



KWPP PAPERLESS SYSTEM

Your guide to using the
KWPP Paperless System

To access the KWPP Paperless System go to
www.repaperless.com/login/kwpp

Simplifying.
Streamlining.
Saving.

REMicrotools
designed specifically for you

THIS PAGE IS FOR AGENT LOGIN ONLY

KW.COM Username:

KW.COM Password:

NOTE
If you are having trouble logging in - CONFIRM that you can successfully log into kw.com and that the page that comes up is your standard intranet landing page. KW does put up pages for contact information, 1099 delivery options, etc. that stand in front of your standard landing page. Simply respond to that message and then you will be able to log in.

Forgot your KW.com username or password? [Click Here](#)

Login

NOTE If having trouble logging in:
1. Make sure the URL of this page is correct: <http://www.repaperless.com/login/yourofficeaname>
2. If you cannot successfully login and you have confirmed the correct URL (see #1 above), then go to KW.com and try logging in. If you cannot log into KW.com then that is the problem - if you cannot log into KW.com you cannot log into the system. If you can log in to KW.com you will notice the standard landing page is not coming up, there is some other item KW needs you to accept or confirm etc. Once you have supplied what it wants you will then be able to log into the system.

Are you not receiving paperless email notifications?
1. Make sure you have spelled your email address correctly under "edit my details"
2. Add a secondary CC email to your profile that is not a kw.com email address - **this should be done regardless.**
3. You can also specifically whitelist noreply@repaperless.com in your kw.com webmail.

There seem to be times when the kw mail servers will not deliver email sent to them.

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Computer Requirements:

- The system is web based and can be accessed anywhere, anytime
- You must use Internet Explorer 7 or 8, or Mozilla Firefox
- The system only accepts pdf documents

Your login and password for the Paperless System is the same as your login and password for www.kw.com

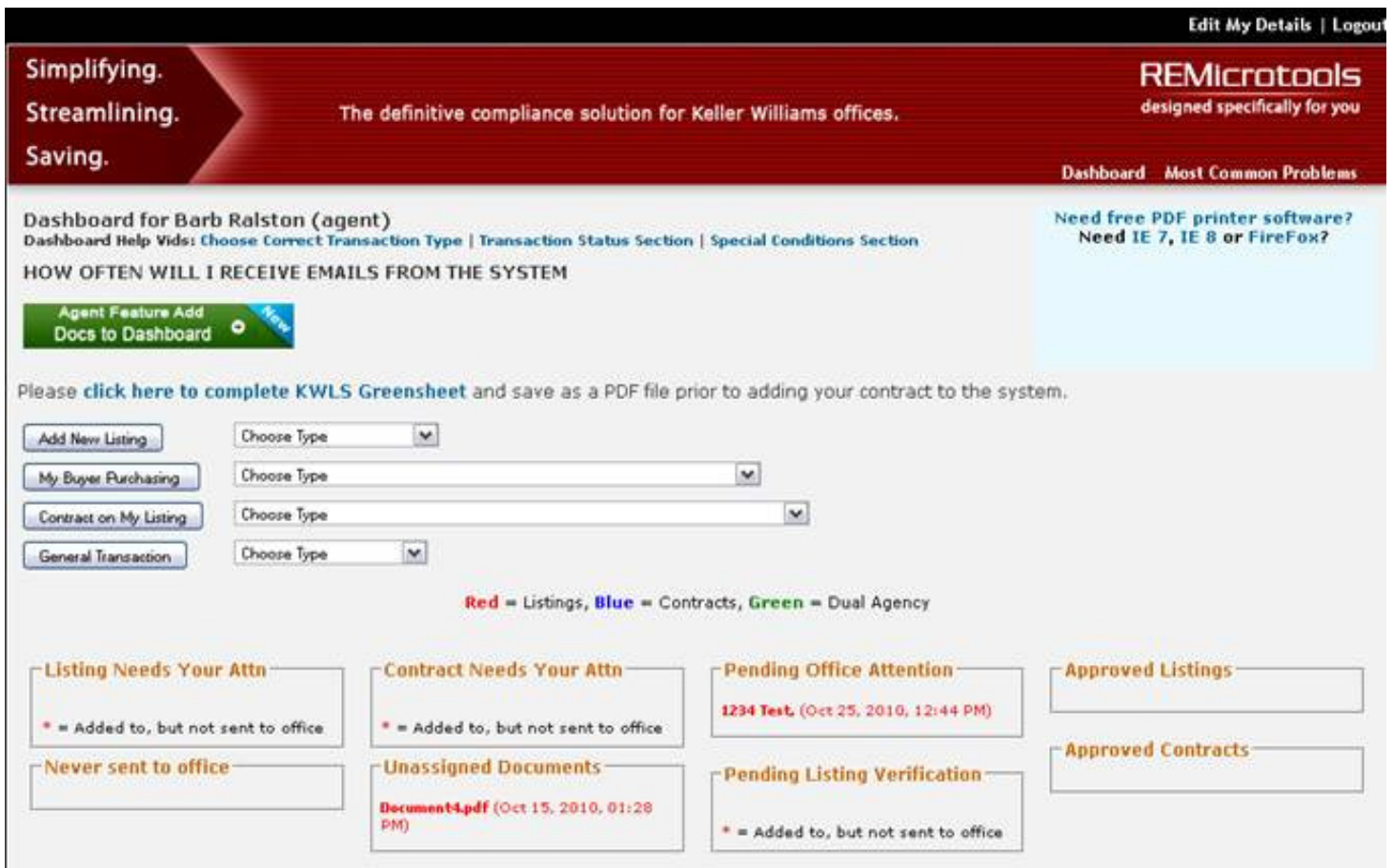
If you are having difficulty logging into the system, go to www.kw.com to verify you are using the correct login and password. Contact the DFI if you are still unable to log in.

