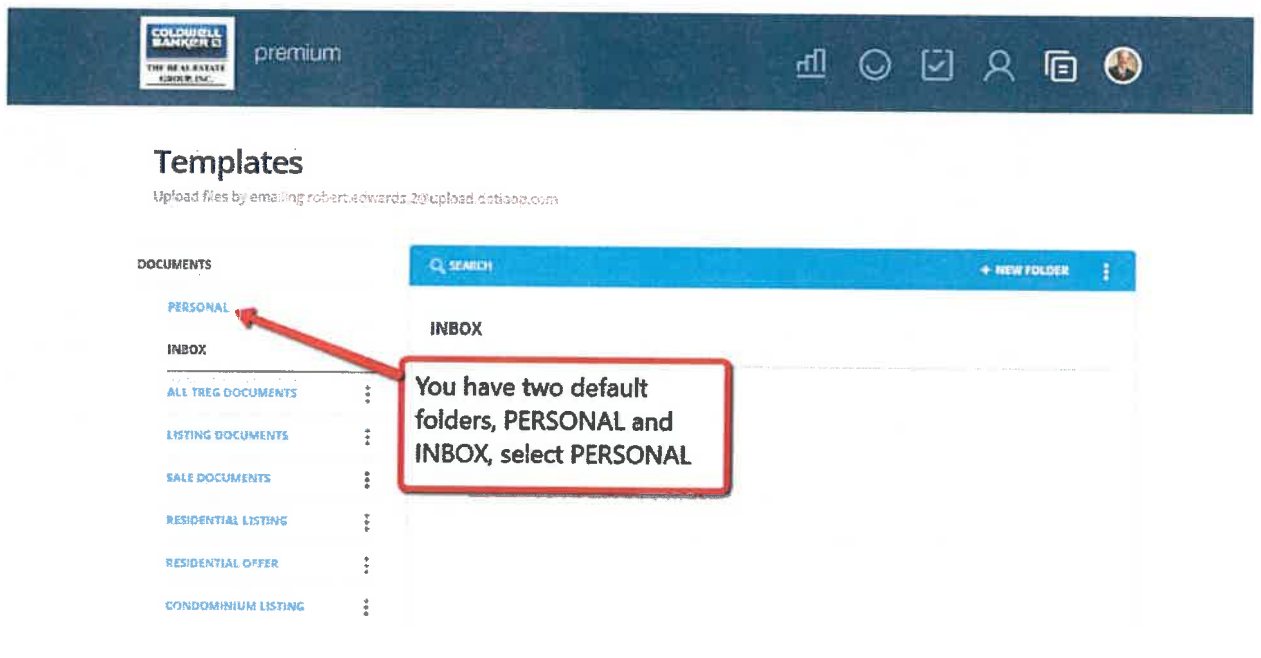
DotLoop- How To Create Your PERSONAL TEMPLATE FOLDER

Creating your own Personal Template Folder allows you to have all of your personal information and pre-printed language ready to go on the documents specific to any type of transaction you work with. You could have a personal Listing Folder, Offer Folder, Buyer Agency Folder, etc.

