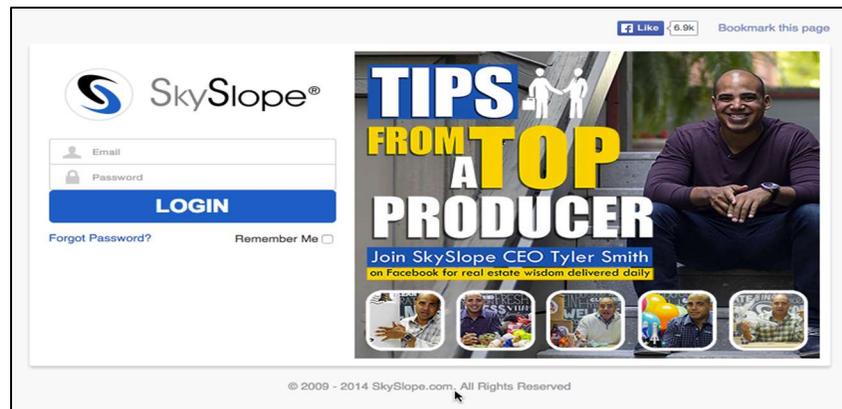




SkySlope Agent Quick Guide

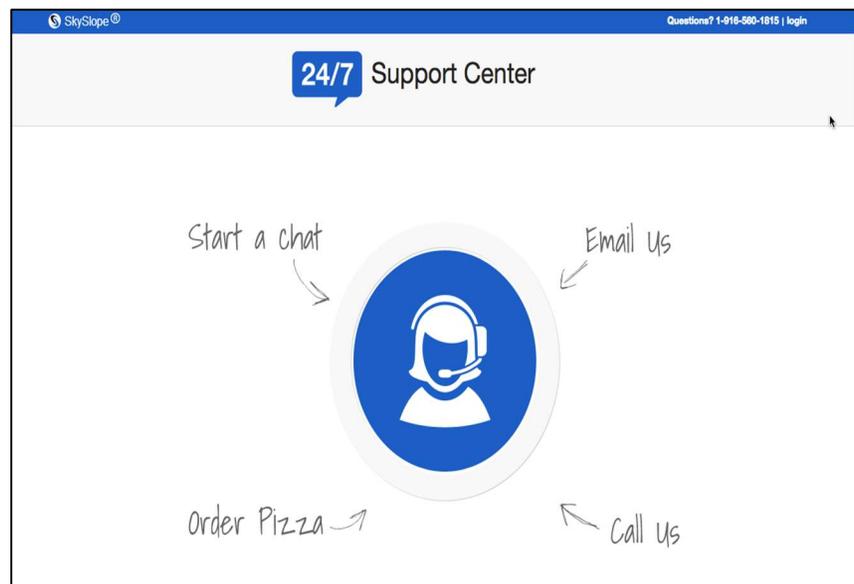
Logging In: From your browser, go to app.skyslope.com and enter your email address and password.

If you forget your password, you can choose “Forgot Password” to receive a link to create a new one.



Contact Support:

Contact support 24/7 via email or live chat at support.skyslope.com or directly over the phone at 916-560-1815.



Create a File:

For a deal where you represent the seller, choose "Create Listing."

For a deal where you represent the buyer choose "Create Transaction."

Either option will bring up a search bar where you can search by the MLS or the address search bar to pull in the street address information. You can close the pop up window to enter the information manually.

Then, you can enter all file details. Anything in red is required. Once you've entered the last of the required data, click "Submit" to get to your checklist.

The dashboard includes navigation buttons for PENDING TRANSACTIONS, CREATE TRANSACTION, MANAGE LISTINGS, and CREATE LISTING. A DIGI SIGN button is also present. A statistics sidebar shows: 0 Scheduled Closing This Month, 6 Active, 1 Pending, 0 Closed This Month, 0 Expired Escrow (s) This Month, and 0 Expired Listing (s) This Month. A search window titled "To Create Listing Search:" has fields for Address, MLS#, and State, with a Search button. A note states: "Use the Google address search or MLS # and state search for your property address information. You can also close the search to manually type the Address information."

The Listing form includes fields for Address, Agent, Email, MLS#, Street No., ZIP, City, Area, Listing Agent, Co-Listing Agent, List Price, Source, Commission, and Listing Date. The Transaction form includes fields for Transaction Info, Agent, Checklist Type, MLS#, Year Built, Co-Buyer Agent, Street No., Street Name, City, State, APN, Type, Source, Escrow Number, Office Lead?, Closing Date, Sale Price, and Acceptance Date. Red boxes highlight required fields.

