DotLoop Client Guide

Introduction

When you work with a Keller Williams agent, you'll have the opportunity to conduct your entire real estate transaction online. DotLoop is a paperless transaction management system. Imagine—no more faxing papers back and forth or driving across town for missed signatures. No more initialed changes to smudged contracts, illegible handwriting, over-faxed contracts or lost documents With DotLoop, the traditional paper trail is online and all parties to a transaction can collaborate in one space.

The Buyer/Seller Experience

You'll receive an email from your agent letting you know you have documents to review.

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8 m %	Bruce Virg	gil	0	Docum	nents	for 1234 clier	nt Test, Gar	den City, KS 6784	l 6 - Jessica:	I've enclosed some documents for 1234 client Test, Garden	9:42 am

Your agent has invited you into a buying or selling "loop." The transaction documents will NOT be sent to you as an attachment; instead, you are invited view and eSign the documents online.



To view the forms, click Go Now in the email you receive from your agent.

You will arrive at a "Preview" page containing a list of the documents ready for your review and signature. You may choose to print or e-sign the documents. To e-sign, click Respond.

It's Simple		1	About Us	In The News	Agents	Buyers/Seller
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234 client Test, Garden City, KS 67846						
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REC OP-K) - Buying	Action Required	Print	open a PDF which will allow you to review the (The document will open using Adobe Acrobat			document It PDF. You
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achments			To confirm	the offer, click the	'eSign" button to	o the left.
ame		Print	You will be	asked to register v	with DotLoop to i	input your
			electronic	signature.		
asca finich aur chart redictration process to	review and electronica	ally sign				

Next, you will arrive at the Buyer/Seller Enrollment page, where you will specify an e-signature password and security question.

NOTE: At no time will your agent set up or have access to your password or security question. It is your responsibility to secure and protect your password; do not share you password with anyone.

dot loop.	Live Chat Welcome Susan D. Buyer Dec 9, 2010 2:37:26 PM
	Buyer/Seller Enrollment Welcome Susan D. Buyer Susan, for security purposes please complete the form below. Email Address secret Ouestion Secret Ouestion What's your favorate color? Answer red New Password Confirm New Password Confirm New Password
A Comment	Continue

Once you complete the enrollment process, you'll see a dashboard listing all of your transactions or "loops." This is your Home page in DotLoop.

You will be able to access your transactions online for seven years, or however long your state allows.

Susan's Home - Summary of Your Loops and Notices

Click on an "Loop Name" to view the forms you need to sign.

Loop Name	Offer Type	Attention Required
9999 Training Ave, Austin, TX 78664	Buying	Yes
	<< 1 > >>	>

Once they select a loop, you will see a brief video tutorial which explains how to review and sign the forms.



As you client review your forms, any lines that require your initials or signature will be highlighted in pink. To sign, just click the pink fields, select your name from the drop-down list, and click Continue.

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(3) The date in Paragraph 9 of t	e contract is changed to		
(4) The amount in Paragraph 12	(1)(b) of the contract is changed to \$		
(5) The cost of lender required \$ by Se	epairs and treatment, as itemized on the attached list, will ler; \$ by Buyer.	be paid as follows:	
(6) Buyer has paid Seller an add	itional Option Fee of \$	on of the unrestricted right to	
terminate the contract on or to the Sales Price.	before 2 This additional Option Fee (will 🔘 will not be credited	
(7) Buyer waives the unrestricted	d right to terminate the contract for which the Option Fee	was paid.	
(8) The date for Buyer to give v	ritten notice to Seller that Buyer cannot obtain Financing .	Approval as set forth in the	
Third Party Financing Conditi	on Addendum is changed to 2		
(9) Other Modifications: (Inse	t only factual statements and business details applicable :	o this sale.)	
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If the form has multiple pages, you will need to review, initial and/or sign each page.

Once you have reached the end of a document, you will lock in your signature by entering your password.

Susan's Contract Signature



When you complete a form, you will be prompted to review and sign any remaining forms by clicking eSign.

Once you have signed all forms in the transaction loop, you will see the final Confirmation screen. Your agent will immediately be notified that you have signed the forms.