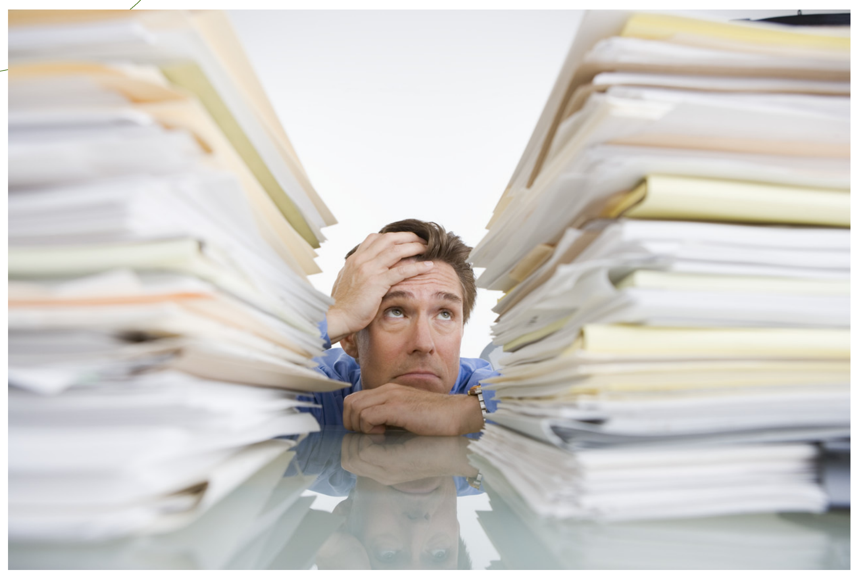


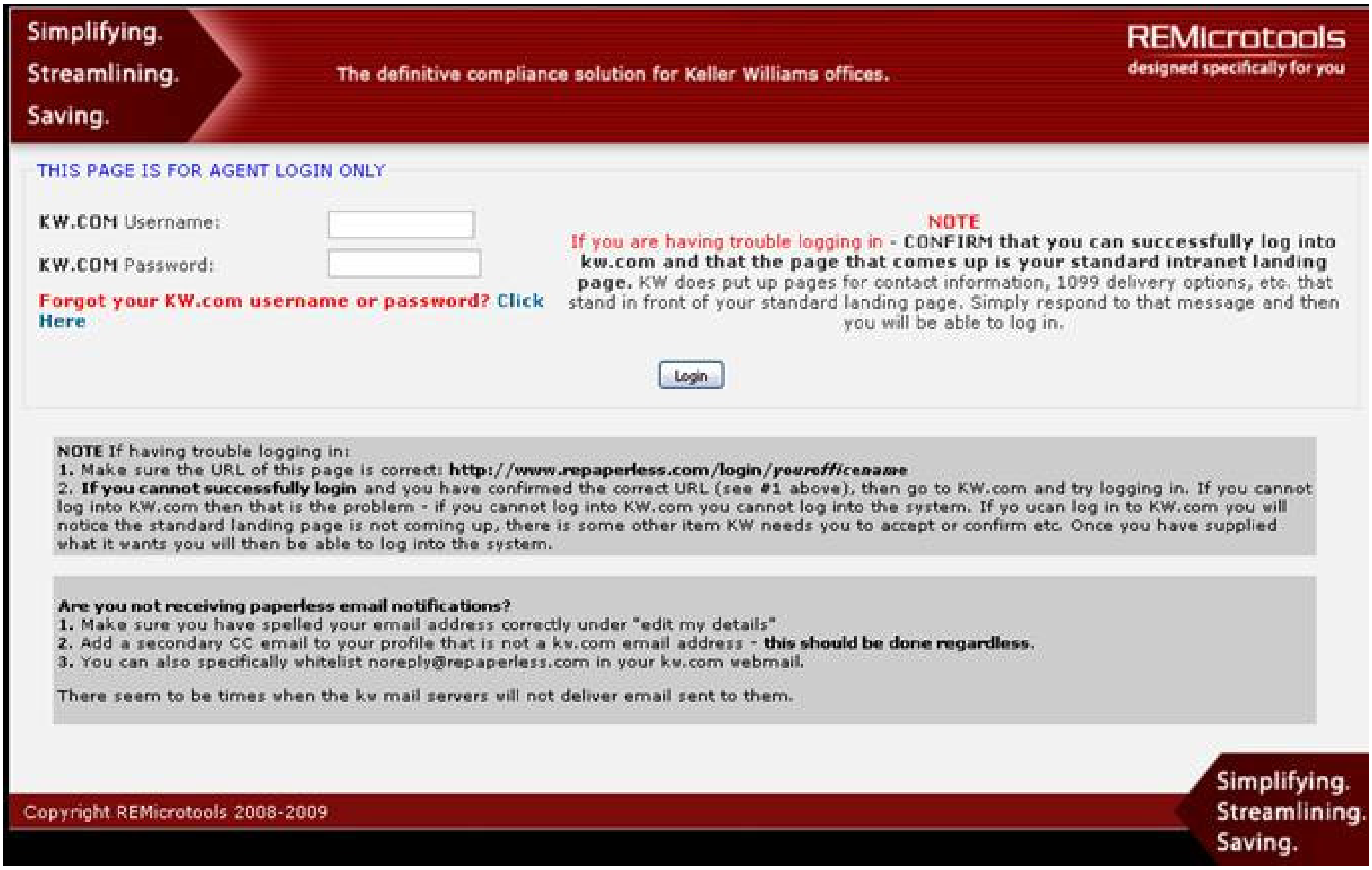
KWPP PAPERLESS SYSTEM

Your guide to using the

KWPP Paperless System

To access the KWPP Paperless System go to

www.repaperless.com/login/kwpp



