

# Sending Documentation to CincyMLS via Electronic Document Submission

CincyMLS receives hundreds of email documents each day containing required listing documentation.

If using Electronic Document Submission software like DotLoop or DocuSign, the documents must be added as an attachment to ensure they are received and able to be accessed systemically. MLS staff technology systems cannot process a link to the document, so it must be attached as a .pdf.

In DocuSign, create an envelope, then choose Email Address under Add Recipient.

In DotLoop, be sure to check the box "Attach PDF to Email" to ensure receipt.

The screenshot shows the DocuSign interface for creating an envelope. It has two main sections: 'Add Documents to the Envelope' and 'Add Recipients to the Envelope'. In the 'Add Recipients' section, a dropdown menu is open for 'ADD RECIPIENT', showing options for 'Room Participants' and 'Email Address'. A red arrow points to the 'Email Address' option. Below the dropdown, there are fields for 'Email Subject' (with the text 'Please DocuSign') and 'Email Message'.

The screenshot shows the DotLoop 'Share Document' interface. It includes a document title 'Addendum (CABR)', a list of users with access ('Betty Buyer, Sam Smith, Success Management Brokerage'), and an 'ADD PEOPLE' section with a checked box for 'Lisa Listing'. At the bottom, there is a checkbox labeled 'ATTACH PDF TO EMAIL' which is currently unchecked. A red arrow points to this checkbox. A 'SHARE' button is visible in the bottom right corner.

These are just two examples of electronic document systems. Please make sure you are submitting your documents as an attached .pdf. If you are unsure how to accomplish this, reach out to your product support for assistance.

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