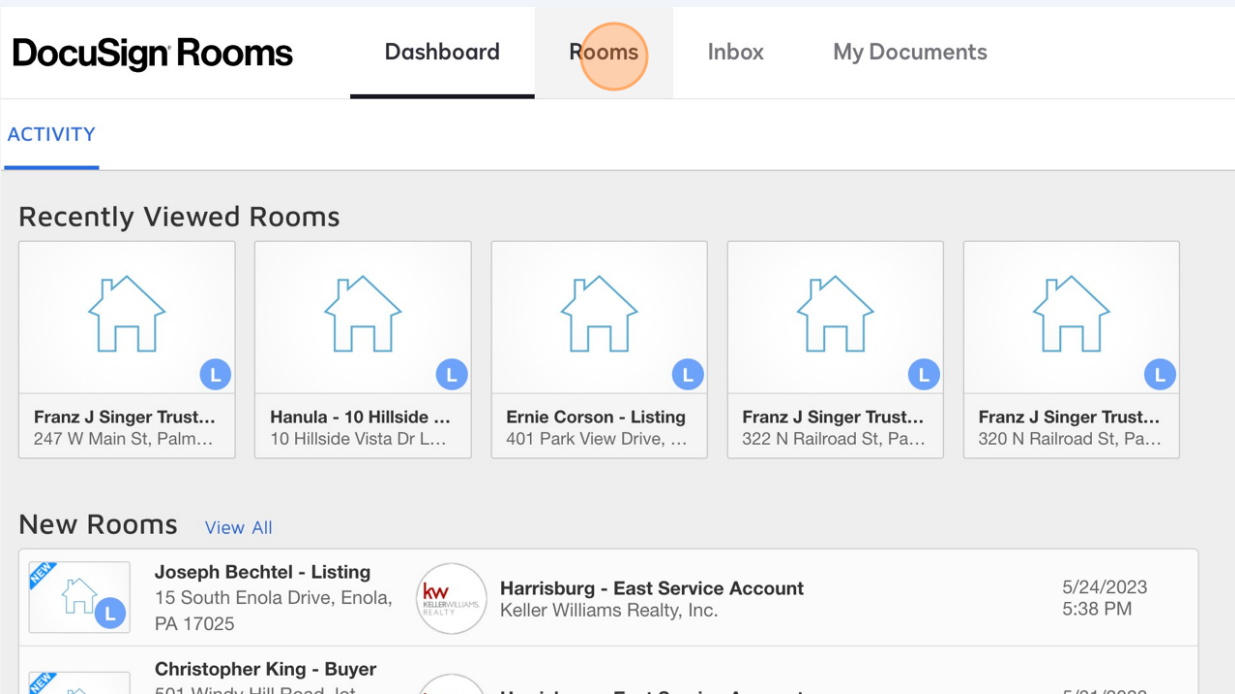


How to Add a Document and Fill Out Fields in DocuSign Rooms

1 Navigate to <https://rooms.docusign.com/dashboard>

2 Navigate your cursor to Rooms




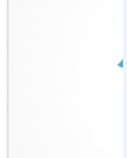


The screenshot shows the DocuSign Rooms dashboard. At the top, there are navigation tabs: "DocuSign Rooms", "Dashboard", "Rooms" (highlighted with an orange circle), "Inbox", and "My Documents". Below the tabs is an "ACTIVITY" section. Under "ACTIVITY", there is a "Recently Viewed Rooms" section with five cards, each featuring a house icon and a lock icon. The cards are titled: "Franz J Singer Trust...", "Hanula - 10 Hillside ...", "Ernie Corson - Listing", "Franz J Singer Trust...", and "Franz J Singer Trust...". Below this is a "New Rooms" section with a "View All" link. The "New Rooms" section contains two rows of cards. The first row shows "Joseph Bechtel - Listing" with address "15 South Enola Drive, Enola, PA 17025" and "Harrisburg - East Service Account" with address "Keller Williams Realty, Inc." and date "5/24/2023 5:38 PM". The second row shows "Christopher King - Buyer" with address "501 Windy Hill Road, Int" and "Harrisburg - East Service Account" with date "5/21/2023".