Your Dashboard



The first time you log in, you must access “Edit My Details” and complete requested information.

After clicking “Submit” return to the dashboard to begin using the system.



If you can no longer find a transaction in your active transactions section - it's status has either expired, terminated or been closed. You can find those transactions in the Special Conditions lists below.

Creating a File

Choose the correct transaction type from the list on your dashboard. Each transaction type has a specific checklist of documents.

- My New Listing — use to create a new listing file
- My Buyer Side Sale, NOT My Listing — use to create a sale in which you represent only the Buyer
- My Buyer Purchasing a Home, Both Agents/Same Office NOT My Listing — use to create a sale in which you represent a buyer on a KWPP listing
- Contract on My Residential Listing, NOT My Buyer — use to create a sale in which you represent only the Seller
- Contract on My Residential Listing (Dual Agency) IS My Buyer — use to create a sale in which you represent BOTH the Buyer and Seller (Disclosed Limited Agency)
- Contract on My Residential Listing (Dual Agency), Both Agents/Same Office — use to create a sale in which another KWPP agent represents the buyer.
- General Transaction — use to create a file for Short Sales waiting for bank approval, Back-up offers, referral forms, BPO's, etc.

**** REMEMBER ****

Listing agents always start DUAL AGENCY transactions for themselves and their buyers agent.

Lease Paperwork options to be used by KW Commercial Agents only.

If you can no longer find a transaction in your active transactions section - it's status has either expired, terminated or been closed. You can find those transactions in the Special Conditions lists below.

