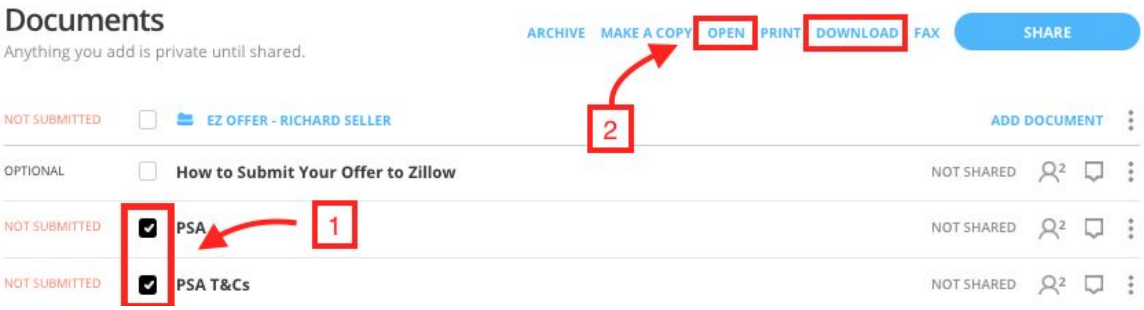
Submitting your offer in dotloop

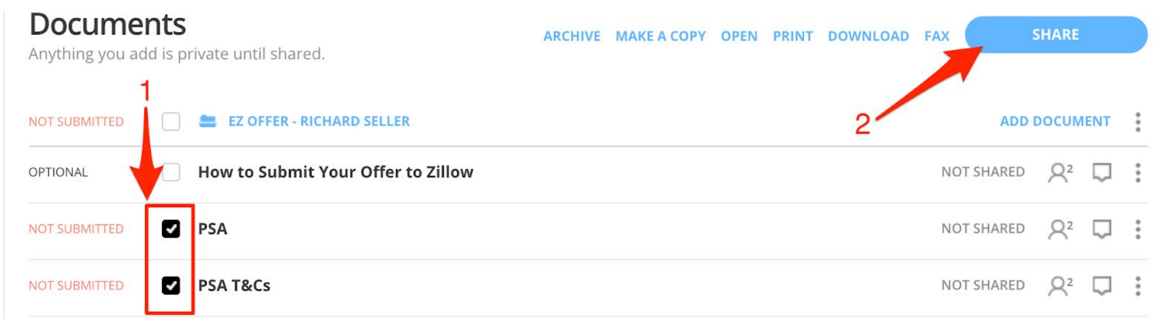
Now that you've signed in or setup your free dotloop account, you can easily submit your offer through dotloop
If you would prefer to use dotloop's interactive forms to collect your client's signatures, go to page 2

View/Download the documents available by selecting the documents (**1**) and choosing open or download (**2**)

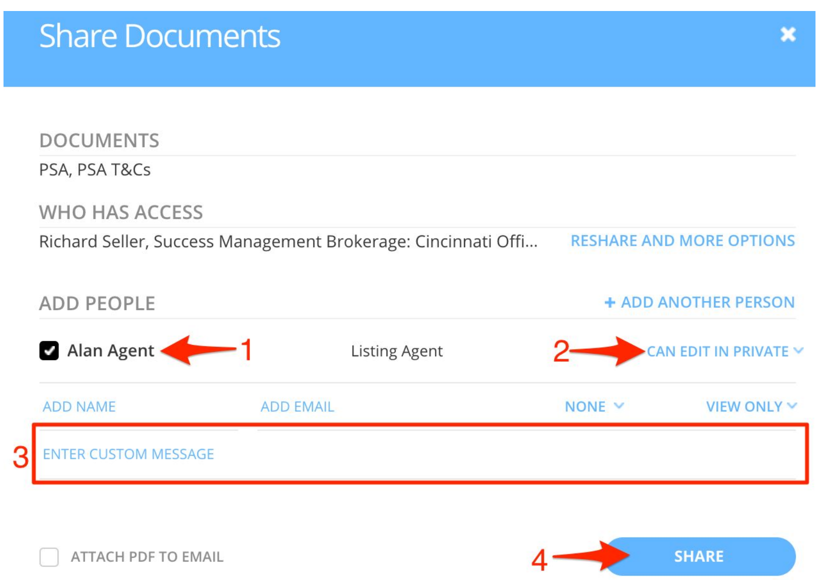


Upload offer documents to be shared by selecting add document (**1**) and choose the browse option (**2**) to add the documents from your computer

To finally submit your offer packet you've uploaded, check the check boxes to the left of the documents needing to be shared (**1**) then click 'SHARE' (**2**)



