

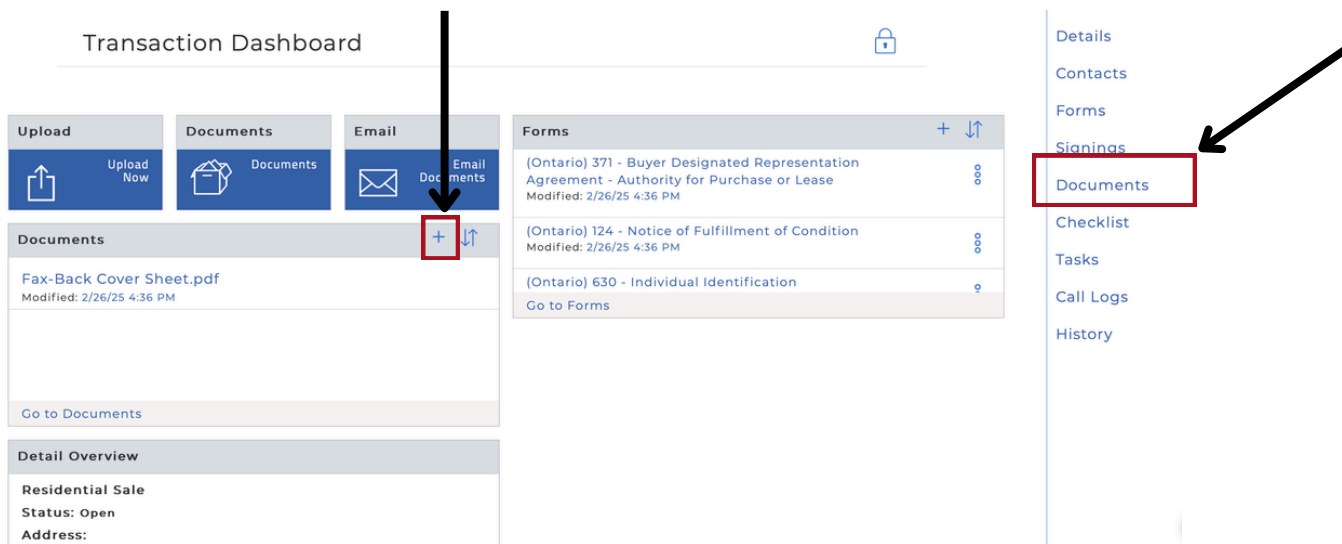
# Webforms - Counter Offers and Acceptance

## Preparing a counter offer

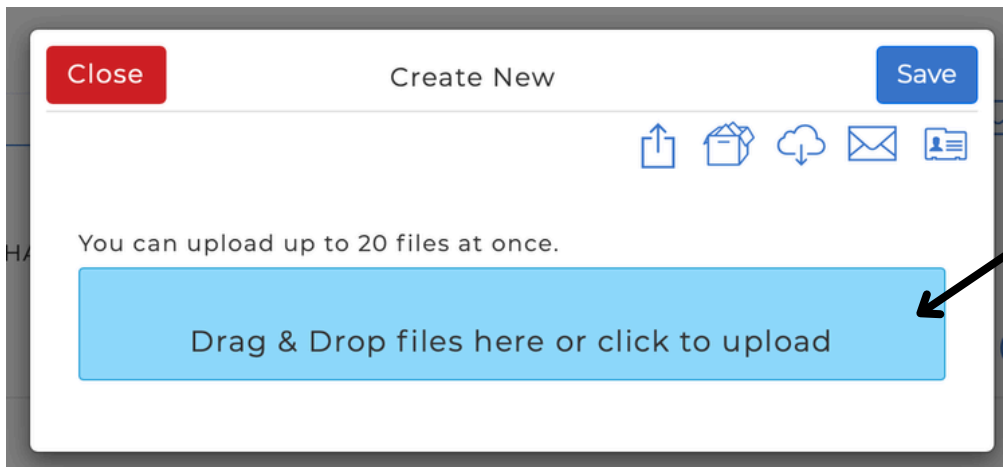
If you are sent an offer and need to prepare a counter offer for your clients, you can easily upload, markup/edit, and send for signatures to keep the transaction flowing.