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

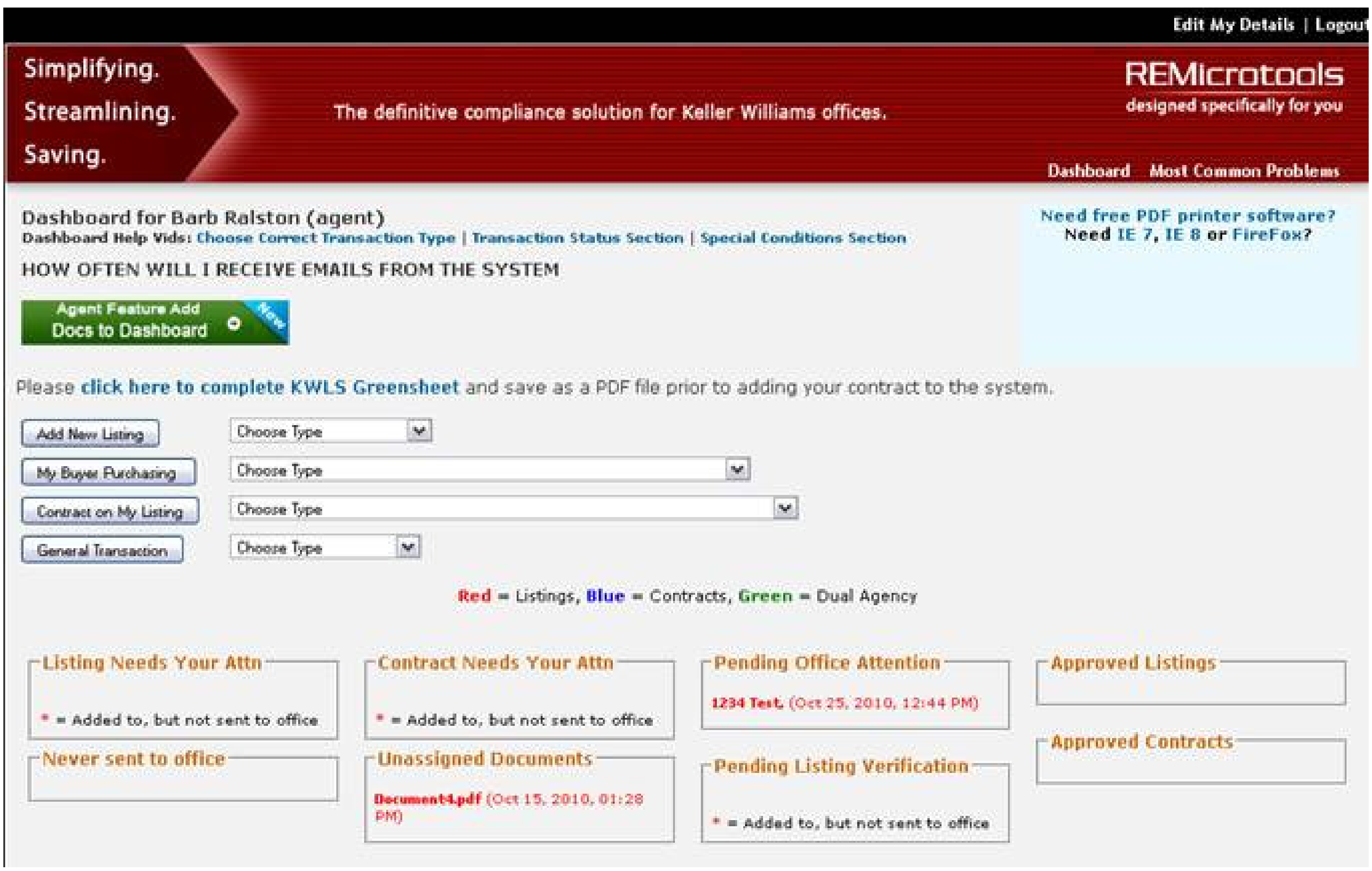
Your login and password for the Paperless System is the same as your login and password for www.kw.com

