

flexmls Tip!

How to Set Up Easy Offer in dotloop

Created July 2019

As a Listing Agent looking to make folders available to Buying Agents, you'll first want to change your role in the loop to Listing Agent, to make all Buying Agents aware of your role. Next, you'll want to ensure that the correct Transaction Type and Transaction Status set for the loop.

How to Enable the Loop

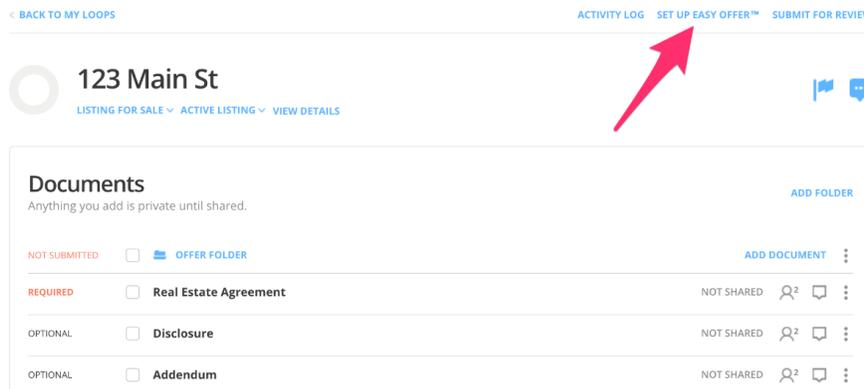
To enable the link, the loop must first contain the following Transaction Types:

- Sale Listing
- Lease Listing

As well as the following Transaction Statuses:

- Pre-Listing
- Private Listing
- Active Listing
- Under Contract

Once the loop fits this criteria, you as the Agent must select the **Set up Easy Offer™** option at the top right of the screen, next to the link for the **Activity Log**.



Once selected, you will be prompted with the **Set up Easy Offer™** window. In this window, you will select the checkbox to the left of the folder(s), you wish to make public.

That's it! Now you've successfully set up **Easy Offer™** and made your loop easy for Selling agents to contribute to and find. Feel free to add the **Easy Offer™** link to your MLS listing to make it that much easier for other agents to find your established loop..