CTM eContracts
Interactive Real Estate Contracts

Beginner Training Class
Date: Thurs, June 27, 2019
Time: 10:00am – 12:00noon
CE Credit Available!

CTMeContracts delivers more Value to you and your clients, which results in a direct financial benefit!

- Give your clients the option to **draw** or **select a font** to sign and initial documents
- Interactive Contract & Management tools with eCalendar Deadline Tracking
- Create and expedite Contracts without sending a fax, printing or hand delivering documents

Why you should attend:
- Discover the most Advanced Real Estate Contract Technology in the market
- Be prepared for when you receive an eContract from another agent
- You need to know eContracts!

We now offer CE Credit:
- CTMeContracts classes are approved for 2 hours of Real Estate Continuing Education.
- All of our classes are Free, unless you would like to receive the CE Credit.
  The cost for 2 hours of CE Credit is $20 per agent.

What you will learn:

- What are CTMeContracts? How do I get started?
- General Navigation of the System
- Utilities – Personalizing your eContracts account
- Messages (Track Sent Emails)
- Real Estate Links
- Creating a Clause Library
- Parent Contracts
- List of Contracts
- Features within the Contract to Buy and Sell
  - Auto Dating Deadlines
  - Purchase Price & Terms
- Print Preview & PDF Print
- Sending and Opening Documents via Email
- Copy and Duplicate Locked Contracts
- Signing Contracts with a Mouse or Font
- Changing a Contract *before* & *after* it's been Locked
- Docs Management Folder
  - Sign PDF Doc with eContracts Signature Technology
- Adding a Note to Documents
- Hiding & Deleting Contracts
- Miscellaneous Contracts Folder
  - Moving Docs from Miscellaneous Contracts to a Specific Transaction

---

Intermediate Training Class
Date: Thurs, June 27, 2019
Time: 1:30 – 3:30pm
CE Credit Available!

What you will learn:
- Main and Detailed Dashboard Features
  - eCalendar for All Contracts
  - Deleted Contracts
  - Ordering & Canceling Title Order
  - Converting MEC/SSA Deadline Dates
  - Filling out the eContact Sheet
  - Updating Transaction Status
  - Creating a Zip File of ALL Docs in a Transaction
- Ordering & Moving O & E to Transaction
- Using CTM Databases
  - Title Company Database in Closing Instructions
- Adding CoLister/Buyer Agents
- Copy & Duplicate Locked Contracts
- Hiding & Deleting Contracts
- Miscellaneous Contracts Folder
  - Moving Docs from Misc. Contracts Folder to a Transaction
- Quick Start Features
- Double Sided Transactions
- Create a Listing from previous Contract to Buy and Sell
- Transaction Integration – Link to an eContracts Agent
  - *SaveTime* Link in Contract To Buy and Sell
  - Offer Received from an eContracts Agent
  - Allow Listing/Buyers Agent to View Documents
  - Add Buyer's Name to all Disclosures
  - Recreating Original Disclosures
  - Updating Deadline Dates from a Counterproposal or an Amend/Extend
- Docs Management
  - Sign PDF Doc with eContracts Signature Technology
- Docs that can be Completed by Your Clients Online
  - Tips on Completing the Sellers Property Disclosure
  - Completing the LBP Disclosure for Sellers & Buyers
  - Common Interest Community Checklist

Why you should attend:
Learn about:
  - Integration Features, Sharing Disclosures & Managing Deadlines
  - Transaction Features that will Save You Time
  - Ordering Title Online
  - The Difference Between eMailing and Uploading Docs to Docs Management

We now offer CE Credit:
- CTMeContracts classes are approved for 2 hours of Real Estate Continuing Education (CE Credits).
- All of our classes are still Free, unless you would like to receive the CE Credit.
  The cost for 2 hours of CE Credit is $20 per agent

Location: Vail Board of Realtors
275 Main Street, Suite G004, Edwards, CO

Sponsored By: TITLE COMPANY of the rockies

Tex Asanti TAsanti@TitleCo Rockies.com
Office: 970.949.9497   Cell: 970.471.6568

RSVP:
To register for this or another class, please go to
www.CTMeContracts.com and click on Training-Classes.
When you have located the course, click on the blue
Register For This Class link.

Questions:
Please call CTMeContracts at (303) 233-1918 ext.203

www.CTM eContracts.com