

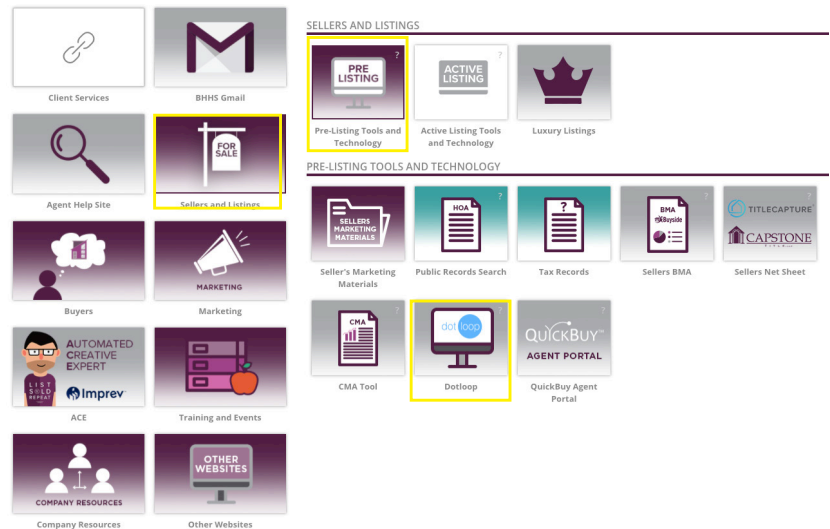
HOW TO: HOST AN IN- PERSON SIGNING ON DOTLOOP

Living in a modern world means you can have documents signed digitally. Bonus, Dotloop has it all in one place for you – so there's no need to print, scan or send anything!



STEP 1: LOG INTO DOTLOOP

- Log into your Cabernet Corner account then go to **Sellers and Listings > Pre-Listing Tools and Technology > Dotloop**

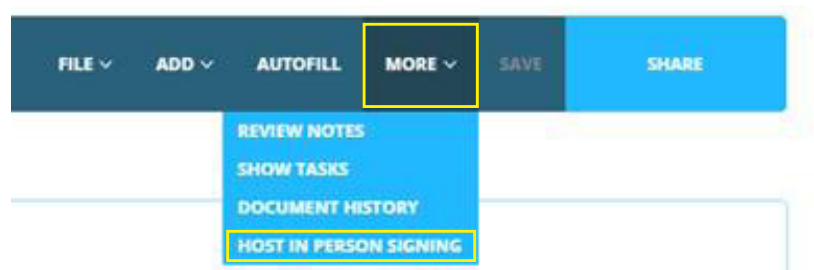


STEP 2: FIND YOUR LOOP

- Find the loop associated with this listing. If there isn't one, you need stop right here and create one!

STEP 3: LOCATE THE MORE TAB

- In the loop, you will click on the document you want to have signed and then click the **"More"** tab at the top and click **"Host In Person Signing"**.



STEP 4: FOLLOW THE PROMPTS

- You are then instructed to let the customer use your computer to complete the signing, all of which is automated for that document. Each signature block is highlighted and after they sign the document jumps to the next place for the signature. Easy as pie!