CTM Software
An MRI Software Company

eContracts

REALTORS colorado association of

Official Contract Software of the Colorado Association of REALTORS®

Beginners Class

Wednesday, November 13, 2019
10:00 AM to 12:00 PM

What is CTM eContracts?
How do I get started?

Topics we will be covering:

- General Navigation of the Software plus Sending and Opening Documents Via Email
- Utilities—Personalizing your eContracts Account
- Parent Contracts and Miscellaneous Contracts
- Messages (Track Sent Emails) and How to Sign with eSignature
- Changing a Contract Before and After It's Locked
- Auto Dating Deadlines, Purchase Price and Terms
- Creating a Clause Library
- Creating an Email Messages Library
- Creating a Complete Digital File Using Docs Management Folder
- Adding Signature Boxes to PDF Docs Using SMART Signature Technology
- Copying, Hiding, Deleting, and Moving Contracts
- Save Time Using the Save Time Feature in the CBS

Intermediate Class

Wednesday, November 13, 2019
1:30 PM to 3:30 PM

How can I get the most out of my
eContracts Software?

TIME SAVING topics we will be covering:

- Utilizing the Tools of the Main and Detailed Dashboards
- Changing Your Transaction Status and Generating Reports
- Completing the eContact Sheet and Closing MLS Info
- Finding and Using the eContracts Databases
- Creating Parent Contracts and Disclosures with Quick Start
- How to Use the Save Time Link in the Contract to Buy and Sell
- How Integration Works as the Buyers/Listing Agent
- Creating and Using Templates
- Recreating Disclosures and Adding Buyers Names
- Managing Multiple Offers With Sub Folders
- Adding Signature / Initial Fields to PDF Docs with SMART Signature Technology

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CE Credits Available!
The classes are Free, the cost for 2 hours of
CE Credits per class is $20 per agent/fiscal year.

Location: Vail Board of Realtors
275 Main Street, Suite G004
Edwards, CO 81632

TITLE COMPANY
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