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

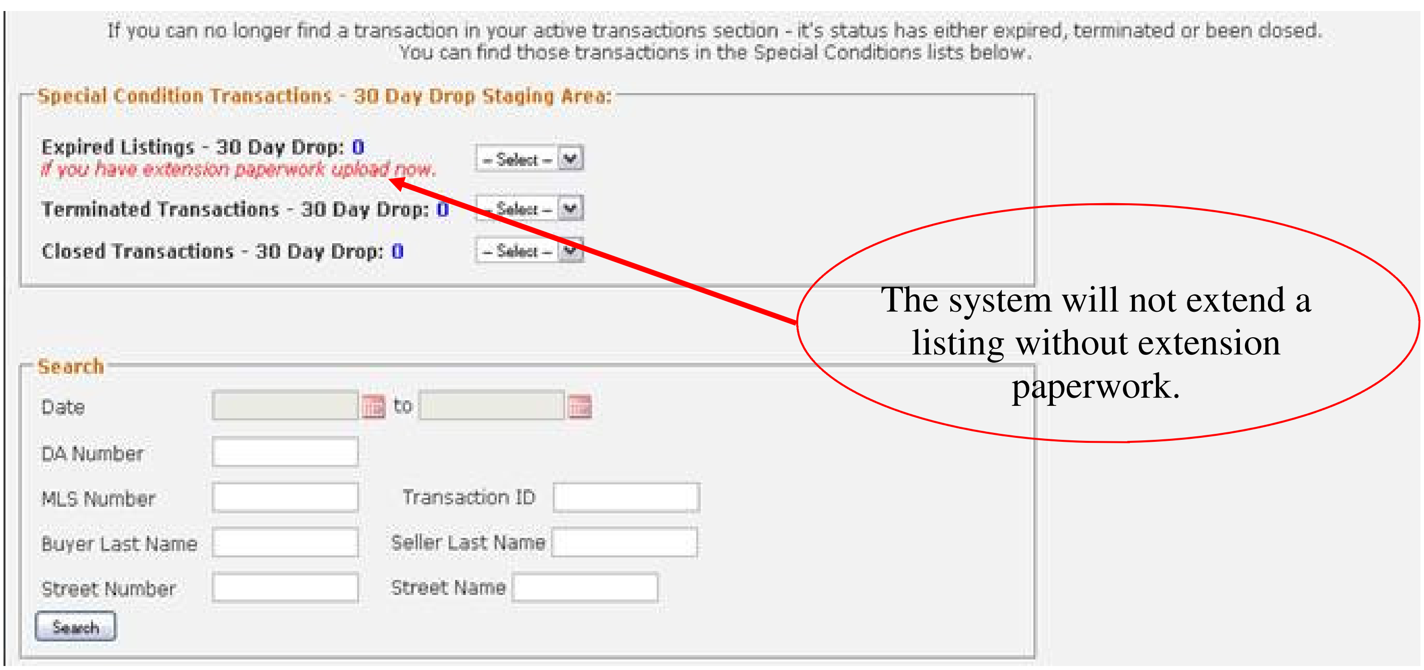
Choose the correct transaction type from the list on your dashboard. Each transaction type has a specific checklist of documents.

