

Email a CDA to Title / Escrow / Attorney

SUMMARY

Quickly email a commission disbursement authorization from any transaction.

Email a Commission Disbursement Authorization

- 1 From inside the transaction, click [Note/Email].
- 2 Enter the contact's email address. If the person handling the closing / escrow / title / or attorney is listed as a contact, drag and drop their email address into the 'send to an external email address' field.
- 3 Fill out the subject and body of the email. If using message templates, apply a saved template which will auto-populate the subject as well as the message text. If not using message templates, enter the subject line and type out the message.
- 4 Scroll down to the docs section and select the commission disbursement authorization.
- 5 Click [Send Email]. The commission disbursement authorization is on its way.

Subject *(What's this?)*
Commission disbursement authorization CDA

Message *(Formatting tips...)*
Attached is the commission disbursement authorization.
Please confirm that you have received.
Thanks,
-Ramu

Options

- Make this note private (in Notes & Sent Emails below)
- Send me a BCC (blind copy) of the message
- Save this message as a reusable template

Cancel Send Email

Attached Docs

- Attach this transaction's coversheet (contacts page will not be included)

Commission Disbursement Authorization 0.1 MB

<input checked="" type="checkbox"/>	Label	Document Name	Added On	Review...	
<input type="checkbox"/>		Financial Docs - visible to backoffice admins			
<input checked="" type="checkbox"/>		Commission Disbursement Authorization	Apr 17, 18		