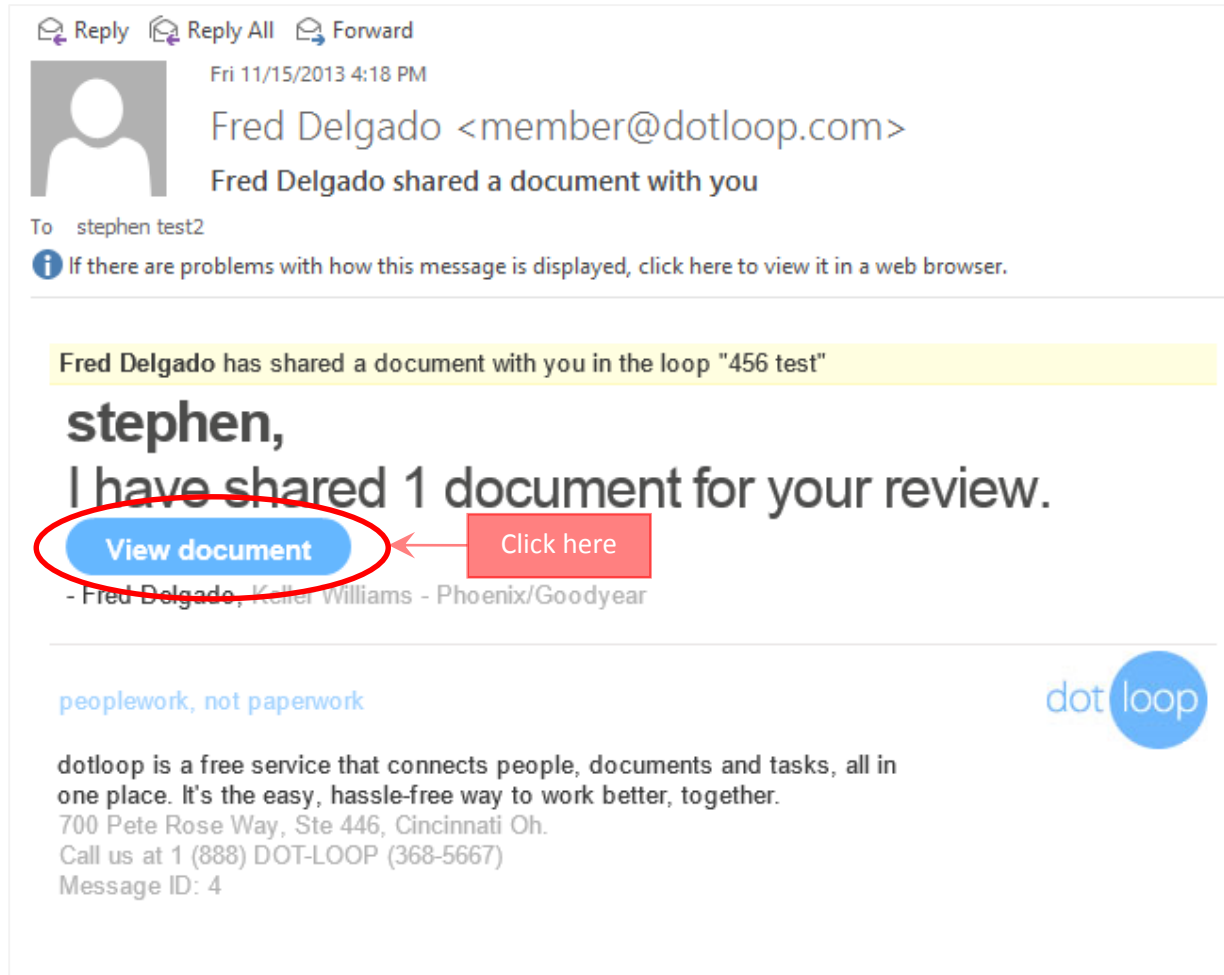


# Online File Viewing

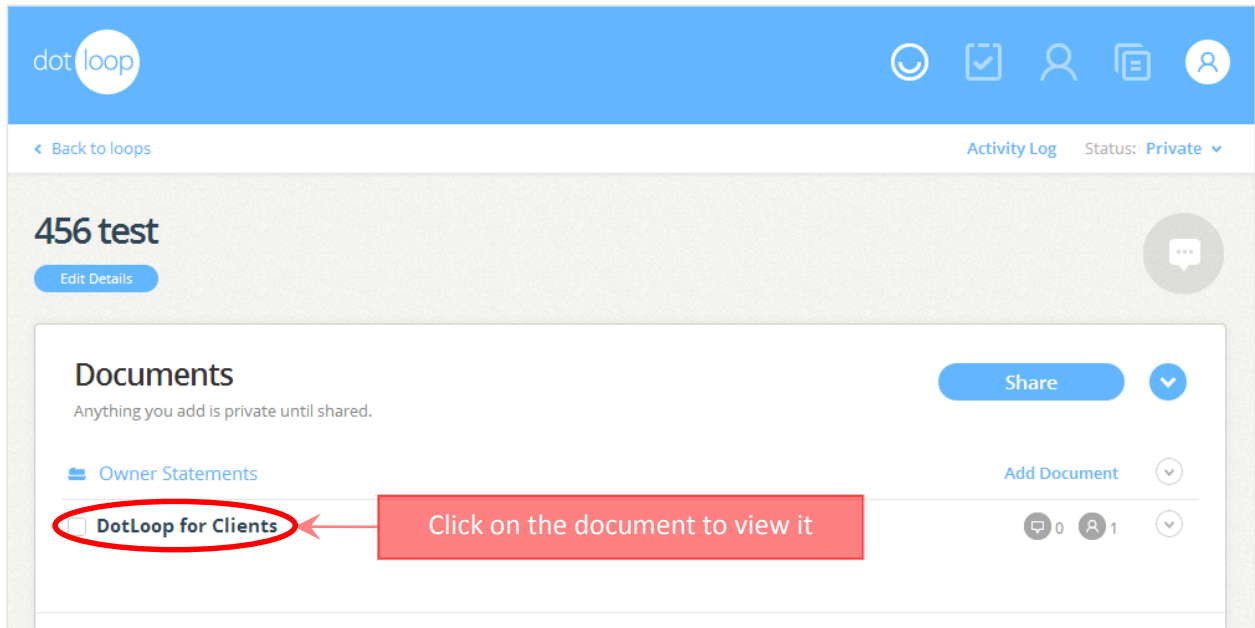
When you receive an email like the image