## 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, <u>go to page 2</u>* 

View/Download the docur	ments available by selectin	g the d	ocuments (1) and o	hoosing open or o	dowi	nloa	d ( <b>2</b> )
<b>Documents</b> Anything you add is private	te until shared.	ARCHIVE	MAKE A COPY OPEN PRINT	DOWNLOAD FAX	SHARE		
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Upload offer documents to be shared by selecting add document (1) and choose the browse option (2) to add the documents from your computer

<b>Documents</b> Anything you add is private until shared.		ADD FOLDER
NOT SUBMITTED	R DRAG & DROP FILES HERE	ADD DOCUMENT
Ē		
TEMPLATES Add an interactive form by selecting one from templates.	BROWSE Search and add any PDF from your computer into this folder.	EMAIL Attach the files you need to an email and send them directly into this folder.

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)

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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)

	Share Documer	nts		×			
	DOCUMENTS						
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	ADD NAME	ADD EMAIL	NONE 🗸	VIEW ONLY ~			
3	ENTER CUSTOM MESSAGE	-					
			1	CHARE			
	ATTACH PDF TO EMAIL	4	+	SHARE			

....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)

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	PSA T&Cs				NOT SHAR	D QO	$\Box$	÷

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

Autofill		
Quickly fill out your doc document(s) with the in	ument(s) by entering information once in autofill. formation you enter.	We will automatically fill out your
To save time, tell us a few thing	gs so we can fill them in for you. All fields are op	otional
ROLES		
Buyer 1		SELECT PERSON V
Buyer 2		NO ONE
Seller 1		ALAN AGENT
Seller 2		ADD PERSON
Buying Agent 1		3 SELECT PERSON~
Listing Agent 1		ALAN AGENT~
Escrow/Title 1		SELECT PERSON ~
LISTING INFORMATION		
PROPERTY INCLUDES	PROPERTY EXCLUDES	4
ADD PROPERTY INCLUDES	Washer/Dryer	7
		AUTOFILL

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)

Share Docur	ments		×
DOCUMENTS			
How to Submit Your O	Offer to Zillow, PSA, PSA T&Cs		
ADD PEOPLE		+ ADD A	NOTHER PERSON
🖌 Jay Z	Buyer 4 FIELDS ASSIGNED		CAN SIGN Y
Alan Agent	Listing Agent		
ADD NAME	ADD EMAIL	ROLE Y	
ENTER CUSTOM MESSAG	E		
	[6] <b>-</b>		

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)

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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)

	Share Documer	nts		×
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	PSA, PSA T&Cs			
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	🗹 Alan Agent 🔶 1	Listing Agent	2	AN EDIT IN PRIVATE 🗸
	ADD NAME	ADD EMAIL	NONE 🛩	VIEW ONLY 🗸
3	ENTER CUSTOM MESSAGE			
	ATTACH PDF TO EMAIL	2	1	SHARE

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