

A new Tab will be added to WEBForms® - “Add-on Services”.

Members will be able to link their subscriptions to various Add-on services providing a seamless conduit from WEBForms®.

The “Link to WEBForms®” button will allow members to enter their credentials for that specific service.

Linked	Service	Service Description	Action
		Electronic Signatures by DocuSign . Securely sign and send documents online from any device with the most widely used e-Signature. CREA Member Pricing: \$199 CAD / year Not a DocuSign subscriber yet? Sign up to DocuSign now	Link to WEBForms™

Once the credentials have been authenticated, the “Linked” column will display a indicating the status of that service.

Linked	Service	Service Description	Action
		Electronic Signatures by DocuSign . Securely sign and send documents online from any device with the most widely used e-Signature. CREA Member Pricing: \$199 CAD / year View DocuSign@ Dashboard	Unlink from WEBForms™

To send documents from WEBForms® to DocuSign:

Members will select an already created transaction kit. Then click on “Send To” → “DocuSign”.

The screenshot shows the WEBForms interface. At the top, there are tabs for Transaction Kits, Templates, Clauses, Tools, Guides, Add-on Services, and Printable Forms. Below the tabs is a toolbar with buttons: Create New Transaction Kit, Send To (dropdown), Print, Make Copy, Change MLS® #, Add/Remove Forms, Attach file, Upload to MLS®, and More Actions... The 'Send To' dropdown menu is open, showing 'Email' and 'DocuSign®' (highlighted with a red arrow). Below the toolbar is a search bar and a table of Transaction Kits. The table has columns: Transaction Kit Name, Address, MLS® #, Modified, and Created. The first row is 'Emailing editable forms' (Mar 08 2013). The second row is 'Testing on iPad' (Feb 25 2013, Jan 03 2013), which is highlighted with a red arrow. Below the table, there is a section for 'Forms' with two rows: 'Contract of Purchase and Sale' and 'Contract of Purchase and Sale Addendum', each with 'Edit' and 'Preview' buttons.

The following “Wizard” screens will follow...

Digital Signature :: Testing on iPad

The screenshot shows the 'Digital Signature :: Testing on iPad' wizard screen. The main heading is 'Please select which form(s) you would like to have digitally signed:'. Below this, there are two rows of form options. The first row is 'Contract of Purchase and Sale' with a checked checkbox and a 'Preview' button. The second row is 'Contract of Purchase and Sale Addendum' with a checked checkbox and a 'Preview' button. A red arrow points to the checkboxes. At the bottom of the screen, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red box.

WEBForms® will then upload the documents to DocuSign...

Once the documents are uploaded, members will automatically be ported to DocuSign website where they will be taken through a DocuSign wizard to affix various tags onto the document to assign a task to a recipient.

To: Jean-Francois [jfrancois@fvreb.bc.ca]; Lynn St-Germain [lstgermain@crea.ca];

Message: Testing on iPad

Tag for: Lynn St-Germain [lstgermain@crea.ca]

Standard | Custom

Signature
Optional Signature
Initial
Optional Initial
Full Name
Company
Title
Date Signed
Approve
Decline
Data Field
Check Box
Radio Button
Drop Down
Note

Drag a tag onto the document to assign a task to a recipient.

To tag for a different recipient, click on that recipient's name on the left.

Signature
Optional Signature
Initial

Signature: _____

Don't show this again

**CONTRACT OF PURCHASE AND SALE
INFORMATION ABOUT THIS CONTRACT**

**FOR THE ASSISTANCE OF THE PARTIES ONLY. IT DOES NOT FORM PART OF THE
EFFECT THE PROPER INTERPRETATION OF ANY OF ITS TERMS.**

When signed by both parties, is a legally binding contract. READ IT CAREFULLY. The parties should be advised to read it in writing.

The *Real Estate Services Act* requires that money held by a brokerage in respect of a real estate transaction between the parties for the acquisition and disposition of the real estate be held by the brokerage as trustee for the real estate transaction and not on behalf of one of the parties. If a party does not remove a deposit, the *Real Estate Services Act* requires the written agreement of both parties in order to release the deposit. If both parties do not sign the agreement, then the parties will have to apply to court for a determination of the deposit issue.

3. COMPLETION: (Clause 4) Unless the parties are prepared to actually meet at the Land Title Office and exchange title documents for the Purchase Price, it is, in every case, advisable for the completion of the sale to take place in the following sequence:

- (a) The Buyer pays the Purchase Price or down payment in trust to the Buyer's Lawyer or Notary (who should advise the Buyer of the exact amount required) several days before the Completion Date and the Buyer signs the documents.
- (b) The Buyer's Lawyer or Notary prepares the documents and forwards them for signature to the Seller's Lawyer or Notary who returns the documents to the Buyer's Lawyer or Notary.
- (c) The Buyer's Lawyer or Notary then attends to the deposit of the signed title documents (and any mortgages) in the appropriate Land Title Office.
- (d) The Buyer's Lawyer or Notary releases the sale proceeds at the Buyer's Lawyer's or Notary's office.

Since the Seller is entitled to the Seller's proceeds on the Completion Date, and since the sequence described above takes a day or more, it is strongly recommended that the Buyer deposits the money and the signed documents AT LEAST TWO DAYS before the Completion Date, or at the request of the Conveyancer, and that the Seller delivers the signed transfer documents no later than the morning of the day before the Completion Date.