- 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.

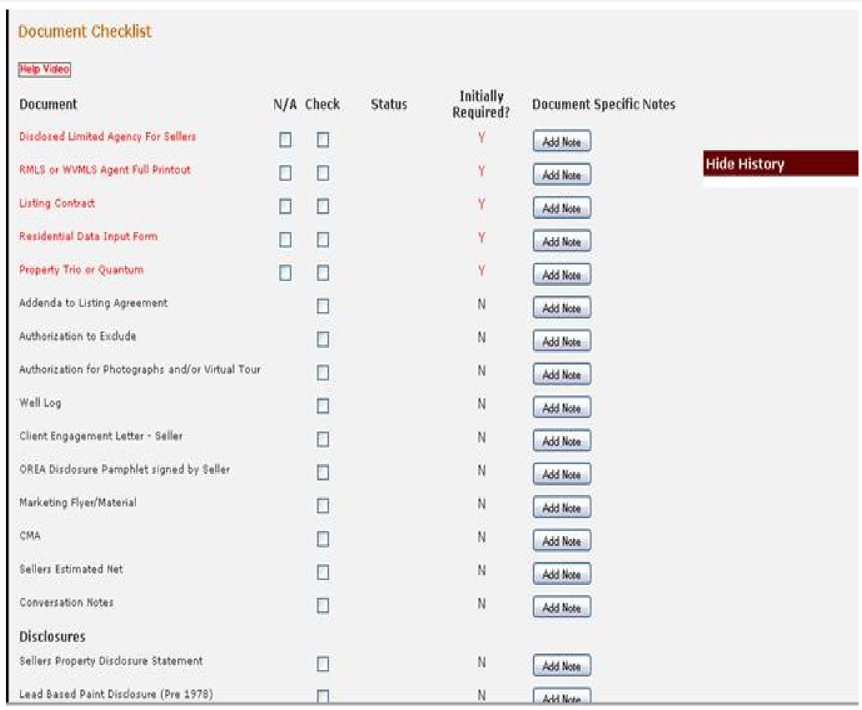


Creating a File

Step 1

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

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.