### Step 1: Upload the document

You will likely have an offer in .pdf format sent from the other agent. After downloading to your computer, you can upload the document to prepare for signature. You can either select “documents” from the side menu followed by the “+” sign on the next page, or directly select the “+” button from the dashboard under documents.



You will then get a pop-up that looks like this:



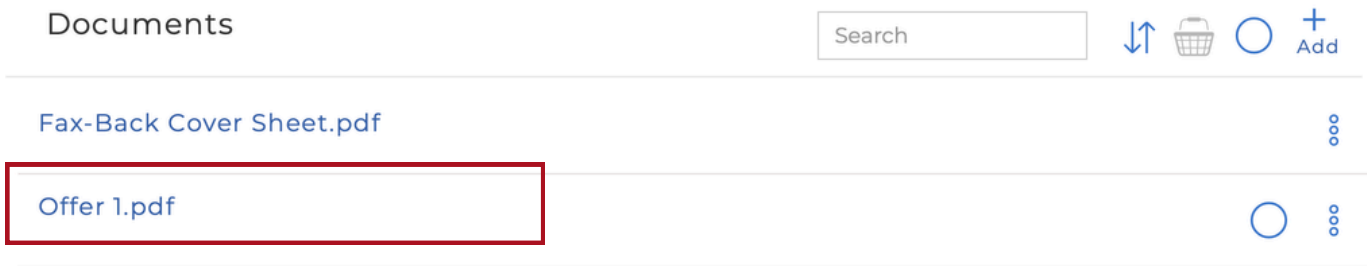
Selecting this blue button will allow you to choose the file to be uploaded from the location that you saved it in.

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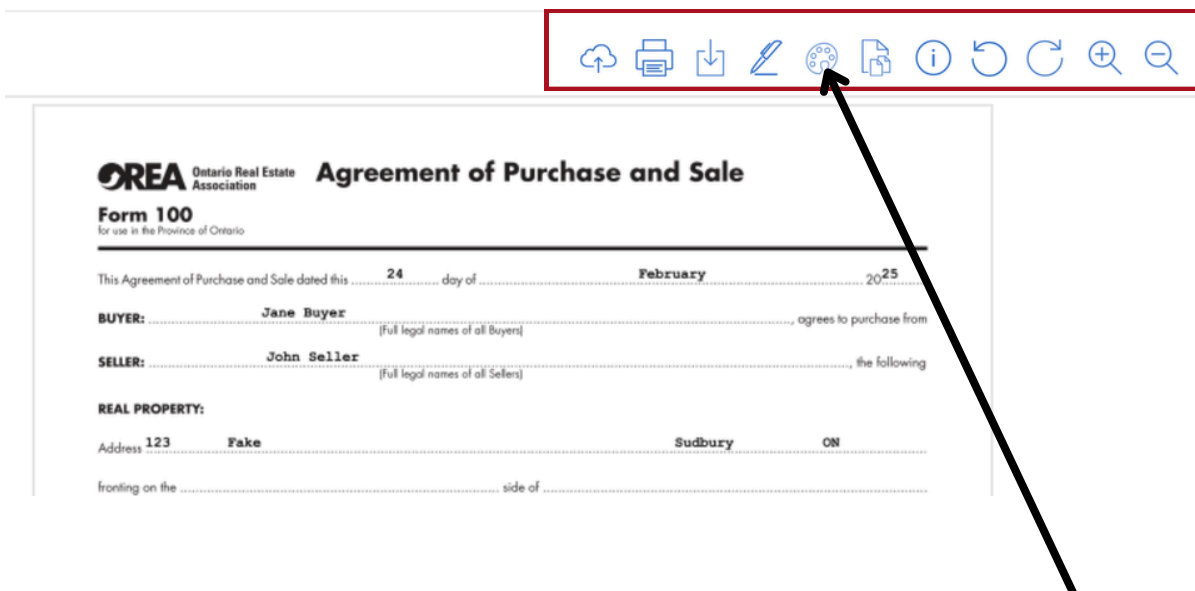
## Step 2: Markup/Edit (if needed) - If no edit needed (like for an acceptance), skip to next step

If you are making changes to the offer and sending it as a counter offer, then you can use the “Markup” tool to edit directly in webforms.

Now that you have the document uploaded, when you go to “Documents” from your transaction dashboard, you should see the file you uploaded:



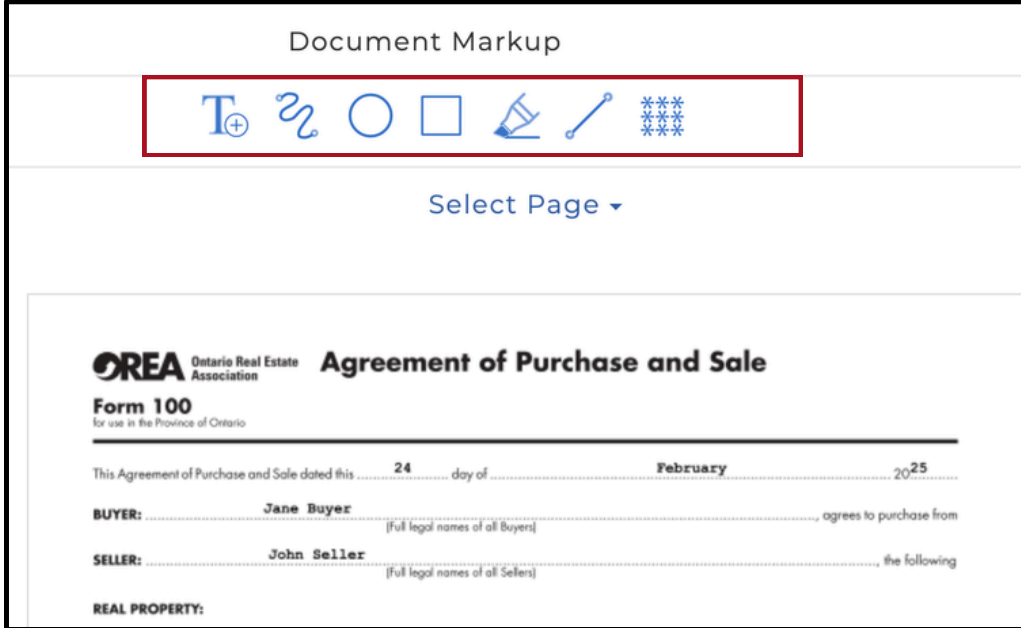
Click on the file name, and you'll see the document with this menu at the top:



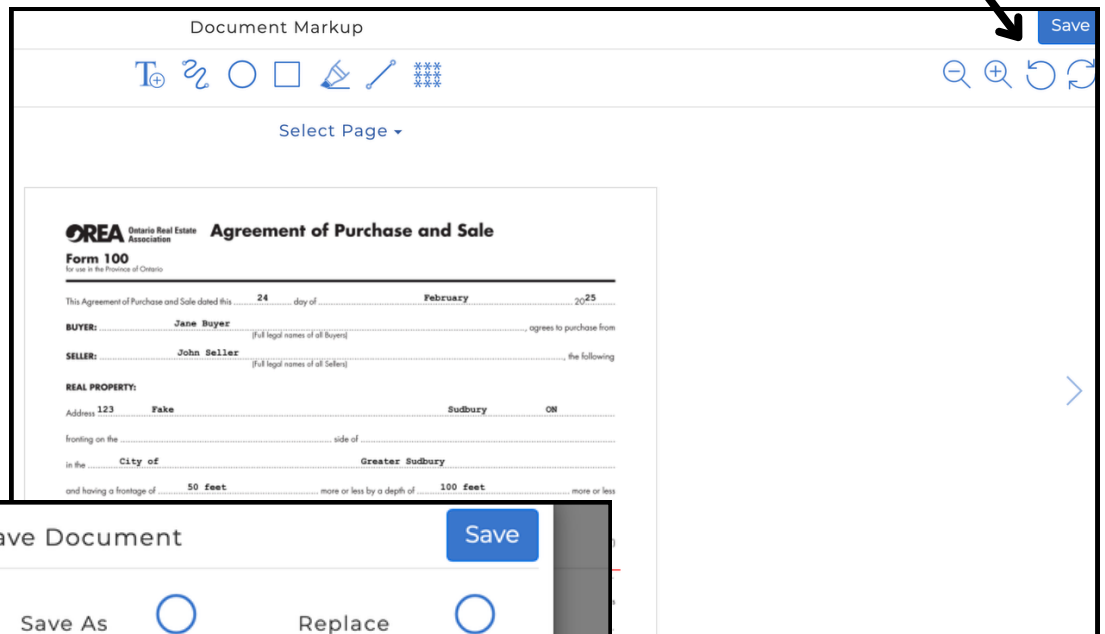
Choose the icon that looks like a paint palette to open “Document Markup” mode

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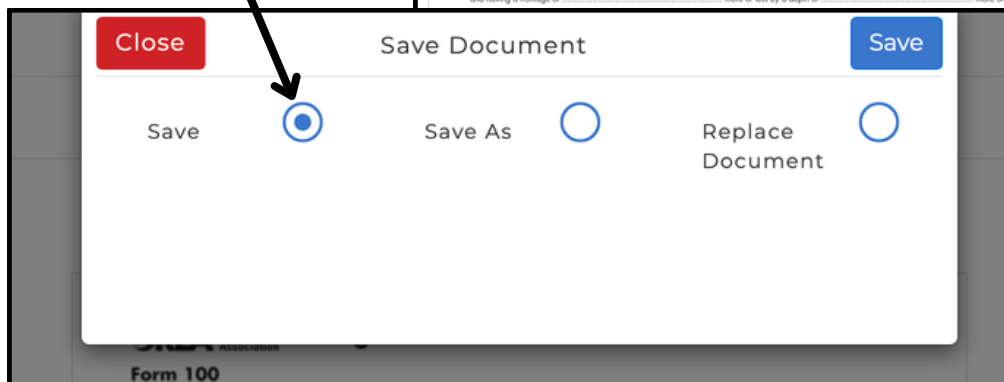
Use the tools at the top to change, edit, cross out, etc.