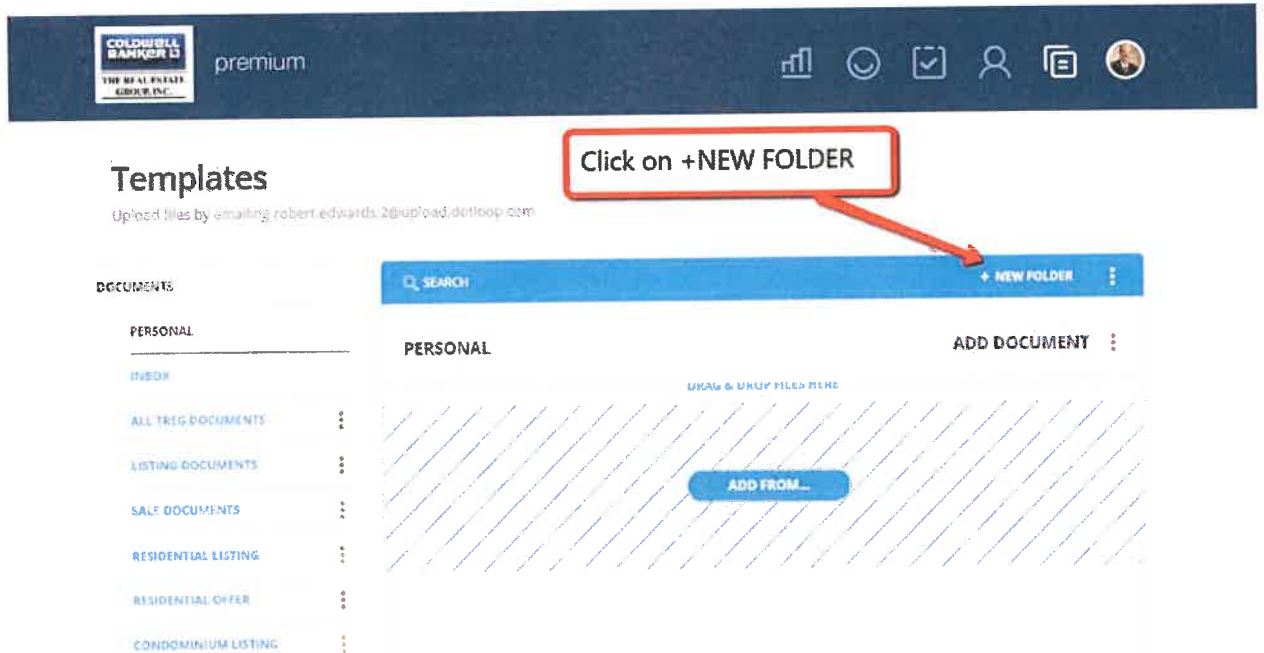
1. When logged into your dotloop account, click on the Templates icon.



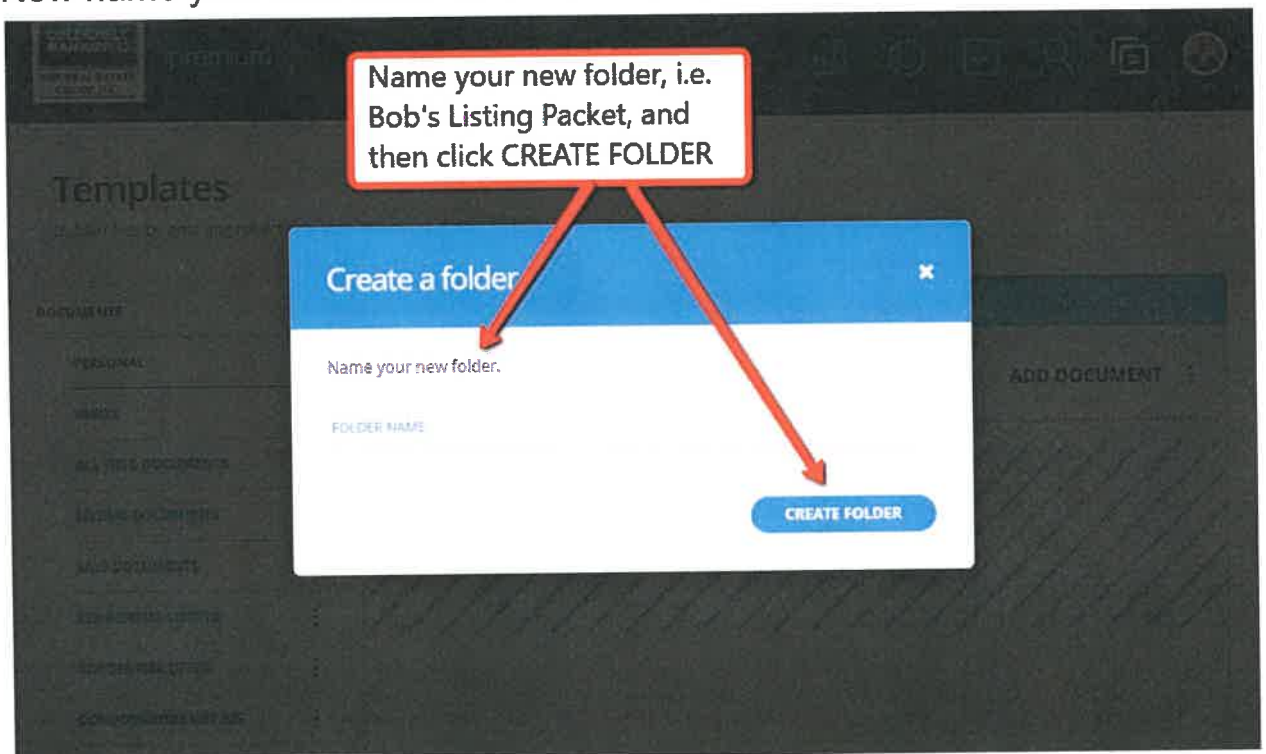
2. You have two default folders on the left side, click on PERSONAL.