The Contacts form includes a search bar and fields for Seller/Landlord information: Seller's First Name, Seller's Last Name, Company Name, E-mail, Street Number, Street Name, Zip Code, City, State, Phone, and Alternate Phone. The Commission form includes fields for Commission Info, Sale Price, Listing Commission, Sale Commission, Other Deduction, Referring Agent, Referral Amount %, W-9 Form, Personal Deal, Office Gross Commission on sale, Referral Amount, Company, Transaction Coordinator Fee / Admin Brokerage Commission, Transaction Coordinator Name, Deposit Amount, Date Of Check, Date Pended To Log Book, and Additional Commission Breakdown Information. Red boxes highlight the Submit buttons on both forms.

Checklists:

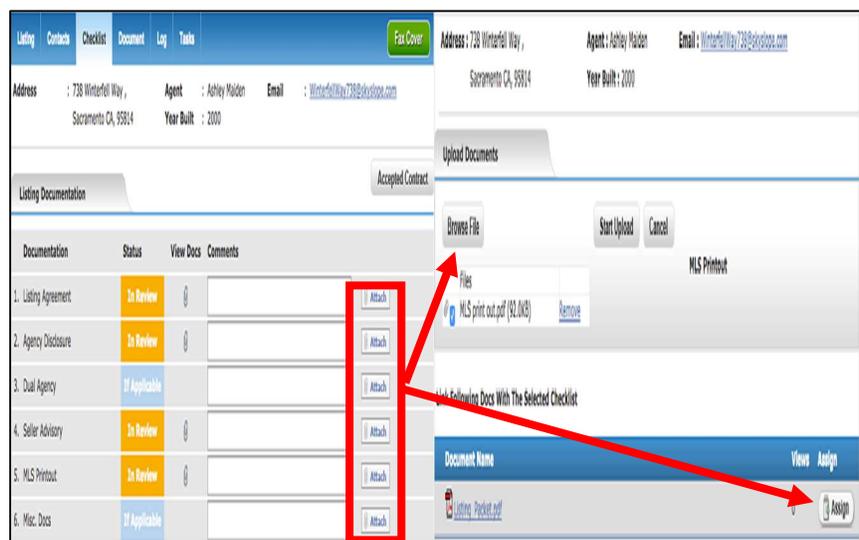
The checklist is the list of required items designated by your office for the type of deal you are entering. Anything that says "**Required**," must be uploaded. Items that are optional will say "**If Applicable**." After you have submitted documents, they will remain "**In Review**" until your office has reviewed the file. If your office admin accepts the documents, they will change to "**Completed**." If a document has been rejected, the item will be "**Incomplete**."

Documentation	Status	View Docs	Comments
1. Buyers Inspection Advisory	If Applicable		<input type="text"/>
2. Agency Confirmation	Required		<input type="text"/>
3. Dual Agency Disclosure-Consent	In Review		<input type="text"/>
4. Purchase Contract	Required		<input type="text"/>
5. Agency Disclosure	Incomplete		Missing signatures <input type="text"/>
6. MLS Pending Printout	Completed		<input type="text"/>
7. Pre-Qual Letter or Proof of Funds	Required		<input type="text"/>

Uploading Documents:

There are four different ways to get documents into SkySlope

1. Email the documents via the property specific email address
2. Upload directly from your computer to the specific checklist spot
3. Upload multiple documents to your "Document" section.
4. Fax



All uploaded documents will appear directly in the “Document” tab of your files. Each document will show the time and date that it was uploaded/received.

Transaction	Contacts	Commission	Checklist	Documents	Log	Tasks	Property	Fax Cover	Transaction Summary
Address	: 237 S Kings Landing, Elk Grove CA, 95758			Agent	: Ashley Maiden	Escrow Number	:	Email	: KingsLanding237@skyslope.com
Acceptance Date	: 07/03/2015			Year Built	: 1991	Close of Escrow	: 08/21/2015	Checklist Type	: Traditional Sale
Type	: Sale								
<input type="button" value="Move"/> <input type="button" value="DIGI SIGN"/> <input type="button" value="Upload Document"/> <input type="button" value="Email"/>									
Document Name		Preview	Date Uploaded	Views					
Misc-Docs.pdf			7/7/2015 10:08:40 PM	1					
Seller-Advisory.pdf			7/7/2015 10:08:40 PM	0					
Agency Disclosure 461.pdf			7/7/2015 9:58:03 PM	0					
MLS print out 461.pdf			7/7/2015 9:58:03 PM	0					
Seller Advisory.pdf			7/7/2015 9:57:04 PM	0					
Contract.pdf			7/7/2015 9:56:33 PM	0					
+ Trash									

