Adding a Transaction Coordinator in CTMe

1.From the main menu click on **Client`s Name**

2. Click on the **Property Address** of the transaction you want to send to the transaction coordinator.

3. Now you are in the ***Detailed Transaction***. Click on **Transc. Coordinator** on the right hand **Detailed Dashboard**.

4. From the drop down box, choose which TC you want to handle this transaction.

5. There will be a check box to **"Allow to receive contract deadline email notifications"**.
The option you chose in **Utilities** will automatically display. If you do not want that option for this transaction either check or uncheck the box to reflect your needs for this transaction.

6. Click **Save Settings**

7. Next click on **Utilities** on the right hand menu**.**

8. Click on **Account:Personal Info**

9. Enter your CTMe password.

10 Now you will see all your Personal Info. On the rows marked Email 2: and Email 3: add my email address- cheryl@lawsonpropertysolutions.com. Do not delete your email address. After your email address you should enter a semicolon and then enter my email address

11. Click **Save**

12. The Transaction Coordinator will receive an email notifying him or her of the transaction and will receive emails on changes.