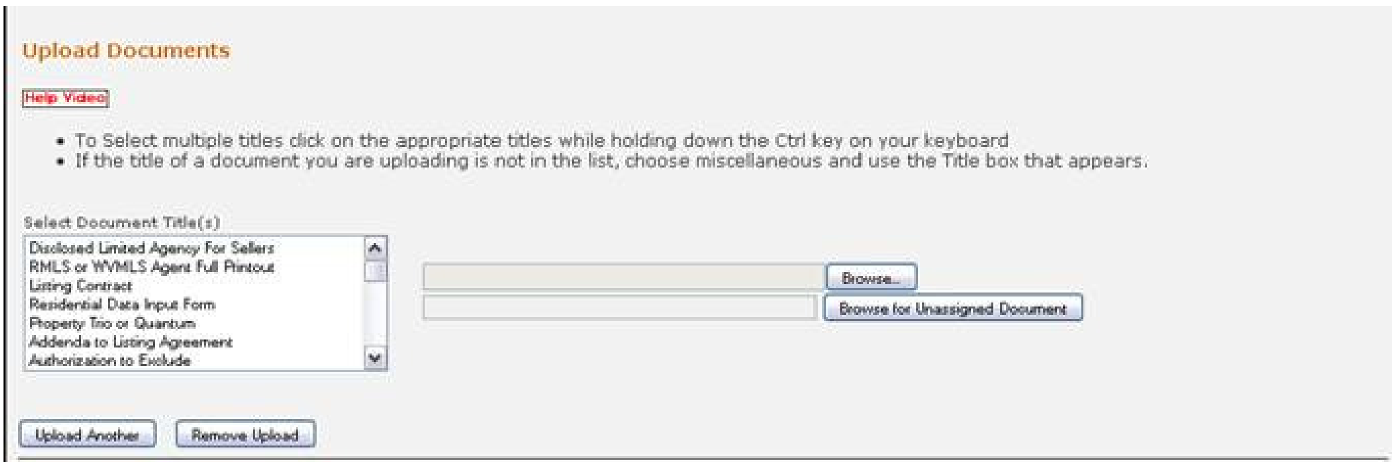
Notes can be added to any document by clicking "Add Note".