Special Condition Transactions - 30 Day Drop Staging Area:

| | |
|---|------------|
| Expired Listings - 30 Day Drop: 0 <i>if you have extension paperwork upload now.</i> | - Select - |
| Terminated Transactions - 30 Day Drop: 0 | Select - |
| Closed Transactions - 30 Day Drop: 0 | - Select - |

Search

| | | | |
|-----------------|----------------------|------------------|----------------------|
| Date | <input type="text"/> | to | <input type="text"/> |
| DA Number | <input type="text"/> | | |
| MLS Number | <input type="text"/> | Transaction ID | <input type="text"/> |
| Buyer Last Name | <input type="text"/> | Seller Last Name | <input type="text"/> |
| Street Number | <input type="text"/> | Street Name | <input type="text"/> |

The system will not extend a listing without extension paperwork.

Creating a File

Step 1

Add transaction data. Most fields are required. The system will not allow you to submit until required fields are complete.

Add My Listing

[Help Video](#)

*Street Number *Street Name Street Type

Apt. Number Subdivision *Exp. Date

*City *State *Zip County

*MLS Number MLS Area MAP Coords

*Listing Price Listing Percent *List Date

*Seller First Name *Seller Last Name

Seller 2 First Name Seller 2 Last Name

Add General note

Transaction Status:
About General Notes

Office Notes

Agent Notes

Hide History

Step 2

Complete checklist. All documents in red are initially required to open your file. Mark the box “Check” for each item you are uploading. If a required document does not apply to your transaction, mark “N/A”, which will open the “Add Notes” box. The system requires an explanation for all “N/A” entries on red (required) documents.

Document Checklist

[Help Video](#)

| Document | N/A | Check | Status | Initially Required? | Document Specific Notes |
|---|--------------------------|--------------------------|--------|---------------------|---|
| Disclosed Limited Agency For Sellers | <input type="checkbox"/> | <input type="checkbox"/> | | Y | <input type="button" value="Add Note"/> |
| RMLS or WVMLS Agent Full Printout | <input type="checkbox"/> | <input type="checkbox"/> | | Y | <input type="button" value="Add Note"/> |
| Listing Contract | <input type="checkbox"/> | <input type="checkbox"/> | | Y | <input type="button" value="Add Note"/> |
| Residential Data Input Form | <input type="checkbox"/> | <input type="checkbox"/> | | Y | <input type="button" value="Add Note"/> |
| Property Trio or Quantum | <input type="checkbox"/> | <input type="checkbox"/> | | Y | <input type="button" value="Add Note"/> |
| Addenda to Listing Agreement | <input type="checkbox"/> | <input type="checkbox"/> | | N | <input type="button" value="Add Note"/> |
| Authorization to Exclude | <input type="checkbox"/> | <input type="checkbox"/> | | N | <input type="button" value="Add Note"/> |
| Authorization for Photographs and/or Virtual Tour | <input type="checkbox"/> | <input type="checkbox"/> | | N | <input type="button" value="Add Note"/> |
| Well Log | <input type="checkbox"/> | <input type="checkbox"/> | | N | <input type="button" value="Add Note"/> |
| Client Engagement Letter - Seller | <input type="checkbox"/> | <input type="checkbox"/> | | N | <input type="button" value="Add Note"/> |
| OREA Disclosure Pamphlet signed by Seller | <input type="checkbox"/> | <input type="checkbox"/> | | N | <input type="button" value="Add Note"/> |
| Marketing Flyer/Material | <input type="checkbox"/> | <input type="checkbox"/> | | N | <input type="button" value="Add Note"/> |
| CMA | <input type="checkbox"/> | <input type="checkbox"/> | | N | <input type="button" value="Add Note"/> |
| Sellers Estimated Net | <input type="checkbox"/> | <input type="checkbox"/> | | N | <input type="button" value="Add Note"/> |
| Conversation Notes | <input type="checkbox"/> | <input type="checkbox"/> | | N | <input type="button" value="Add Note"/> |
| Disclosures | | | | | |
| Sellers Property Disclosure Statement | <input type="checkbox"/> | <input type="checkbox"/> | | N | <input type="button" value="Add Note"/> |
| Lead Based Paint Disclosure (Pre 1978) | <input type="checkbox"/> | <input type="checkbox"/> | | N | <input type="button" value="Add Note"/> |

Hide History

Notes can be added to any document by clicking “Add Note”.

