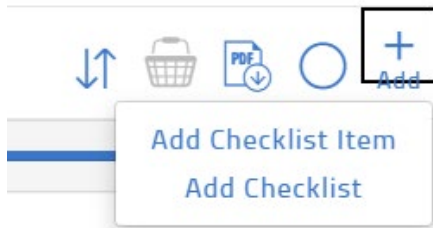


Adding an additional item (like an addendum) to a Listing or Contract Package

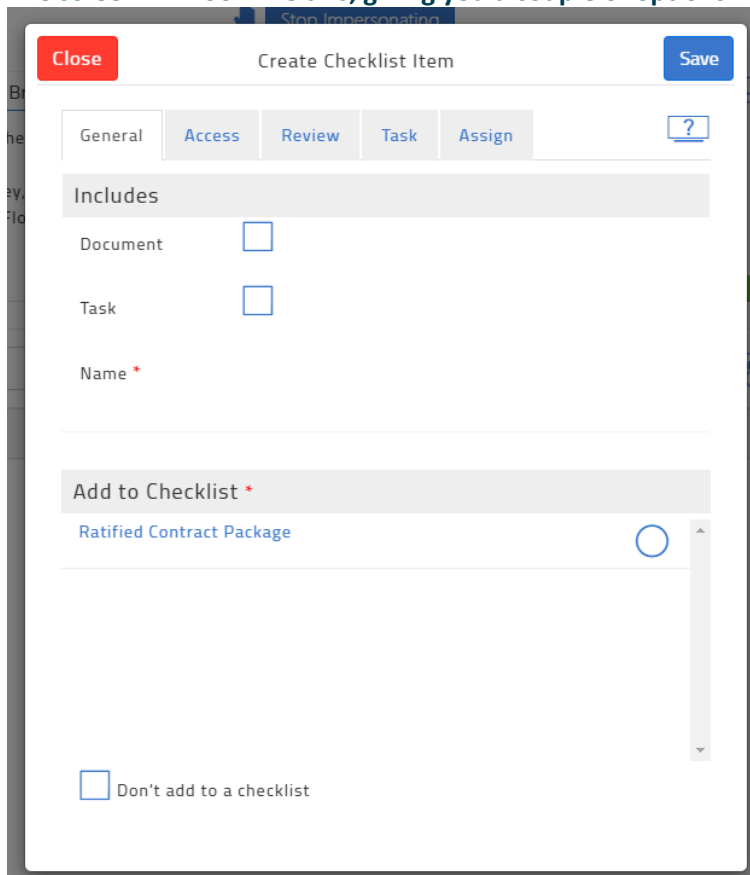
Make sure your addendum is in the Documents section, either from the Signings or via upload.

Navigate to the Checklist section

Using the Add+ button, you will select Add Checklist Item:



The screen will look like this, giving you a couple of options.

A screenshot of a web form titled 'Create Checklist Item'. The form has a 'Close' button in the top left and a 'Save' button in the top right. Below the title are five tabs: 'General', 'Access', 'Review', 'Task', and 'Assign'. The 'General' tab is selected. Under the 'Includes' section, there are two rows: 'Document' with an unchecked checkbox and 'Task' with an unchecked checkbox. Below this is a 'Name *' field. Under the 'Add to Checklist *' section, there is a dropdown menu with 'Ratified Contract Package' selected. At the bottom left, there is a checkbox labeled 'Don't add to a checklist' which is unchecked.

You want to check the Document box, which will allow you to start typing a document type in the Name box. As you type, options will pop up. In this case, we are submitting an addendum, so we will select Addendum 1:

Close Create Checklist Item Save

General Access Review Task Assign ?

Includes

Document

Task

Name * A

Add to Checklist

Ratified Contract Pa

Don't add to a checklist

- Addendum 1
- Addendum 2
- Addendum 3
- Addendum 4
- Affiliated Business - Signature
- Affiliated Business - Tluchak
- Appraisal
- Buyer Brokerage Agreement

You will then select which checklist this addendum belongs to. If you only have one, you will select that. If it is your listing, you will select the Listing Package if it is a listing addendum or change, and the Contract Package to add contract addendums. Hit Save:

Close Create Checklist Item Save

General Access Review Task Assign ?