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

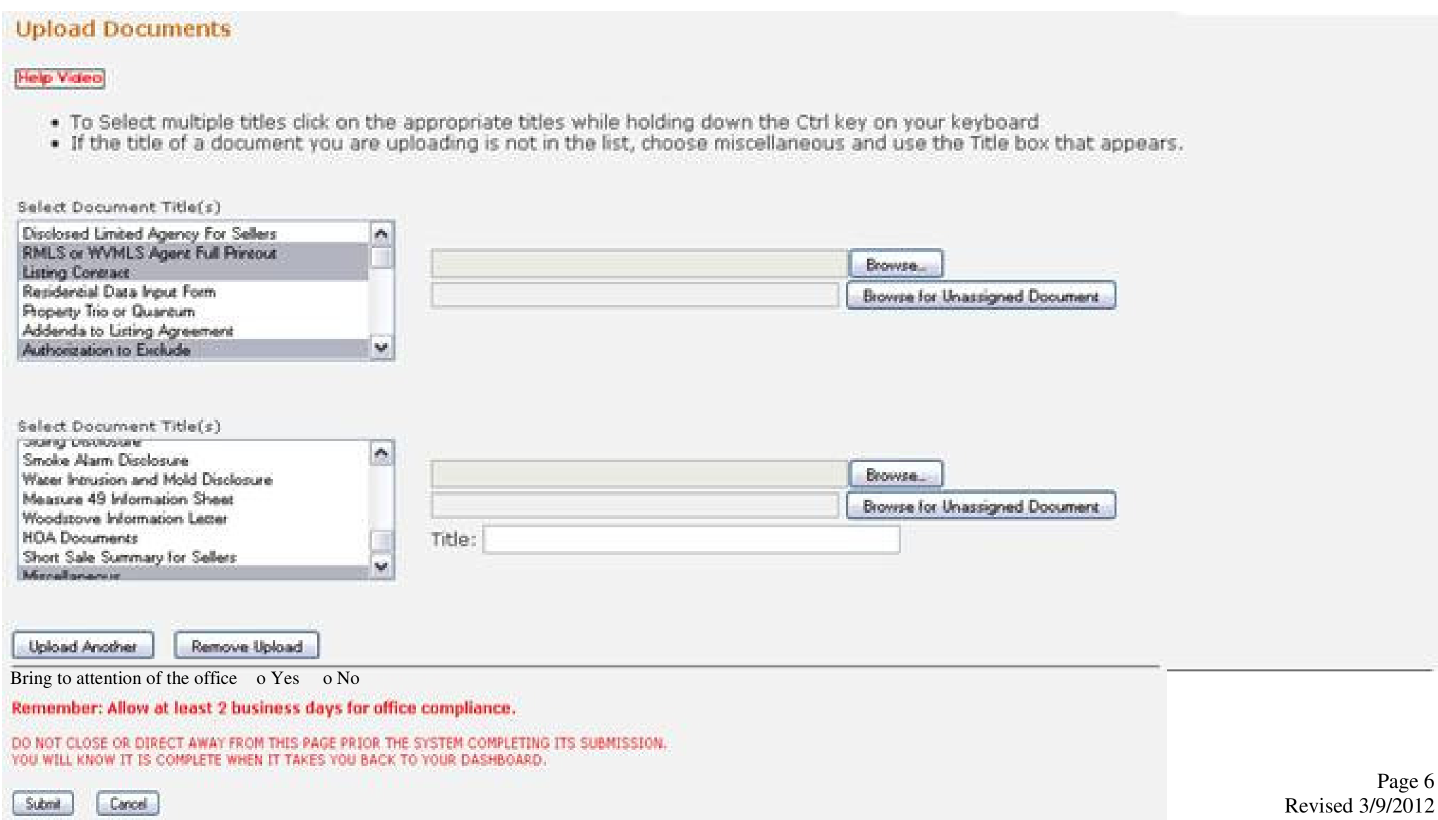
Creating a File

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.

