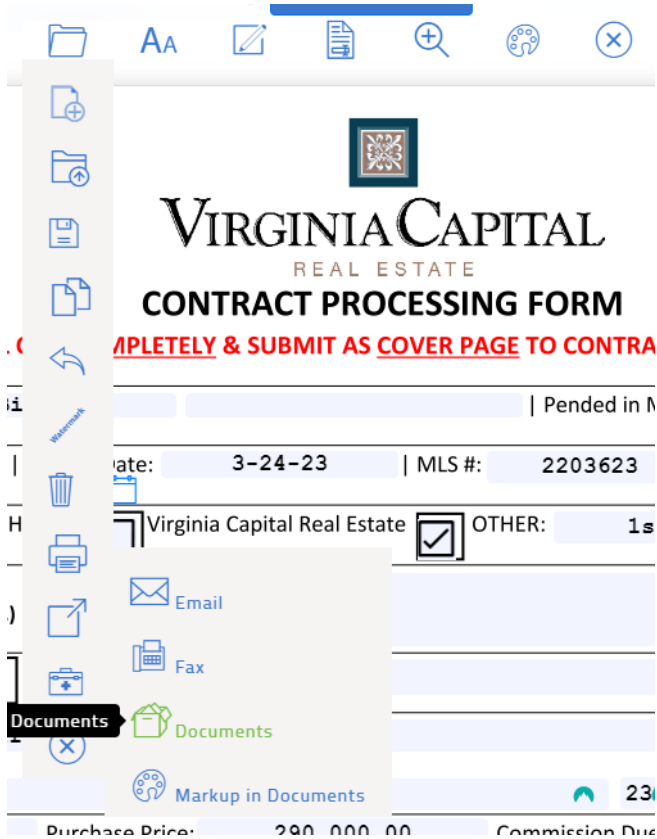


First, make sure all completed documents are uploaded into the Documents area of your Transaction. Remember that if you did all of your signings in Authentisign through the transaction, they will automatically go to your Documents section in folders for the signing(s). If they were hand-signed (like listing docs you met to have signed), you'll just scan and upload them, and if they were emailed over with signatures (like a contract you got back from the listing agent), you can save them to your computer and upload them from there. Be sure to pull and upload the MLS Agent Complete, and also Tax Record to include with your listing transactions.

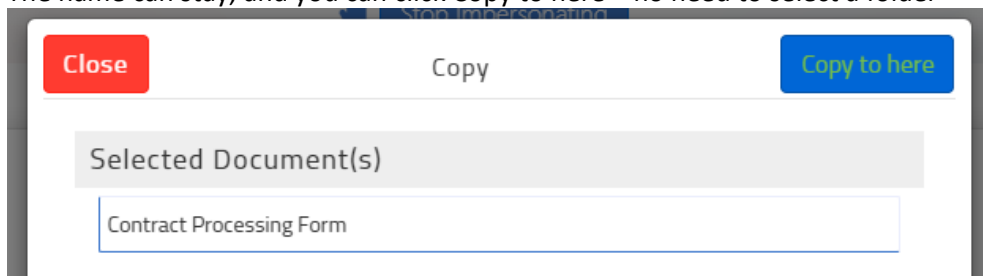
To pull in the Processing Forms:

Navigate to the Forms area down the RIGHT side of your transaction dashboard, and select your Processing Form (Contract or Listing)

After completing any missing details, navigate to the top left where you see the file folder, when it drops down go to the Send icon third from the bottom, then select Documents.



The name can stay, and you can click Copy to here – no need to select a folder



To combine your documents into one Ratified Package, you will (from the Documents section) select all of the contract or listing pieces by placing a checkmark in the circles to the right of each item, starting with the Processing Form and the Listing Agreement or Contract, and then select all of the other required items such as the ABA, LBP, DPOR Acknowledgement, Tax Record, BBA, and anything else that needs to be included.

Documents	Search	↕	🛒 <sup>5</sup>	⊗	+ Add
<a href="#">Contract Processing Form.pdf</a>		Submit	✓	⋮	
<a href="#">CVR 335 - Residential Purchase Agreement (Rev. 7.2025).pdf</a>		Submit	✓	⋮	
<a href="#">DPOR.pdf</a>		Submit	✓	⋮	
<a href="#">Fax-Back Cover Sheet.pdf</a>					⋮
<a href="#">LBP.pdf</a>		Submit	✓	⋮	
<a href="#">MLS Agent Complete.pdf</a>		Submit	✓	⋮	

You will then navigate to the upper right to the basket, and click that:

Search	?	🛒 <sup>6</sup>	⊗	+ Add
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You will then select the third option, which is Merge, and click on that.

