

How to access Dotloop with new libraries:

Create a sign in, or log into your pre-existing account

Hover over your initials or picture icon in the upper right hand corner of the screen, once you've logged in.

Click 'My Account'

On the left side of the screen, select 'Profiles' (your agent detail will come up)

Scroll down to the center of the screen where you'll see "Brokerage and Associations"

Click +Add Association

Type in 'Butler-Warren Association of Realtors' (our organization will pop up with the Nilles Rd. address, Fairfield, OH)

Enter your NRDS number (can be found on Realtor.org)

Once these steps are completed you will have access to all libraries.

To verify, click on the icon at the top of the page directly to the left of the original icon you hovered over to get to your profile (it looks like 2 sheets of paper stacked on top of one another). This will bring up a screen of templates that you have access to. On the left side, it should say 'Cincinnati Board of Realtors Interactive forms' This confirms that you have successfully added these templates to your file and you can begin using them.