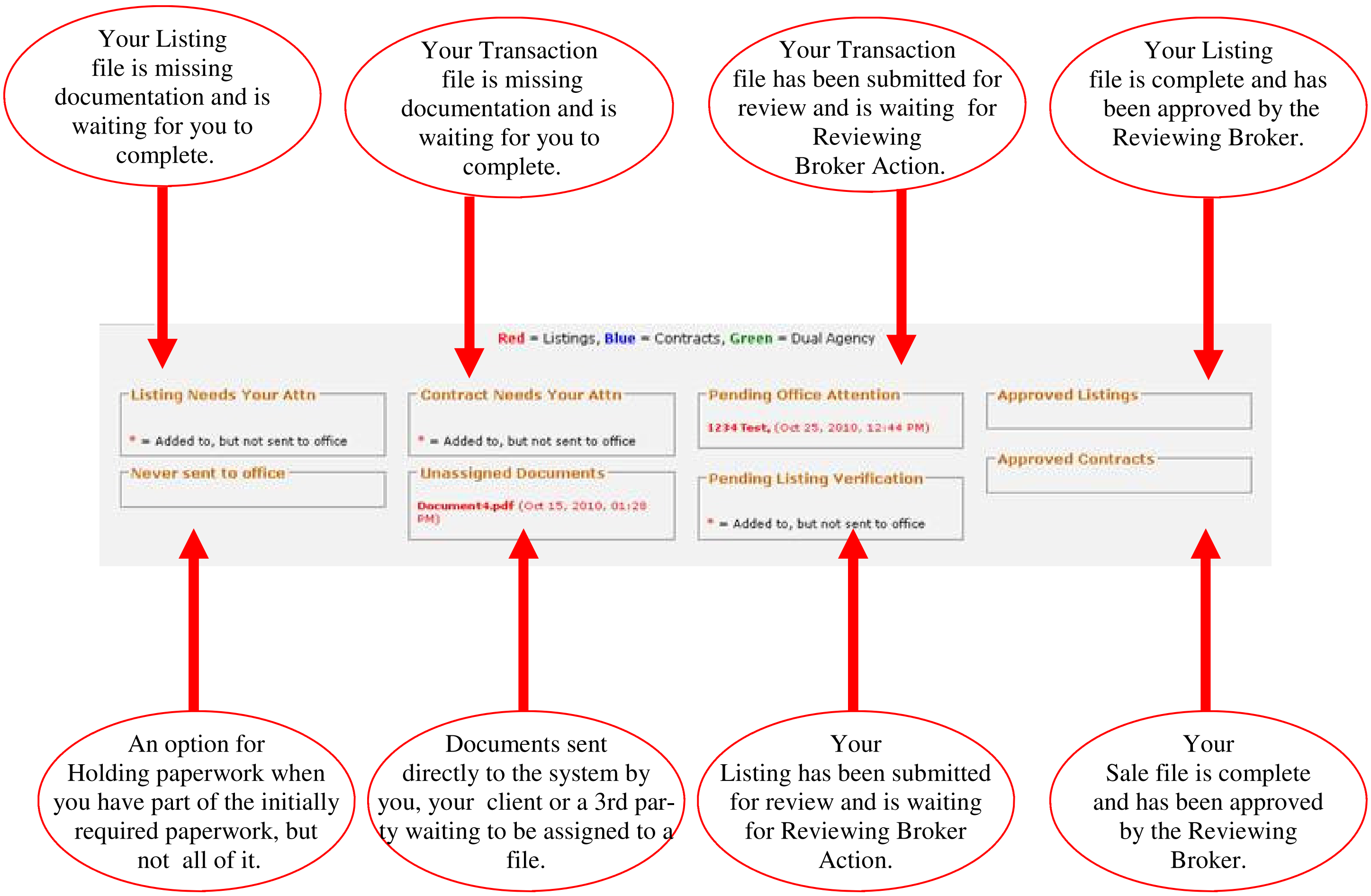


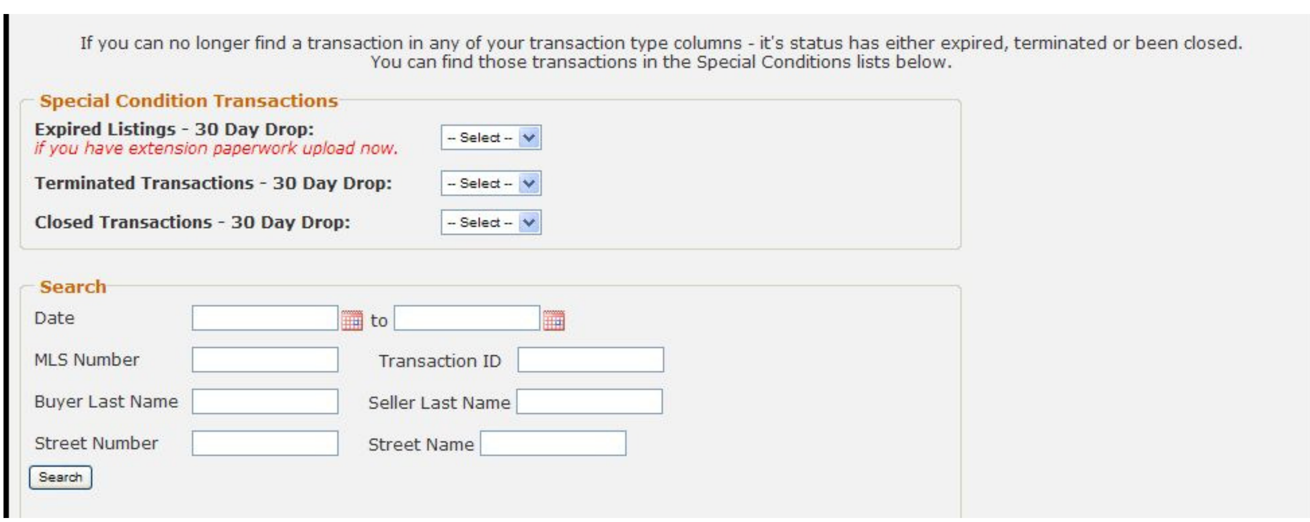
If you have more than one item to upload from your computer, select "Upload Another" and follow the same process. Once you have selected and named all of your documents, click Submit at the bottom. The system will cue you if you are missing any required information.



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.





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