3 Click this image.


ACTIVE REVIEW CLOSED

Room Finder Created (Newest) All Statuses Mine and Others All Sides All Offices All Cr

 Sally Sue Tester - Buyer 7/10/2023 Harrisburg - East Service... BUY	 Chris Wallace - Buyer 7/5/2023 Harrisburg - East Service... BUY	 Hennick Construction - 232 Ga... 232 Gary Avenue, Lebanon, PA 1... 7/3/2023 Harrisburg - East Service... LIST	 Megan O'K 517 Herma 6/12/2023 Harr NEW
NEW BUY		LIST NEW	LIST

4 Click "DOCUMENTS"

DocuSign Rooms Dashboard Rooms Inbox My Documents

 **Sally Sue Tester - Buyer**
ID: #8782585 Exp Closing: 11/1/2023

DETAILS **DOCUMENTS** PEOPLE ENVELOPES MESSAGES HISTORY

ROOM INFORMATION 1 Required to Close *


Name * Sally Sue Tester - Buyer	Side * Buy Side
---	---------------------------


ROOM INFORMATION 2



Local currency	Under contract No	MLS ID
Origin of lead	Company room status	

5

Click "ADD
ADD"





is Inbox My Documents 🔍 ? **kw** KELLERWILLIAMS. 

SAGES HISTORY  **+ ADD** **ACTIONS**

ts ▼ ☐ Select All  


... ACTIONS


... ACTIONS







   

6

Click "DocuSign Forms"





is Inbox My Documents 🔍 ? **kw** KELLERWILLIAMS. 

SAGES HISTORY  **+ ADD** **ACTIONS**

ts ▼  Computer  **DocuSign Forms**  zipForm®  Box  Dropbox  Google Drive

... ACTIONS

... ACTIONS

7

Click "KW 827 - Affiliated Business Arrangement Disclosure Notice (1) (version 1)"

Document Finder

SALE FOLDER (0)

ROOM DOCS (5)

There are no documents here.

CONSUMER NOTICE

PAR - CONSUMER NOTICE 7/10/2023

PACKETS

- 1- Mike - Listing
- KW Realty - Listing
- KW Realty - Manufactured ...
- KW Realty - Rental
- KW Realty - Sale

Show more

LIBRARIES

- KW 827 - PA
- PAR - Pennsylvania Associ...

Search

<input type="checkbox"/>	Name
<input type="checkbox"/>	KW 827 - 2022 W9 (version 1)
<input checked="" type="checkbox"/>	KW 827 - Affiliated Business Arrangement Disclosure Notice (1) (version 1)
<input type="checkbox"/>	KW 827 - APHW Acceptance Invoice
<input type="checkbox"/>	KW 827 - APHW Data Collection Form
<input type="checkbox"/>	KW 827 - Electrical Add-on Addendum
<input type="checkbox"/>	KW 827 - Escrow Used Toward Commission Addendum (version 1)
<input type="checkbox"/>	KW 827 - Gap Appraisal Addendum

8

Click "ADD SELECTED"

There are no documents here.

ROOM DOCS (5)

CONSUMER NOTICE

PAR - CONSUMER NOTICE 7/10/2023

Michael Sechman
Keller Williams Realty

PACKETS

- 1- Mike - Listing
- KW Realty - Listing
- KW Realty - Manufactured ...
- KW Realty - Rental
- KW Realty - Sale

Show more

LIBRARIES

- KW 827 - PA
- PAR - Pennsylvania Associ...