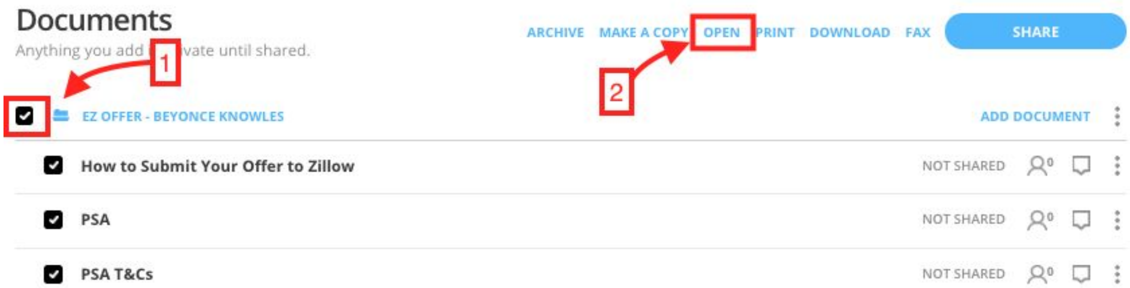
Finish by selecting the intended recipient (**1**), make sure can edit in private is selected (**2**), include a message to listing agent *if needed* (**3**), click 'SHARE' (**4**)



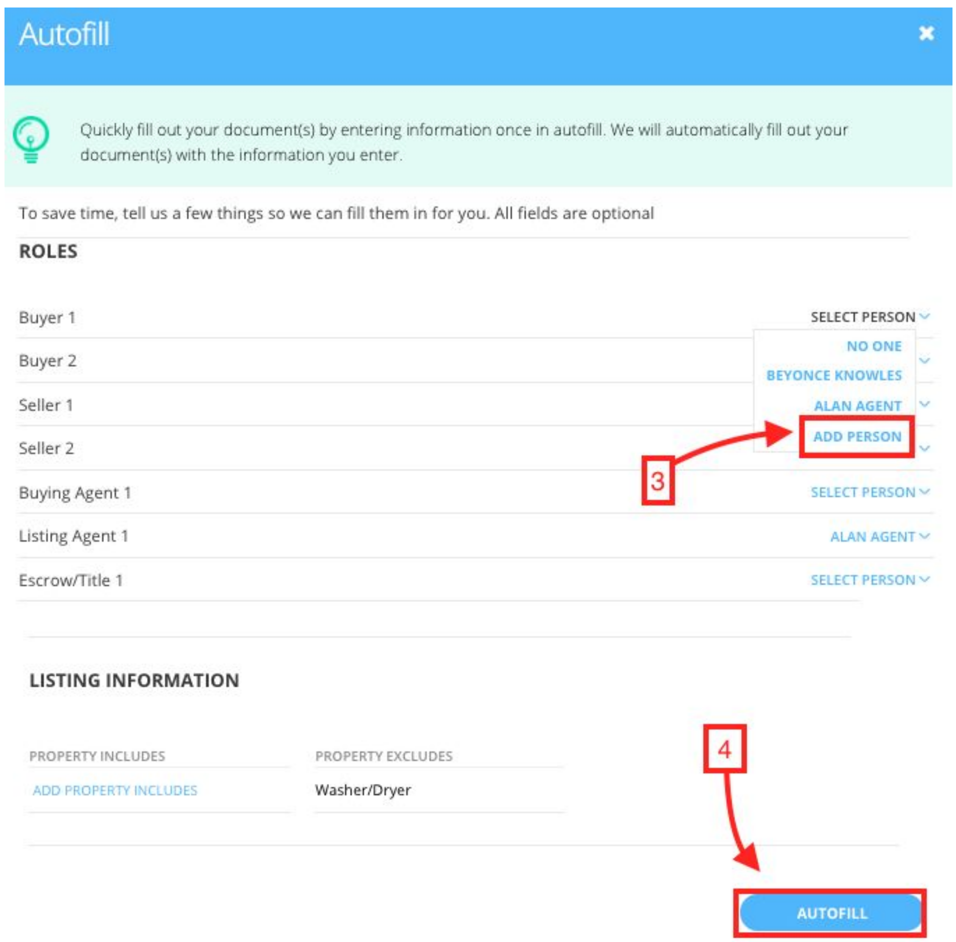
….and like that - your offer has been submitted!

