

# Beginners Class!



**What is CTM eContracts?**

**How do I get started?**

**Here's some of the topics we'll be covering:**

- General Navigation of the Software plus Sending and Opening Documents Via Email
- Utilities—**Personalizing** your eContracts Account
- **Parent Contracts** and Miscellaneous Contracts
- Messages (Track Sent Emails) and **How to Sign** with eSignature
- **Changing a Contract** Before and After It's Locked
- Auto Dating Deadlines, Purchase Price and Terms
- Creating a **Clause Library**
- Creating an **Email Messages Library**
- Creating a Complete Digital File Using **Docs Management Folder**
- Adding Signature Boxes to PDF Docs Using **SMART Signature Technology**
- Copying, Hiding, Deleting, and Moving Contracts
- Save Time Using the **Save Time** Feature in the CBS

## **2 CE Credits!**

All of our classes are Free, unless you would like to receive CE Credit. The cost for 2 hours of CE Credit is \$20 per agent / per fiscal year.

**Sponsored By: Pueblo Association of Realtors**

### **Location:**

**Date: Thursday, March 19, 2020**

**Time: 10:00 AM to 12:00 PM**

2220 Kachina Dr  
Pueblo, CO 81008

**TO RSVP - Click this link to [Register For This Class](#)**