Search

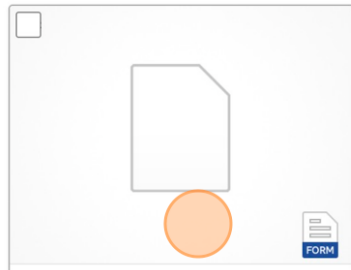



<input checked="" type="checkbox"/>	Name
<input type="checkbox"/>	KW 827 - 2022 W9 (version 1)
<input checked="" type="checkbox"/>	KW 827 - Affiliated Business Arrangement Disclosure Notice (1) (version 1)
<input type="checkbox"/>	KW 827 - APHW Acceptance Invoice
<input type="checkbox"/>	KW 827 - APHW Data Collection Form
<input type="checkbox"/>	KW 827 - Electrical Add-on Addendum
<input type="checkbox"/>	KW 827 - Escrow Used Toward Commission Addendum (version 1)
<input type="checkbox"/>	KW 827 - Gap Appraisal Addendum

ADD SELECTED CANCEL

9 Click this image.

There are no documents here.

ROOM DOCS (6)

 <p>KW 827 - Affiliated Business Arr... 8/1/2023</p> <p>Michael Sechman Keller Williams Realty, Inc.</p>	 <p>PAR - CONSUMER NOTICE - C... 7/10/2023</p> <p>Michael Sechman Keller Williams Realty, Inc.</p>	 <p>KW 827 - Wire Fraud Disclosure 7/10/2023</p> <p>Michael Sechman Keller Williams Realty, Inc.</p>	 <p>PAR - BUY 7/10/2023</p> <p>Mic Kel</p>
---	---	--	---

10 Click the "Optional - Affiliated Business Arrangement Disclosure Statement Date" field.



Simple Home
SETTLEMENTS, LLC.
Office: 717.510.9600
Admin@SimpleHomeSettlements.com
Serving Central PA & Surrounding Areas

Optional - Affiliated Business Arrangement Disclosure Statement Date

Date:

Property Address:

Buyers:

In Pennsylvania, title insurance premiums are regulated by the State Department of Insurance. All title insurance members of the state rating bureau must apply the state's approved title insurance rates. Both states offer estate purchases (sale) and one for refinances (non-sale). Depending on whether you're purchasing or refinancing, premiums that apply. These differences are also regulated by state law. As the home buyer/borrower you company. Your real estate agent may make a recommendation or offer to obtain the title insurance on their under no obligation to use their recommended title company or the "in-house" title company.

This disclosure is to give you notice that your real estate agent may have a business relationship with Simple Home Settlements, LLC is a joint venture owned by Laurel Land Transfer, a Pennsylvania Limited Liability

- 11 Click the "Optional - Property Address 1" field.



Simple Home
SETTLEMENTS, LLC.
Office: 717.510.9600
Admin@SimpleHomeSettlements.com
Serving Central PA & Surrounding Areas