If you would like to use dotloop’s interactive forms to collect your client’s signatures

To utilize dotloop’s electronic signature capabilities to obtain signatures and submit an offer, you will want to start by opening all of the documents (**1**) (**2**)

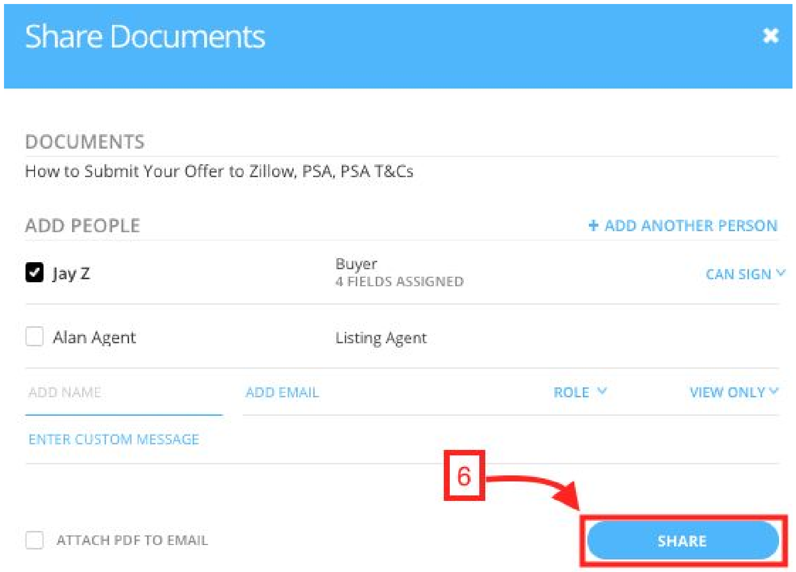


You will be prompted with an autofill window, these is where you can add in your Buyer’s information (**3**) - once this is complete, scroll to the bottom of the autofill window and click ‘AUTOFILL’ (**4**) this will assign your buyer to the appropriate signature/initial fields

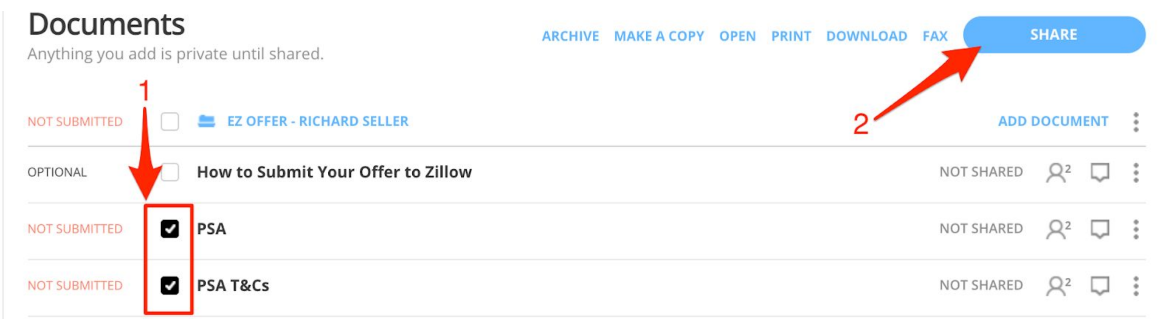


After you review the document and everything looks good, click ‘SHARE’ (**5**)

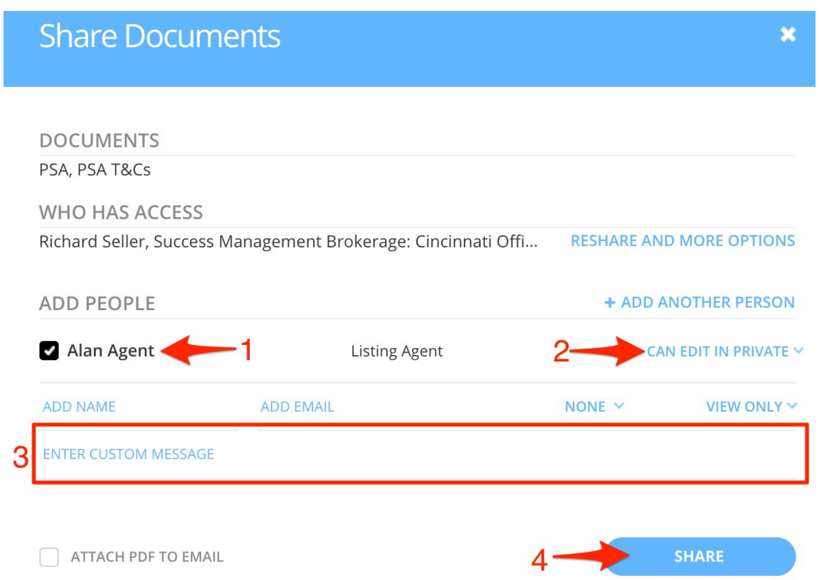
To finally send the documents to your client for signature, click ‘SHARE’ again (**6**)



You will be email notified once your client has signed. To finally submit your offer packet you’ve prepared, check the check boxes to the left of the documents needing to be shared (**1**) then click ‘SHARE’ (**2**)



Finish by selecting the intended recipient (**1**), make sure can edit in private is selected (**2**), include a message to listing agent *if needed* (**3**), click ‘SHARE’ (**4**)



….and like that - your offer has been submitted!