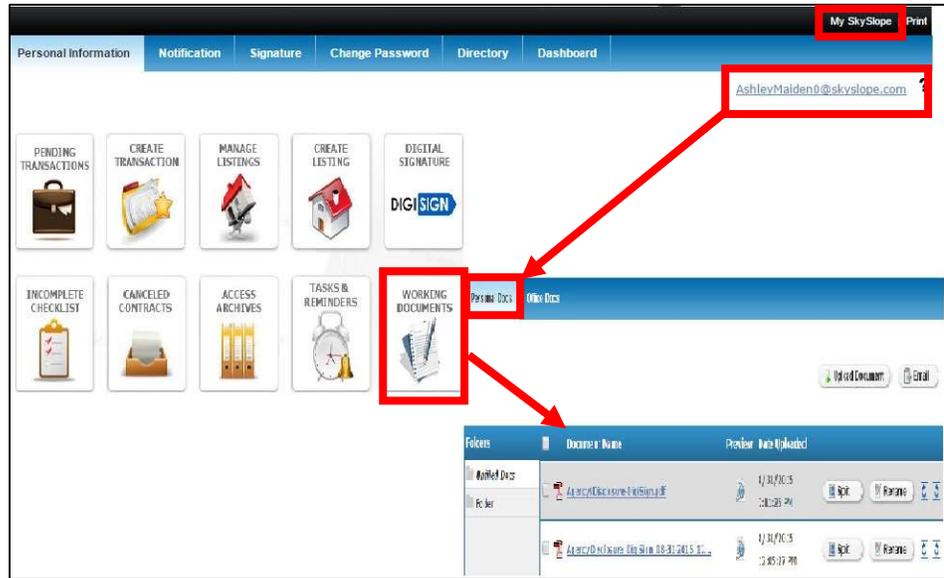
Split and Assign:

If you have sent in a packet of documents that need to be split, you can use the “Split” option from “Documents” tab. From there you can name each document and indicate the page range. As you name the pages, the split tool will search your checklist for the corresponding items. You can choose your own names for the documents without linking them to the checklist to create new copies as well.

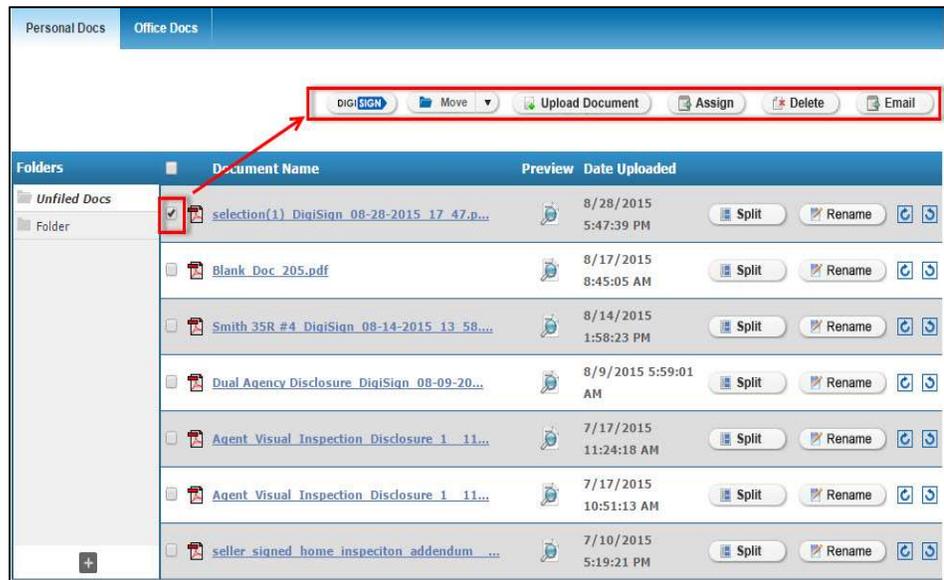
Working Documents:

You can also email directly into your Working Documents.

The email for your Working Documents is found in the My SkySlope area of your account. Emailing there will allow your attachments to be found in Personal Documents.

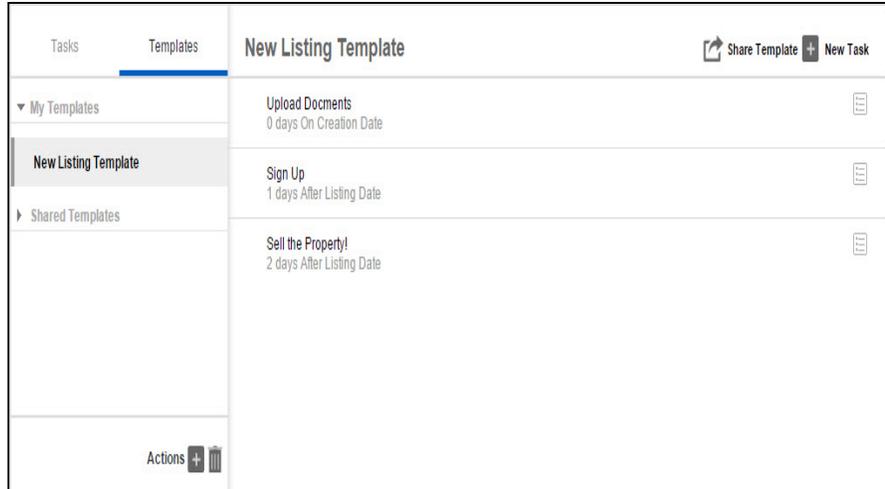


From here, documents can be split, renamed, sent for signatures, moved to a folder, assigned to a file, deleted or emailed

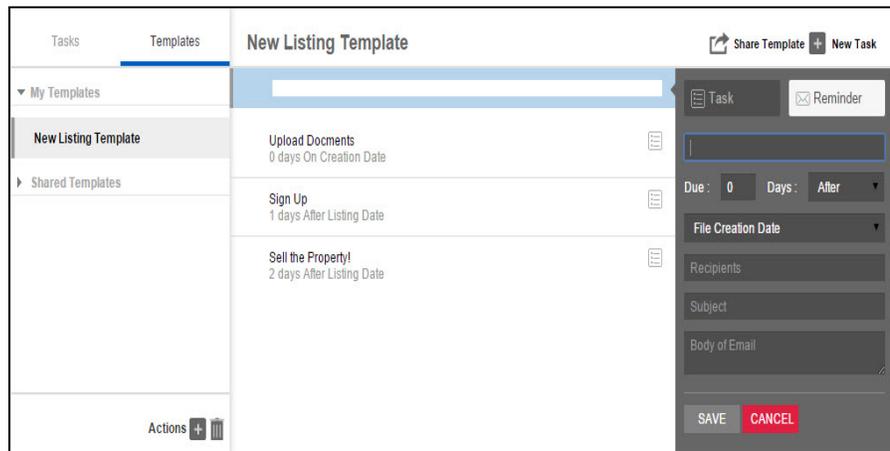


Tasks and Reminders:

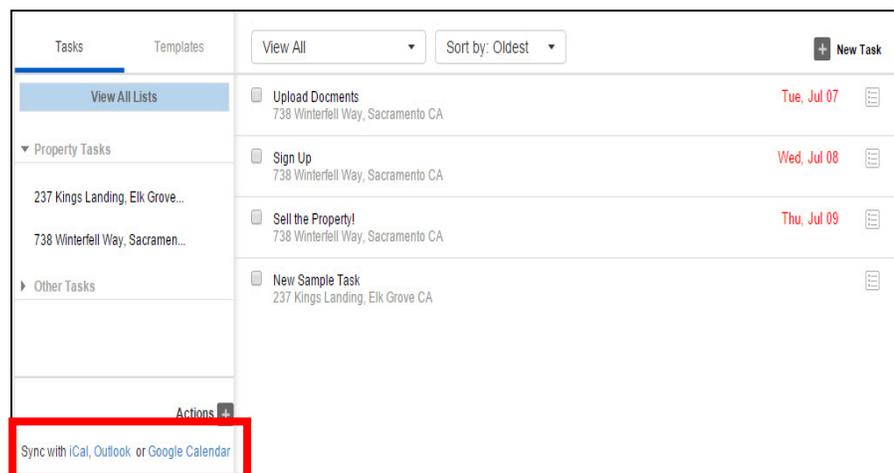
A “Task” is a to-do item that you want to accomplish. This can be made to due on a certain date or based on the rules you create to generate a date in a file.



