

# Adding Multiple Documents at Once

- Start in the Documents page of your Opportunity and click into the correct folder, for this example click into the UNDER CONTRACT folder.
- Click the ATTACH MULTIPLE FILES button

Under Contract ▼ 1 of 13 documents uploaded

[Add item](#) | [Add Comment](#) | [Attach multiple files](#) Status: Open ⓘ [Submit to MC](#)

STATUS ▼	DOCUMENT ▼	TYPE ▼	FILE ▼
⊗ Not uploaded	<b>MLS Printout-Full Agent View</b> Required Must be pending/contingent status.	Disclosure	<a href="#">+ Add a file</a>
⊗ Not uploaded	<b>Earnest Money Check</b> Required	Contract	<a href="#">+ Add a file</a>

- A new window will open

Attach files ✕

Manual  DocuSign  Custom Folders

DOCUMENT ▼	TYPE ▼	FILE ▼
MLS Printout-Full Agent View Required Must be pending/contingent status.	Disclosure	Drag and drop or <a href="#">browse your files</a> Only .pdf files are supported
Earnest Money Check Required	Contract	Drag and drop or <a href="#">browse your files</a> Only .pdf files are supported
Sales Contract Required	Contract	General Residential Sales Contract - Signed.pdf
Buyer's Estimated Closing Cost Net Disclosure Sheet Required		Drag and drop or <a href="#">browse your files</a> Only .pdf files are supported

[Cancel](#) [Attach](#)

- There will be three options at the top of this new window: MANUAL, DOCUSIGN, CUSTOM FOLDERS
- With the MANUAL option you can DRAG AND DROP or BROWSE for files. Scroll through the list of place holders and assign a file to the place holder then click ATTACH

Attach files
✕

---

Manual
 DocuSign
 Custom Folders

DOCUMENT ▼	TYPE ▼	FILE ▼
MLS Printout-Full Agent View Required Must be pending/contingent status.	Disclosure	Select... ▼
Earnest Money Check Required	Contract	Select... ▼
Sales Contract Required	Contract	General Residential Sales Contract - Signed.pdf
Buyer's Estimated Closing Cost Net Disclosure Sheet Required		Select... ▼

Cancel
Attach

- To pull over your documents from DOCUSIGN click the DOCUSIGN bubble
- Next to the document placeholder notice there is a toggle box to the right
- Click the toggle box

Attach files ✕

---

Required

Buyer's Acknowledgement Required	Disclosure	Select... ▲ Signed.pdf KW 824 - Buyer Agency Agreement - 2016.pdf KW 824 - Buyer's Acknowledgement Statement Metro South - Signed.pdf KW 824 - Buyer's Acknowledgement Statement Metro South.pdf KW 824 - RECAD 2015 - Signed.pdf
RECAD Required	Disclosure	
Buyer's Agency Agreement Required	Agreement	
Closing Checklist Conditionally This document is required when you turn in your check, but not Required required to submit paperwork for ed compliance.	Addendum	
Personal Property Addendum	Addendum	

- Notice that the documents from DOCUSIGN pull up in the toggle box
- Assign the correct Documents to the placeholders
- Click the ATTACH button at the bottom of the window

Attach files ✕

---

Required

Buyer's Acknowledgement Required	Disclosure	KW 824 - Buyer's Acknowledgement .. ✕ ▼
RECAD Required	Disclosure	KW 824 - RECAD 2015 - Signed.pdf ✕ ▼
Buyer's Agency Agreement Required	Agreement	KW 824 - Buyer Agency Agreement - . ✕ ▼
Closing Checklist Conditionally This document is required when you turn in your check, but not Required required to submit paperwork for ed compliance.	Addendum	Select... ▼

→ Then click SUBMIT TO MC and your Documents will be submitted for Compliance.

Submit to MC