3. Next click on +NEW FOLDER



4. Now name your new folder and then click CREATE FOLDER



5. You may now add documents from your **COMPUTER** or **TEMPLATES** by clicking on your choice

Templates

Upload files by emailing robert.edwards.7@upload.dotloop.com

DOCUMENTS

PERSONAL

INBOX

BOB'S LISTING PACKET

ALL TREG DOCUMENTS

LISTING DOCUMENTS

SALE DOCUMENTS

RESIDENTIAL LISTING

RESIDENTIAL OFFER

CONDOMINIUM LISTING

SEARCH

+ NEW FOLDER

BOB'S LISTING PACKET

ADD DOCUMENT

DRAG & DROP FILES HERE

ADD FROM...

COMPUTER

TEMPLATES

You may now add documents from your **COMPUTER** or from the **TEMPLATES**

6. Now that you have uploaded your documents, you may open them and add your personal information and pre-printed language, etc. this information will be saved and ready for your use on the next transaction.

Templates

Upload files by emailing robert.edwards.2@upload.dotloop.com

DOCUMENTS

PERSONAL

INBOX

BOB'S LISTING PACKET

ALL TREG DOCUMENTS

LISTING DOCUMENTS

SALE DOCUMENTS

RESIDENTIAL LISTING

RESIDENTIAL OFFER

CONDOMINIUM LISTING

CONDOMINIUM OFFER

SEARCH

+ NEW FOLDER

BOB'S LISTING PACKET

ADD DOCUMENT

<input type="checkbox"/> WB-1 - Residential Listing Contract - Exclusive Right to Sell	ROBERT EDWARDS	OPTIONAL
<input type="checkbox"/> AFFILIATED BUSINESS ARRANGEMENT SELLER 08 16 2011	ROBERT EDWARDS	OPTIONAL
<input type="checkbox"/> HMS Brochure & Application	ROBERT EDWARDS	OPTIONAL
<input type="checkbox"/> Inclusions Exclusions Oct 2013 v4	ROBERT EDWARDS	OPTIONAL
<input type="checkbox"/> Listing Data Sheet Dec 2012	ROBERT EDWARDS	OPTIONAL
<input type="checkbox"/> Seller's Authorization for REALTOR and Title Company Communic...	ROBERT EDWARDS	OPTIONAL
<input type="checkbox"/> Seller's Estimated Costs	ROBERT EDWARDS	OPTIONAL
<input type="checkbox"/> Sellers Disclosure Form Revised 07-2013	ROBERT EDWARDS	OPTIONAL
<input type="checkbox"/> Sellers Update Sheet Nov 08	ROBERT EDWARDS	OPTIONAL

Now that you have uploaded documents into your new personal folder, you may open them and add your personal information and/or language etc. This info will be saved and ready for your next transaction.