Close Documents

🔗 Merge 📄 📁 ☁️ 📄 ⏴ 📄 📄 📄 📄 🗑️

Contract Processing Form	⊖
220 Jefferson Hundred Addendum and Original Contract	⊖
VCR-Signature Affiliated Business Disclosure	⊖
VCR-Tluchak Affiliated Business Disclosure	⊖
VR 450 - Exclusive Right to Represent Buyer Agreement (Standard)	⊖
220 Jefferson Hundred Disclosures and Summary	⊖
Agent_Complete7485	⊖

You will rename your package to either Ratified Listing Package or the Ratified Contract Package depending which it is:

Close Merge Merge Docs

Document Name

Merged Document Name

Selected Document(s)

- Contract Processing Form
- 220 Jefferson Hundred Addendum and Original Contract
- VCR-Signature Affiliated Business Disclosure
- VCR-Tluchak Affiliated Business Disclosure
- VR 450 - Exclusive Right to Represent Buyer Agreement (Standard)
- 220 Jefferson Hundred Disclosures and Summary
- Agent\_Complete7485

Move to "220 Jefferson Hundred"

Close Merge Merge Docs

Document Name

Ratified Contract Package

Selected Document(s)

When you get back here, **DO NOT HIT SUBMIT!** Hit Close:

Close Documents

Contract Processing Form

220 Jefferson Hundred Addendum and Original Contract

VCR-Signature Affiliated Business Disclosure

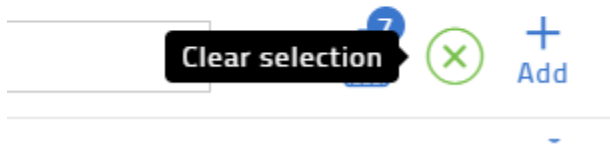
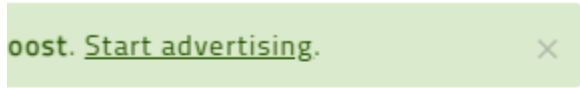
VCR-Tluchak Affiliated Business Disclosure

VR 450 - Exclusive Right to Represent Buyer Agreement (Standard)

220 Jefferson Hundred Disclosures and Summary

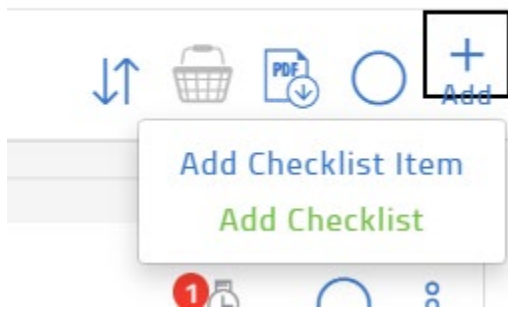
Agent\_Complete7485

And clear your basket with the little X next to it:

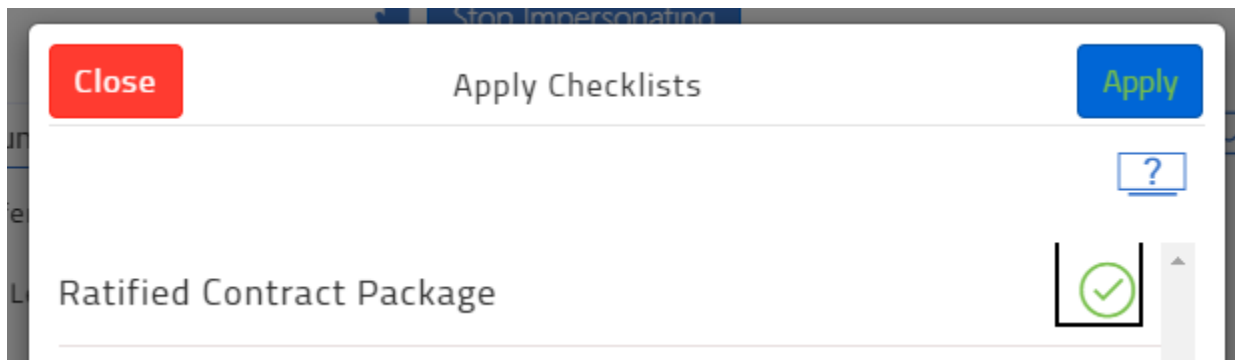


Then if this is a Buyer transaction you go to the Checklist area down the RIGHT side, and once you're in there click and Add Checklist:

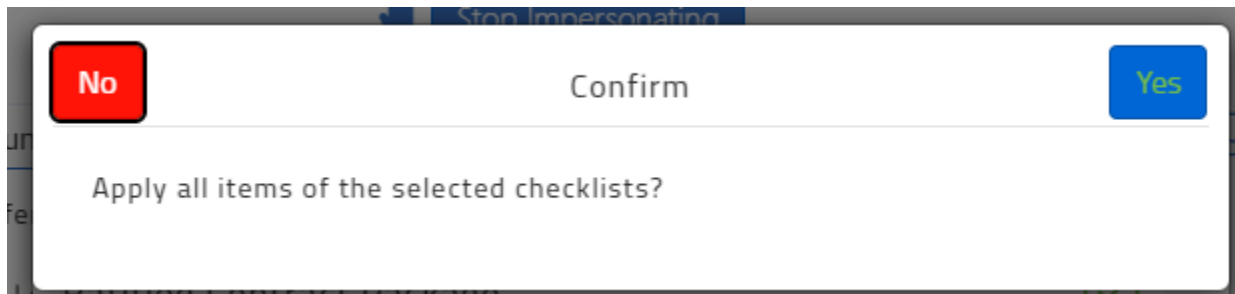
\*Keep in mind that if this is a Listing transaction, there will already be a checklist there for the Ratified Listing Package\*



Select the name of the package you are loading:



Yes:



Now you have a place to submit your Merged package:

