

Tip Sheet: Dotloop

Please contact dotloop support with any questions you may have. They can be reached at **888-DOT-LOOP** (368-5667) or email **dltrainers@dotloop.com**

Their customer service is available Mon-Fri 8am until midnight, Sat & Sun 8am-8pm.

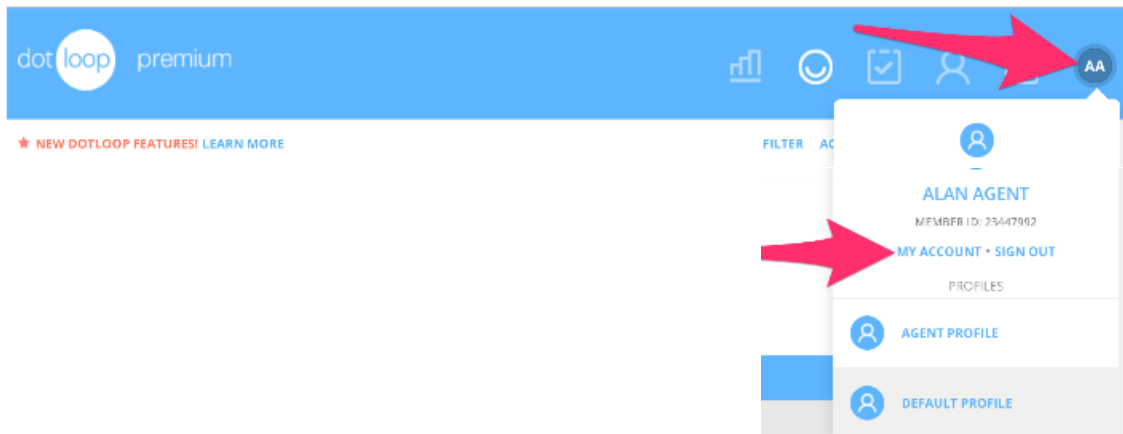
The **dotloop** link is on the Matrix Home Page and the Links menu. Follow the steps below to login and add the MLS Now Forms library - which includes the latest input sheets, state disclosures, basic listing/purchase agreements and addendums.

Login or Create an Account:

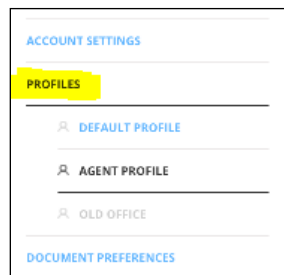
1. Login at www.dotloop.com
2. Enter your name, email address (please use the same email address you use in Matrix) and choose a password (must contain at least 1 uppercase letter, 1 lowercase letter, 1 number, no spaces and be at least 10 characters).

Add MLS Now Forms library:

1. Click the **Profile icon** at top right corner, then click **My Account**.



2. Click **Profiles** on the left.



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3. Click **Add Association** on the right– clear the search and enter **MLS Now**.

AGENT DETAILS

PROFILE NAME
Agent Profile

ADD PHOTO

MAKE DEFAULT

PHONE
ADD PHONE NUMBER

FAX
ADD FAX NUMBER

PROFILE DETAILS

BROKER LICENSE NUMBER
ADD BROKER LICENSE NUMBER

OFFICE ID NUMBER
ADD OFFICE ID NUMBER

BROKER AGENT ID
ADD BROKER AGENT ID

AGENT LICENSE NUMBER
ADD AGENT LICENSE NUMBER

COMPANY AND ASSOCIATIONS

Looper Office - 1

ADD ASSOCIATION

4. Select the radio button for “**MLS Now Subscribers**” and Click **Add**.
5. Enter the case-sensitive invitation code **MLSNow!** and click **Confirm**.
6. Enter **MLS ID** and **Last Name** (as it appears on your real estate license).
7. Click **Confirm**. You should see a message that the association was added successfully.
8. Click the **Templates icon** at the top right then click **MLS Now Subscribers Interactive Documents** to see the forms that are available.

Begin looping:

1. Watch this video to see how to complete a form and share with customers, agents, loan officers, etc. <https://support.dotloop.com/hc/en-us/articles/203783606-First-Loop>



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Tips to get started:

1. **Add Loop** – name with the property address if you are the listing agent (buyer's name if you are the buying agent)
2. **Edit Details** – information from here will autofill into documents, click Save and Back to Loop when complete
 - a. Loop Status = Active, will allow other agents to link to your loop by MLS# when they have a buyer
 - b. Role = Listing Agent or Buying Agent
 - c. MLS Number = add once it is active in MLS
3. **Add Documents** – from Computer, Templates (NEOHREX), or Email
4. **Add Person** – must add each person that will need to sign and they must each have a different email address
5. **Open Document** – assign roles and enter data
6. **Share**

Notes:

- To also print a copy – click More then click Print
- The people you have sent this to will have option to just open documents and sign or to create an account and save the documents to look at again later.
- You can also send as a pdf so they can easily print if they prefer.