below, click "View Document" to open the file.



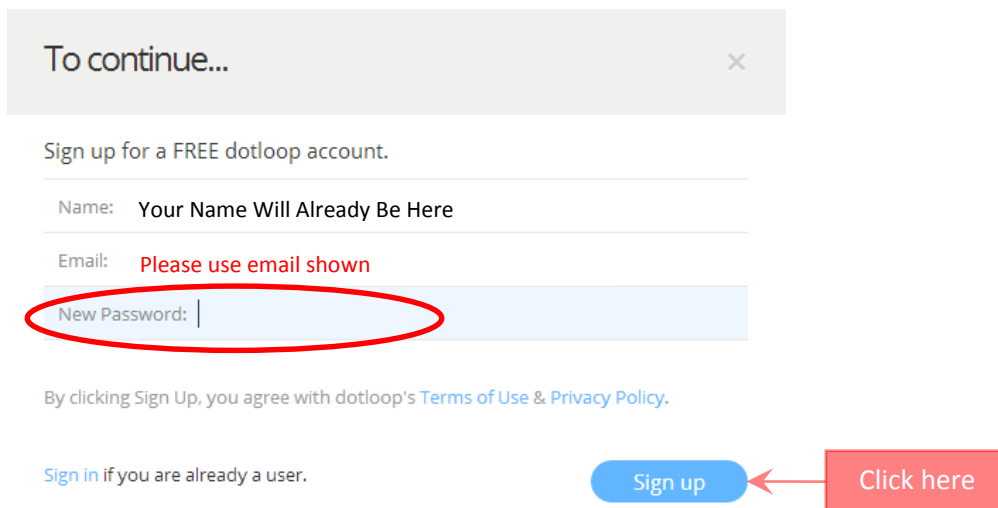
The image shows an email interface with the following elements:

- At the top, there are three action buttons: "Reply", "Reply All", and "Forward".
- Below these is a profile picture placeholder and the text "Fred Delgado <member@dotloop.com>".
- The subject line reads "Fred Delgado shared a document with you".
- The recipient is listed as "To: stephen test2".
- A blue information icon is followed by the text: "If there are problems with how this message is displayed, click here to view it in a web browser."
- A yellow highlighted banner contains the text: "Fred Delgado has shared a document with you in the loop "456 test"".
- The main body of the email says: "stephen, I have shared 1 document for your review." The number "1" is circled in red.
- Below the text is a blue button labeled "View document". A red arrow points from a red box labeled "Click here" to this button.
- At the bottom left, it says "- Fred Delgado, Keller Williams - Phoenix/Goodyear".
- At the bottom right is the "dot loop" logo.
- At the very bottom, there is a tagline "peoplework, not paperwork" and contact information for dotloop: "dotloop is a free service that connects people, documents and tasks, all in one place. It's the easy, hassle-free way to work better, together. 700 Pete Rose Way, Ste 446, Cincinnati Oh. Call us at 1 (888) DOT-LOOP (368-5667) Message ID: 4".

Click on the document you would like to view to open it.



If you get a message like the one below, we encourage you to sign up for an account by adding your password and clicking “Sign Up”



Below is a sample of a document when it is being previewed by you:

dotloop - peoplework, not paperwork

Back to loop Save More Share

### DotLoop Instructions for Clients

*Please note: All management documents will be hosted on our Keller Williams "MyTransactions" site which is powered through DotLoop.com. In the DotLoop system, each file is called a "Loop," a loop can contain folder, documents, people with roles, notes (or messages), and tasks.*

*This guide will walk you through the flow of receiving and reviewing documents and setting up an account with DotLoop.*

When a document has been uploaded to the DotLoop system and has been shared, and email is generated that looks like this:

Reply Reply All Forward  
Fri 11/15/2013 4:18 PM

Fred Delgado <member@dotloop.com>  
Fred Delgado shared a document with you

To: stephen.test2  
If there are problems with how this message is displayed, click here to view it in a web browser.

Fred Delgado has shared a document with you in the loop "456 test"

**stephen,**  
I have shared 1 document for your review.

[View document](#)

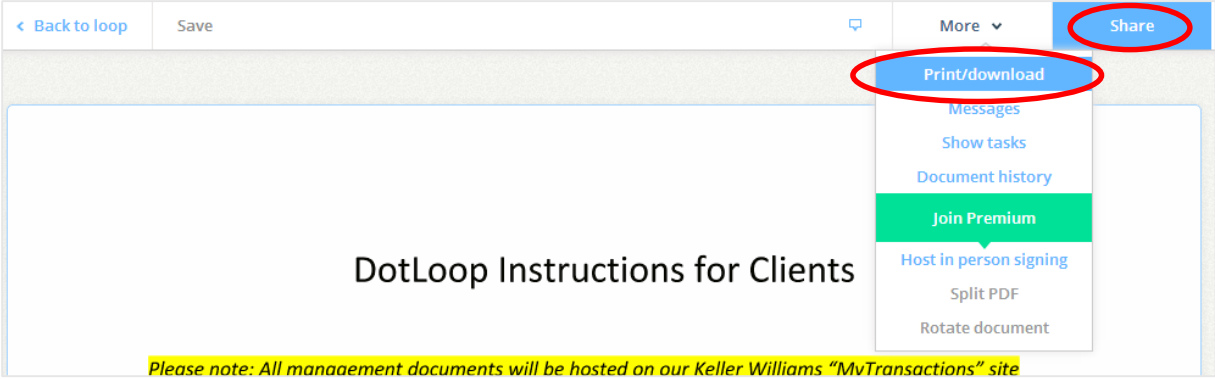
- Fred Delgado, Keller Williams - Phoenix/Goodyear

peoplework, not paperwork

dotloop is a free service that connects people, documents and tasks, all in one place. It's the easy, hassle-free way to work better, together.  
700 Pella Rosa Way, Ste 446, Cincinnati, OH  
Call us at 1 (888) DOT-LOOP (368-5667)  
Message ID: 4

Click on "View document" to open the file.