Affiliated Business Arrangement Disclosure Notice – Pennsylvania

Date: 3/23/23

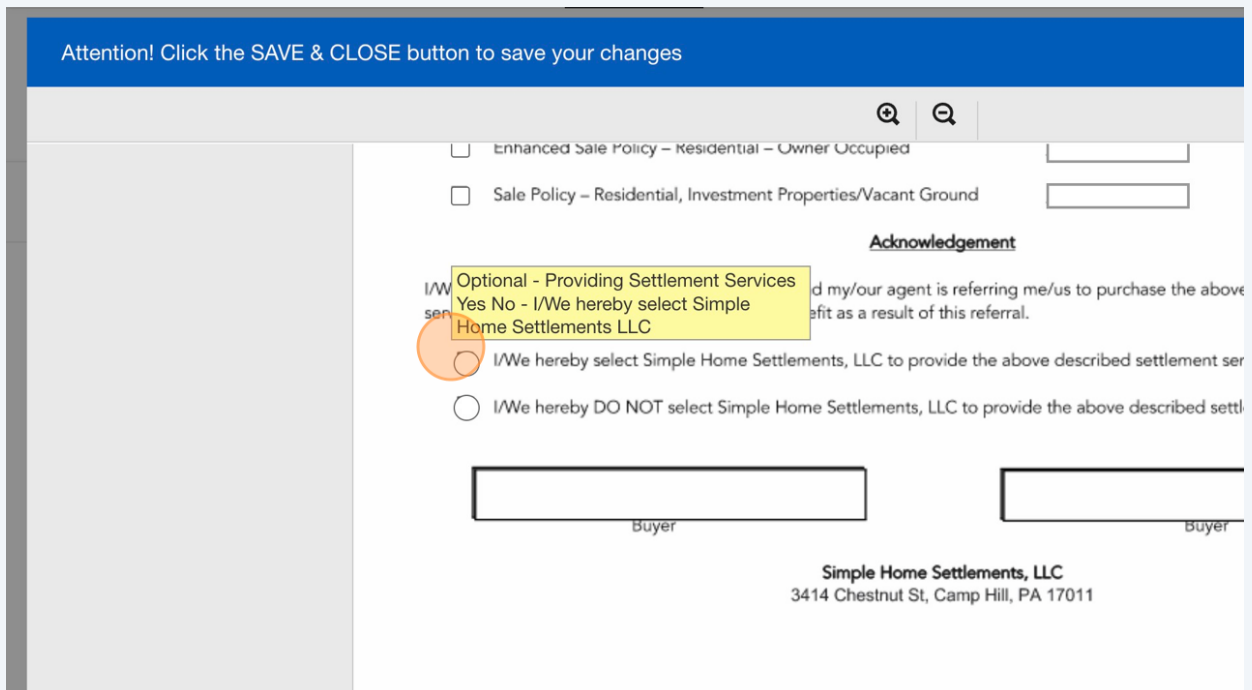
Property Address: **Optional - Property Address 1**

Buyers: Sally Sue Tester

In Pennsylvania, title insurance premiums are regulated by the State Department of Insurance. All title insurance members of the state rating bureau must apply the state's approved title insurance rates. Both states offer two estate purchases (sale) and one for refinances (non-sale). Depending on whether you're purchasing or refinancing premiums that apply. These differences are also regulated by state law. As the home buyer/borrower you can choose your title insurance company. Your real estate agent may make a recommendation or offer to obtain the title insurance on their behalf under no obligation to use their recommended title company or the "in-house" title company.

This disclosure is to give you notice that your real estate agent may have a business relationship with Simple Home Settlements, LLC. Simple Home Settlements, LLC is a joint venture owned by Laurel Land Transfer, a Pennsylvania Limited Liability group of licensed Pennsylvania real estate agents, which may include your real estate agent. Because of this relationship, your real estate agent may provide you a financial or other benefit.

- 12 Double-click "Optional - Providing Settlement Services Yes No - I/We hereby select Simple Home Settlements LLC"



Attention! Click the SAVE & CLOSE button to save your changes

☐ Enhanced Sale Policy – Residential – Owner Occupied

☐ Sale Policy – Residential, Investment Properties/Vacant Ground

Acknowledgement

I/We hereby select **Optional - Providing Settlement Services Yes No - I/We hereby select Simple Home Settlements LLC** and my/our agent is referring me/us to purchase the above described property as a result of this referral.

☐ I/We hereby select Simple Home Settlements, LLC to provide the above described settlement services.

☐ I/We hereby DO NOT select Simple Home Settlements, LLC to provide the above described settlement services.

Buyer

Buyer

Simple Home Settlements, LLC
3414 Chestnut St, Camp Hill, PA 17011

13

Click "Optional - Providing Settlement Services Yes No - I/We hereby select Simple Home Settlements LLC"

Attention! Click the SAVE & CLOSE button to save your changes

Enhanced Sale Policy – Residential – Owner Occupied ☐

Sale Policy – Residential, Investment Properties/Vacant Ground ☐

Acknowledgement

I/We have read this disclosure form and understand my/our agent is referring me/us to purchase the above service(s) and may receive a financial or other benefit as a result of this referral.