When done marking up select the “save” button



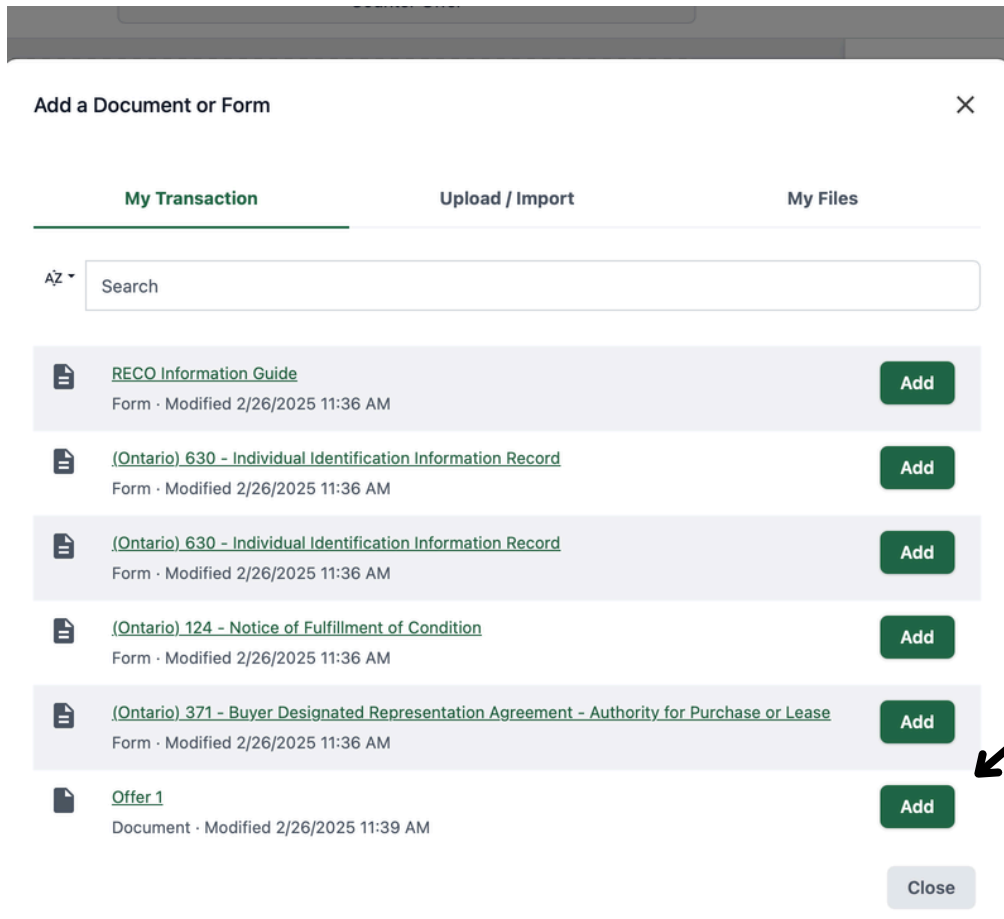
Be sure to select this option



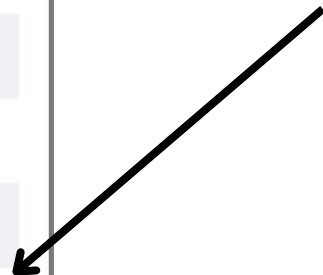
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## Step 3: Preparing for Signatures

Now that you have a document ready for signatures, either edited, or not, you can upload to your signing app just as you would for an initial offer. If you are unfamiliar with how to add a new signing, signers or documents, please see the **Webforms Offer Walkthrough** in our brokerage resource section of Remax University.



The only difference with uploading the document is that it will have the file name of the .pdf that was sent to you. It will be at the **bottom** of the list.



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After the document that needs signatures has been loaded into the signing, and your signers have been set up, you will need to **manually** drag and drop the initials and signatures of each signer on to the document. **The program will not automatically populate the initials.**

The screenshot displays a document titled "Agreement of Purchase and Sale" with a signature "AH" placed on it. A "Signing Tools" panel is open on the right, showing various actions and fields. An arrow points from the "Initials" button in the "Signer Actions" section to the "AH" signature on the document.

**Document Content:**

Ontario

Agreement of Purchase and Sale dated this 24 day of February, 2025

Jane Buyer, agrees to purchase from John Seller, the following

Greater Sudbury, ON

50 feet more or less by a depth of 100 feet more or less

the hill part 2

(Legal description of land including easements not described elsewhere)

Five hundred seventy five thousand Dollars (CAD\$) ~~562,000.00~~ \$575,000 (the "property")

~~Five hundred Sixty-Two Thousand~~ Dollars

upon acceptance

(Herewith/Upon Acceptance/as otherwise described in this Agreement)

Nine Thousand 9,000.00

**Signing Tools Panel:**

- Signers: AH ADAM HAIGHT (Co-operating Salespers)
- Signer Actions (What's This?):
  - Sign Here
  - Initials
  - Text Line
  - Checkbox
  - Initial Pages
  - Initial Choice
  - Radio Choice
  - Dropdown
- Signer Fields (What's This?):
  - Full Name
  - Email Address
  - Auto Date
  - Auto Time
- Markup (What's This?):
  - Text Box
  - Highlight
  - Line
  - Freehand

Once all the signatures and initials are in place, select the "next" button in the top right corner to send the documents for signatures!