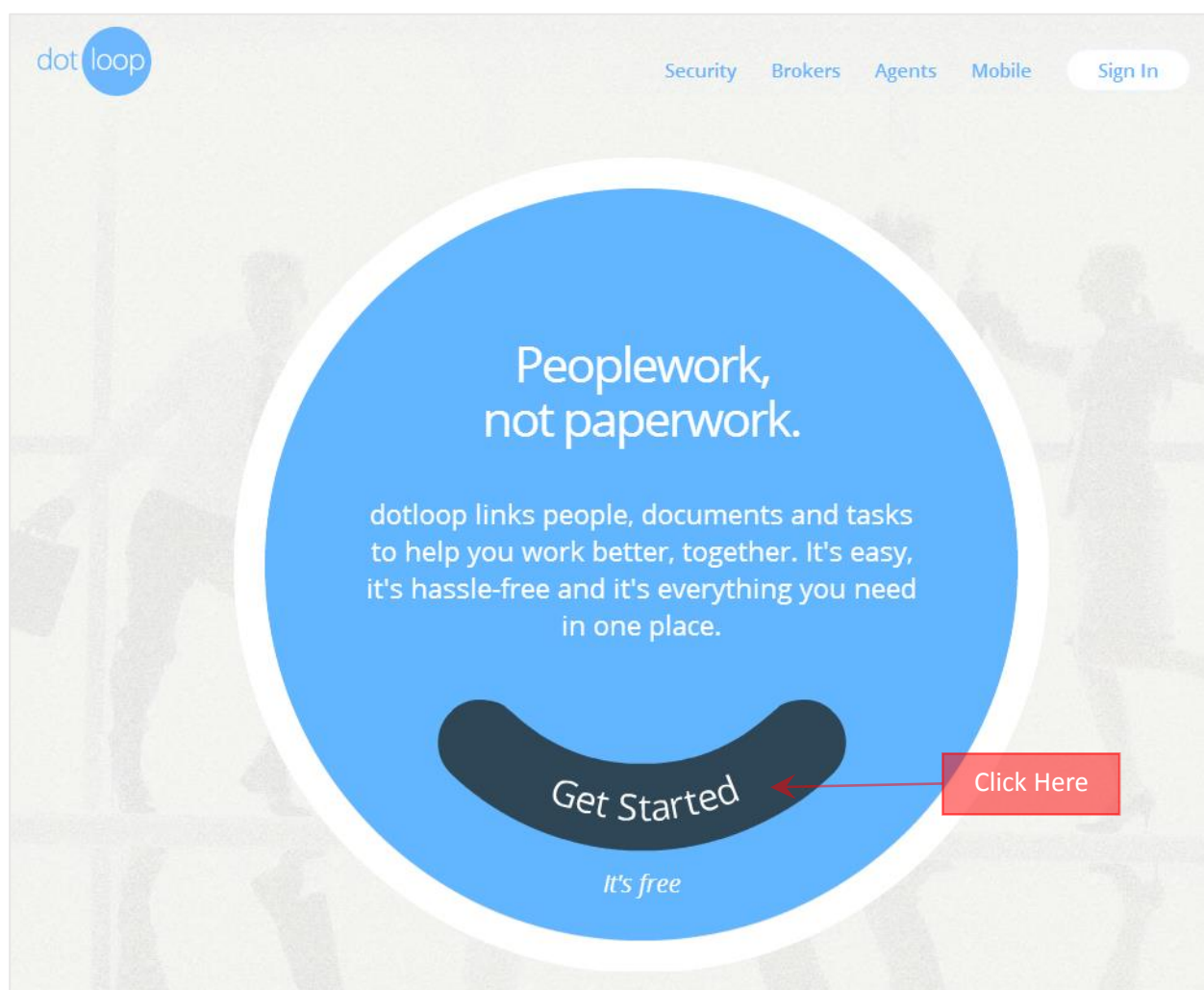
If you would like to print, download, or share the document, you can use the tools available near the top of your screen:



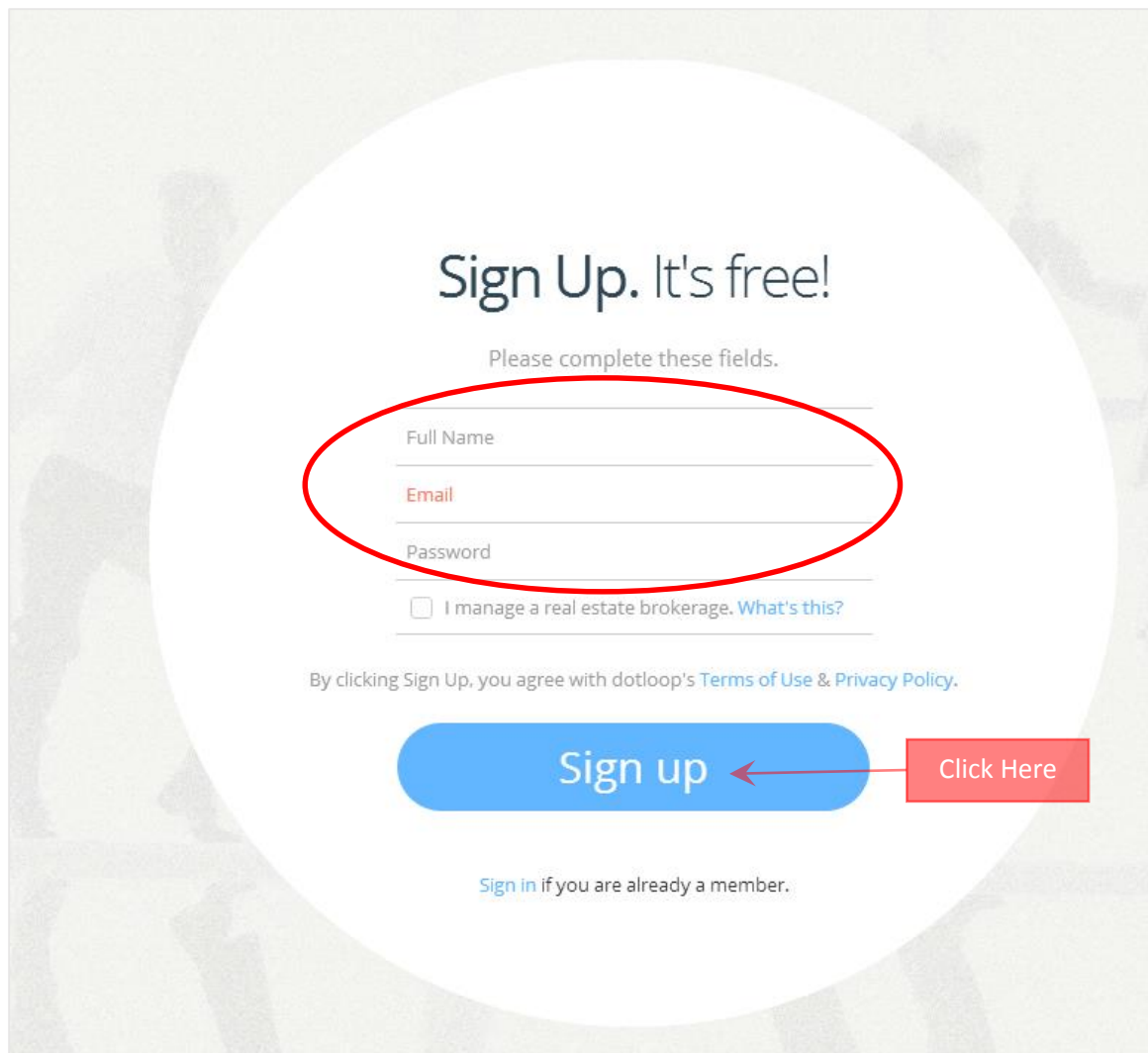
If you haven't already signed up for an account, we recommend setting one up as it will allow you to access all of your files and documents at your leisure.