If you compile a list of tasks to complete, that is called a ‘Template’. Templates can be applied directly to any property file. You will also have the option to create a “Reminder,” which is an email you draft now, but choose to send at a future date.



Tasks and Reminders can be synced to your Google, Outlook or iCal calendars



DigiSign:

There are three different ways to send a document for signatures. 1) Click DigiSign Directly from your home page. 2) Select a document from a property file and click DigiSign. 3) Select a document from “Working Documents” and select DigiSign.

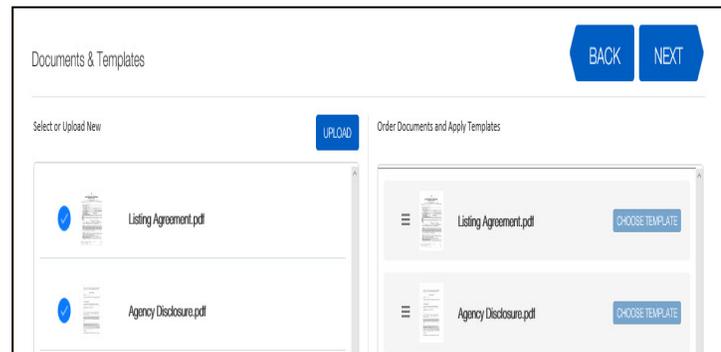
Step 1: Choose the “New Envelope” option to start a new signing process.



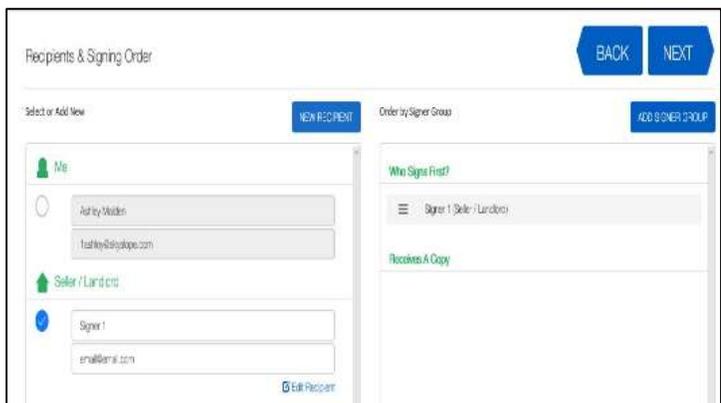
Step 2: Search for an address to connect the signed documents to, or continue without a file.



Step 3: **Document Selection.** Choose documents to send out for signatures. If you've chosen to work with a property file, you'll be able to select documents that are in your documents section from this step.



Step 4: **Add Signers.** You can search for a name in your “Directory,” or add the client’s information manually. If you’ve selected a file to work with, each contact will appear in the list. Check the blue box to make sure any applicable names are selected.



Step 5: **Add Signatures.** You can click on the signature, initial, date, etc. to select what you'd like to add. Then, simply click the place you'd like to place the block and select the recipient it belongs to from the drop down.

The screenshot shows the DigiSign interface. At the top, it says "Add fields on the documents for the recipient(s) to fill out" with "BACK" and "SEND" buttons. Below this is a toolbar with icons for Signature, Initials, Date Signed, Writable, and a menu. The main area displays a document page with text: "Agent and Assured agree that this agreement contains the entire agreement between them, and may not be modified or amended except by a writing signed by both parties." and "13. Notices". Below the text are two signature blocks, each with a "Signature" button and a "Who signs here?" dropdown menu. The first dropdown is set to "Signer 1" and has a "Required" checkbox checked. To the right, a sidebar shows "Documents" with "Page 8" and "Agency Disclosure.pdf" listed. Below the document area is a "Ready to send?" section with the instruction "Please include a message to your recipients". It has a "Subject" field containing "Documents to Sign 123 Main Street" and a "Message" field containing "Please sign where indicated! |". At the bottom are "SEND FOR SIGNATURE" and "CANCEL" buttons.

Step 6: Enter a **Subject** and a message if you would like to add details for the recipients. If you, the agent, are set up as a signer, you'll have the option to sign in DigiSign after selecting "Send For Signature."

As always, if you have any questions, comments or concerns, you can reach out to SkySlope Support by clicking Support in the top right corner of your account, going to support.skyslope.com or calling 916-560-1815.