☒ I/We hereby select Simple Home Settlements, LLC to provide the above described settlement services

☐ I/We hereby DO NOT select Simple Home Settlements, LLC to provide the above described settlement services

Buyer

Buyer

Simple Home Settlements, LLC
3414 Chestnut St, Camp Hill, PA 17011

14

Click "Optional - Title Insurance Policy"



KW 827 - Affiliated Business Arrangement Disclosure Notice (1) (version 1).pdf

Added on 8/1/2023

Attention! Click the SAVE & CLOSE button to save your changes

Set forth below is the estimated charges or range of charges for the settlement services listed. You are not required to select Simple Home Settlements, LLC as a condition for settlement of your loan or for the purchase, refinance, or sale of other settlement service providers available with similar services and you are free to shop around.

Title Insurance for \$ coverage, based on the purchase price.

☒ Optional - Title Insurance Policy – Owner Occupied

☐ Sale Policy – Residential, Investment Properties/Vacant Ground

Acknowledgement

I/We have read this disclosure form and understand my/our agent is referring me/us to purchase the above service(s) and may receive a financial or other benefit as a result of this referral.

☒ I/We hereby select Simple Home Settlements, LLC to provide the above described settlement services

☐ I/We hereby DO NOT select Simple Home Settlements, LLC to provide the above described settlement services

15 Click the "Optional - Title Insurance Fee" field.



KW 827 - Affiliated Business Arrangement Disclosure Notice (1) (version 1).pdf

Added on 8/1/2023

Attention! Click the SAVE & CLOSE button to save your changes



Set forth below is the estimated charges or range of charges for the settlement services listed. You are not required to use Simple Home Settlements, LLC as a condition for settlement of your loan or for the purchase, refinance, or sale of subject property. There are other settlement service providers available with similar services and you are free to shop around.

Optional - Title Insurance Fee

Title Insurance for \$ coverage, based on the purchase price.

☒ Enhanced Sale Policy – Residential – Owner Occupied

☐ Sale Policy – Residential, Investment Properties/Vacant Ground

Acknowledgement

I/We have read this disclosure form and understand my/our agent is referring me/us to purchase the above service(s) and may receive a financial or other benefit as a result of this referral.

☒ I/We hereby select Simple Home Settlements, LLC to provide the above described settlement services.

☐ I/We hereby DO NOT select Simple Home Settlements, LLC to provide the above described settlement services.

16 Click here.

SAVE & CLOSE button to save your changes

SAVE & CLOSE



Set forth below is the estimated charges or range of charges for the settlement services listed. You are not required to use Simple Home Settlements, LLC as a condition for settlement of your loan or for the purchase, refinance, or sale of subject property. There are other settlement service providers available with similar services and you are free to shop around.

Title Insurance for \$ coverage, based on the purchase price.

☒ Enhanced Sale Policy – Residential – Owner Occupied

☐ Sale Policy – Residential, Investment Properties/Vacant Ground

Acknowledgement

I/We have read this disclosure form and understand my/our agent is referring me/us to purchase the above-described settlement service(s) and may receive a financial or other benefit as a result of this referral.

☒ I/We hereby select Simple Home Settlements, LLC to provide the above described settlement services.

☐ I/We hereby DO NOT select Simple Home Settlements, LLC to provide the above described settlement services.

17 Click "SAVE & CLOSE"

I/We have read this disclosure form and understand my/our agent is referring me/us to purchase the above-described settlement service(s) and may receive a financial or other benefit as a result of this referral.

- ☒ I/We hereby select Simple Home Settlements, LLC to provide the above described settlement services.
- ☐ I/We hereby DO NOT select Simple Home Settlements, LLC to provide the above described settlement services.

Buyer

Buyer

Simple Home Settlements, LLC
3414 Chestnut St, Camp Hill, PA 17011

KW 827 - Affiliated Business Arrangement Disclosure Notice (1) (version 1) - New.pdf

1 of 1

SAVE & CLOSE