[GO TO: www.DotLoop.com](http://www.DotLoop.com)

Click "Get Started"



Simply enter your full name, **the email address that we use to communicate with you**, a password, and click “Sign Up”



**Sign Up. It's free!**

Please complete these fields.

Full Name

Email

Password

I manage a real estate brokerage. [What's this?](#)

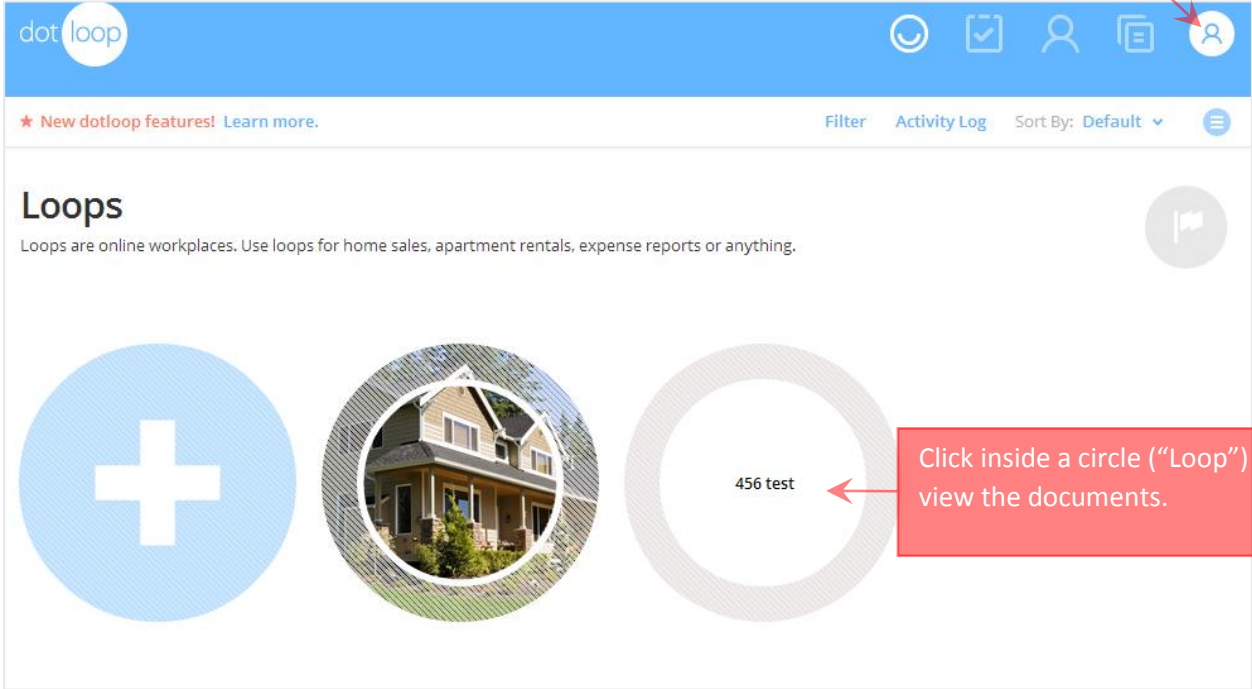
By clicking Sign Up, you agree with dotloop's [Terms of Use & Privacy Policy](#).

**Sign up** ← **Click Here**

[Sign in](#) if you are already a member.

Once you have signed up you are brought to the home screen. See the image below for a sample of your home screen.

Click here to edit your settings or log out.



Click inside a circle ("Loop") to view the documents.