A Complete copy of the checklist is at the end of this guide.

Creating a File

Step 3

Upload Documents. Use the “Browse” button to identify the file you want to upload from your computer and select the Document Title(s) for that upload. To select multiple titles, hold the Ctrl key on your keyboard while selecting.

Upload Documents

[Help Video](#)

- To Select multiple titles click on the appropriate titles while holding down the Ctrl key on your keyboard
- If the title of a document you are uploading is not in the list, choose miscellaneous and use the Title box that appears.

Select Document Title(s)

- Disclosed Limited Agency For Sellers
- RMLS or WYMLS Agent Full Printout
- Listing Contract
- Residential Data Input Form
- Property Trio or Quantum
- Addenda to Listing Agreement
- Authorization to Exclude

If you have more than one item to upload from your computer, select “Upload Another” and follow the same process. Once you have selected and named all of your documents, click Submit at the bottom. The system will cue you if you are missing any required information.

Upload Documents

[Help Video](#)

- To Select multiple titles click on the appropriate titles while holding down the Ctrl key on your keyboard
- If the title of a document you are uploading is not in the list, choose miscellaneous and use the Title box that appears.

Select Document Title(s)

- Disclosed Limited Agency For Sellers
- RMLS or WYMLS Agent Full Printout
- Listing Contract
- Residential Data Input Form
- Property Trio or Quantum
- Addenda to Listing Agreement
- Authorization to Exclude

Select Document Title(s)

- Smoking Disclosure
- Smoke Alarm Disclosure
- Water Intrusion and Mold Disclosure
- Measure 49 Information Sheet
- Woodstove Information Letter
- HOA Documents
- Short Sale Summary for Sellers
- Miscellaneous

Title:

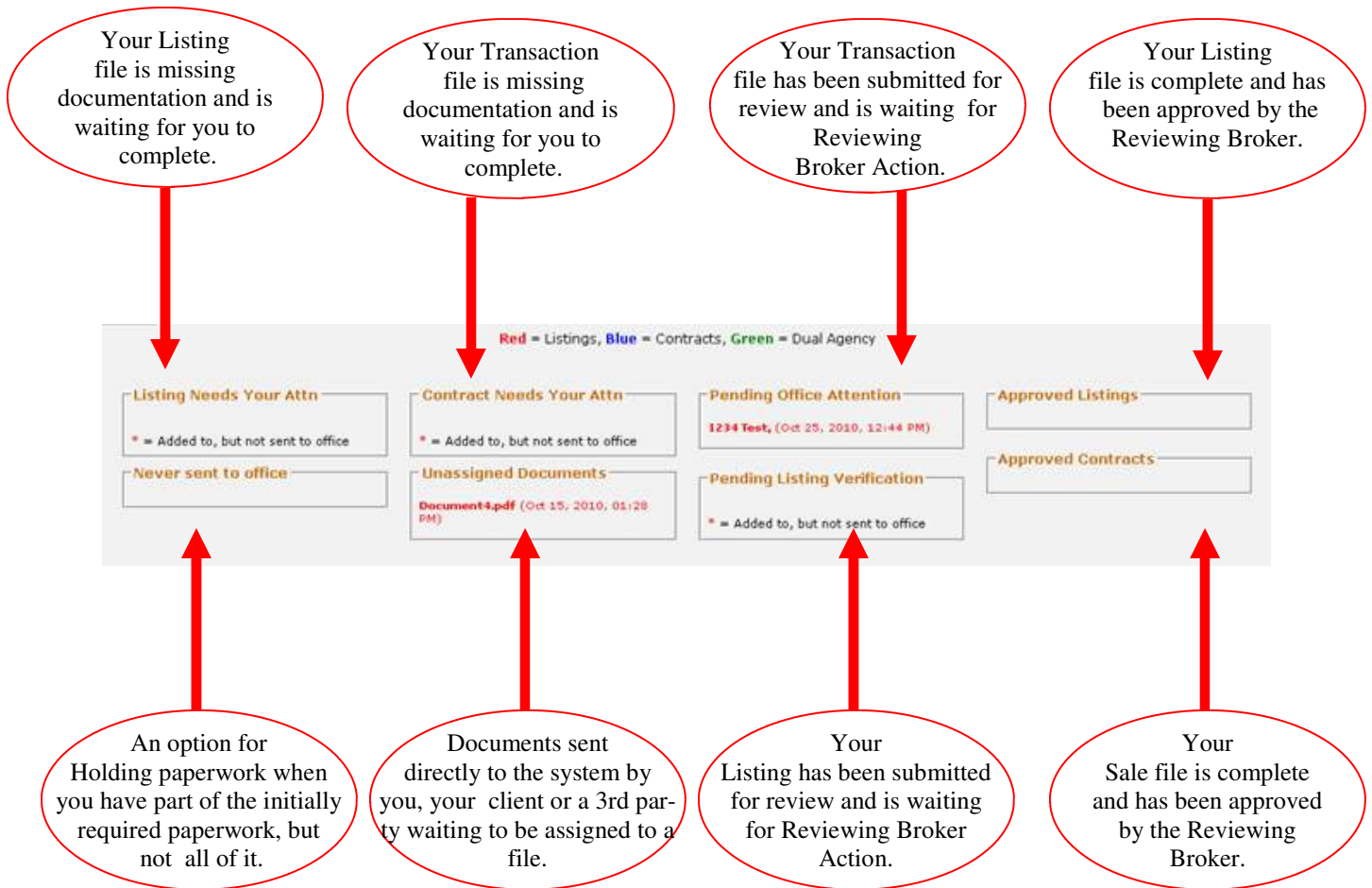
Bring to attention of the office Yes No

Remember: Allow at least 2 business days for office compliance.

DO NOT CLOSE OR DIRECT AWAY FROM THIS PAGE PRIOR THE SYSTEM COMPLETING ITS SUBMISSION.
YOU WILL KNOW IT IS COMPLETE WHEN IT TAKES YOU BACK TO YOUR DASHBOARD.

Finding Your Files

Once your file has been uploaded to the system, it is sent to the Reviewing Broker for Compliance Review. On your dashboard, you can see the status of your file at any time while the transaction is in progress.



If you can no longer find a transaction in any of your transaction type columns - it's status has either expired, terminated or been closed. You can find those transactions in the Special Conditions lists below.

Special Condition Transactions

Expired Listings - 30 Day Drop: *If you have extension paperwork upload now.*

Terminated Transactions - 30 Day Drop:

Closed Transactions - 30 Day Drop:

Search

Date to

MLS Number Transaction ID

Buyer Last Name Seller Last Name

Street Number Street Name

You can also search for a file using the search tool displayed above.

What You Need to Know

All transaction paperwork must be uploaded for Reviewing Broker review within 7-business days of client signatures.

Always choose the correct transaction type. Document checklists are specific to each type of transaction.

Documents can be uploaded individually, or as one large document.

A sale on any KWPP listing cannot be uploaded unless the listing file has been uploaded.

The system will email you when your file needs action or is about to expire.

You can download the your transaction files by selecting “Download This Transaction” in the History box.

All elements of a transaction are permanent and cannot be deleted from the system.

Only one open listing or sale file can exist per property. If a transaction sale fails, it must be terminated in the system before you can upload a new sale.

Expiration dates on listings can only be changed by the Reviewing Broker. Make sure you upload listing extensions into the system before the listing expires.

Rejected, Withdrawn or Expired Offers should NOT be uploaded into the paperless system. They should be scanned and emailed to KWPPpaperless@gmail.com