**DOTLOOP 101**

***SUBMIT Listing*** *paperwork within* ***3 business days of getting a signed listing agreement*** *(even if it is not on the MLS yet)*

***SUBMIT*** *your* ***Contract*** *paperwork and* ***Greensheets within 3 business days of execution***

* Log into **mykw.kw.com >** in the **eEdge Control Panel** in the center of the screen click onthe **+** next to **myTransactions >** click on **start transaction** to open the Dotloop window **>** Click

 **or + Create a Loop**

* **Name** **loop**
	+ Use the **Property Address** as the name
		- Exception – if it’s a BUYER, but nothing under contract yet, use the Buyer’s name. Change to address once it goes under contract.
* **Choose loop Template** (optional) – required documents will preload into the loop for you
	+ Residential Listing or Buyer Sale
* **Rename** first **folder**
	+ Click the three dots to the far right of the folder name to access the dropdown menu then click **Rename**
		- If it is a buyer, name the folder the buyer’s last name and/or address
		- If it is a Listing name it Listing Folder
			* When your listing goes Under Contract, add a new folder (see below) and name it “Listing Under Contract – Smith” *(put buyer’s name here so if the contract fails & another is created, you can keep them straight)*
* **Adding folders** to your Loop
	+ Click **Add Folder*,*** *then repeat steps above to name it*
		- Add new folders in a buyer loop for each offer to keep them organized
		- Add new folders for every accepted offer for a listing. Archive failed or terminated offers so only the original listing folder and the final listing under contract folder remain
* **Adding documents** to your loop (must be PDF or dotloop document)
	+ Click **Add Document** and a box will open
	+ You can add documents by either:
		- Dragging & dropping a PDF from your computer into the box
		- Browsing your computer for the PDF you want to add
		- From Templates
			* Most common documents are set up as dotloop templates
		- From email – copy the address>open any email with a transaction document attached as a PDF>forward that email to the address you copied. The document will show up in the loop after a few minutes (you may need to refresh the page)
* **SUBMIT your loop for Review**
	+ Click **Submit for Review**so your files can be reviewed by the Broker
	+ You will be prompted to categorize your folder(s) for review
		- Click folder, then click **Select Type** and choose type (**Listing** vs**. Buying**)
		- Repeat for each folder if you have more than one
		- Click **Submit**

***\*\* What do I do if my contract falls through?***

* Rename your U/C folder as **Terminated** & submit required cancellation paperwork
* When you get a new U/C, **add a new folder** & **name it** with the new buyer’s name