Includes

Document

Task

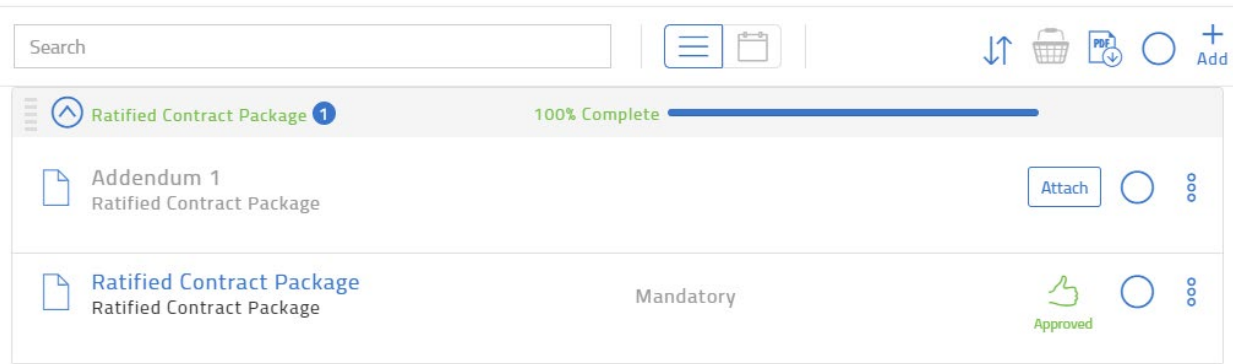
Name * Addendum 1

Add to Checklist *

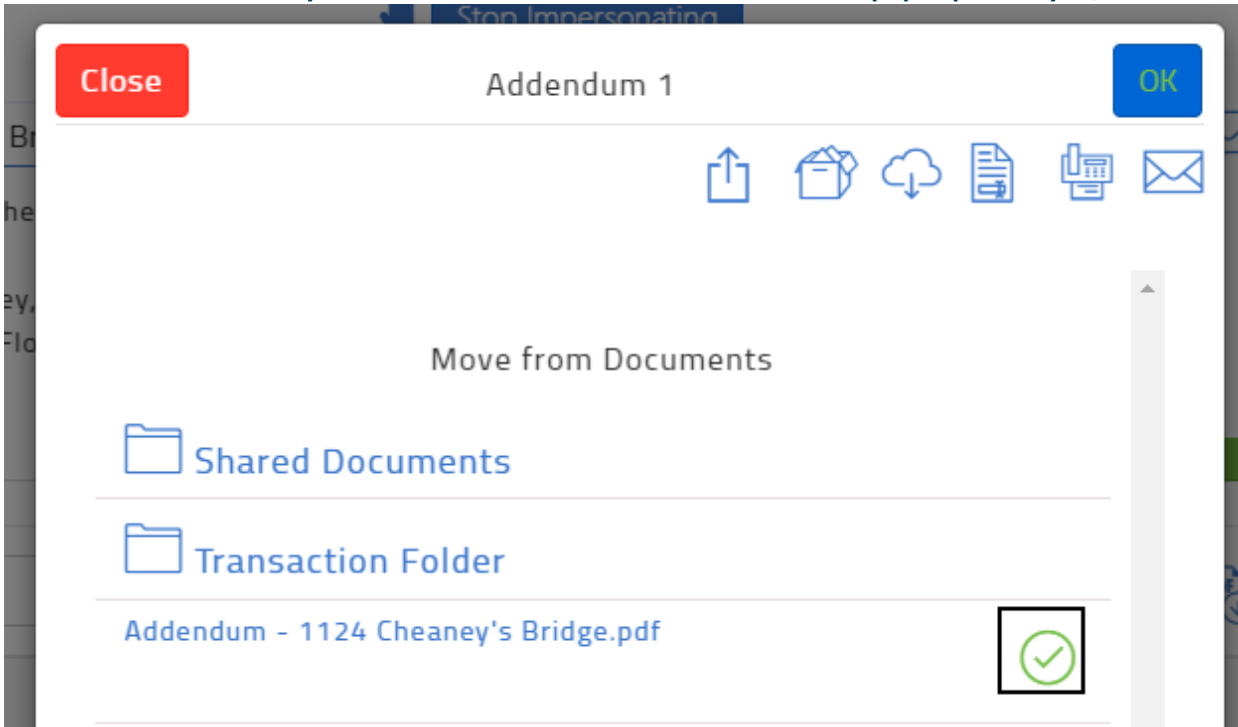
Ratified Contract Package

Don't add to a checklist

Now when you click on the Ratified Contract Checklist, it will drop open, revealing a place to submit your Addendum without overriding the Contract Package and replacing the whole thing with an addendum. Select Attach:



and then find and select your Addendum from the Documents are that pops open for you, then hit OK:



You can now see that your additional item has been submitted for review!:

