Welcome to SkySlope Forms & Offers!

Getting Started (Forms)

1. Log into **TRREB Dashboard**, **Stratus, Realm or Matrix;** use the **single sign-on (SSO) option** to easily access SkySlope Forms.
   a. **Stratus**: Left menu, navigate to Links > SkySlope Forms.
   b. **Realm**: Menu icon in upper-right > Search for SkySlope Forms > Select SkySlope Forms.
   c. **Matrix**: Navigate to External Links list > Click on SkySlope Forms.
2. **Region** > Click **Next.** (ON will be pre-selected)
3. **Association** > Click **Next.** (TRREB library of enhanced TRREB OREA forms will be pre-selected)
4. Click on your name in the upper right corner, and then select **User Profile**. Complete your personal and brokerage information. Then click **Save**.
5. Click on the **Files** tab or the **Templates** tab to get started creating Files and Templates.

   Want to learn more about Forms? Sign up for the TRREB x SkySlope Forms eWebinar here.

Getting Started (Offers)

1. Log into **TRREB Dashboard**, **Stratus, Realm or Matrix**; use the **single sign-on (SSO) option** to easily access SkySlope Offers.
   a. The SkySlope Offers links are located next to the SkySlope Forms links mentioned above.
2. On the **SkySlope Offers Dashboard**, you'll see a corresponding Offers listing file for all your active TRREB MLS listings. These files are created automatically after you activate the listings on the MLS.
3. Select an Offers listing file and **compare the offers** you've received! Make sure to **share the offers with your seller**.

   Note: Once you activate a listing on the MLS, SkySlope Offers will automatically create an Offers listing file and a connected Forms listing file.
   - Any offers uploaded to your Offers listing file will also populate in the Forms listing file.
   - If you created a Forms listing file before activating the MLS listing, SkySlope Forms will append the MLS number to the name of the new, automatic file to help distinguish the Forms files.
     - SkySlope transaction management customers: Use the first Forms file you create when creating a new Listing in SkySlope.

Preparing an Offer

1. Buyers Agents can **make an offer** from Stratus, Realm or Matrix:
    a. On the listing, click the **Make an Offer with SkySlope Offers** button.
2. Need to write an offer first? Select **"I need to write an offer"** on the left.
    a. This will prompt you to create a Forms file. MLS data will automatically import.
    b. Select your desired offer forms from the TRREB library, prepare and send for signature.
    c. Once signed, download the signed offer to your device.
3. Ready to submit a buyer-signed offer? Click **Make an Offer with SkySlope Offers** button on the listing again, then click **"I have a signed offer".**
    a. Upload the offer from your device, fill out the offer terms, and send it to the listing agent!
4. You'll receive an email confirming the offer was sent.
    a. If the listing is set to Open, you can view information about competing offers by selecting **View Offers** in the email.

Contact SkySlope Support

1. **Phone:**   800-507-4117 x2
2. **Email:**   support@skyslope.com
3. **Live Chat**: support.skyslope.com

Contact TRREB Help Desk

1. **Phone:**   416-443-8111 x5
2. **Email**:   helpdesk@trreb.ca

SkySlope Forms eWebinar

Want to see a full walkthrough of SkySlope Forms?
Sign up for the TRREB x SkySlope Forms eWebinar here.

SkySlope Tutorials

SkySlope Forms
1. How to Create a Forms File
2. How to Fill Forms
3. Preparing and Sending an Envelope
4. Creating Forms Templates

SkySlope Offers
1. Managing Your Account Settings and Notifications
2. Managing Team Access
3. Comparing Offers