

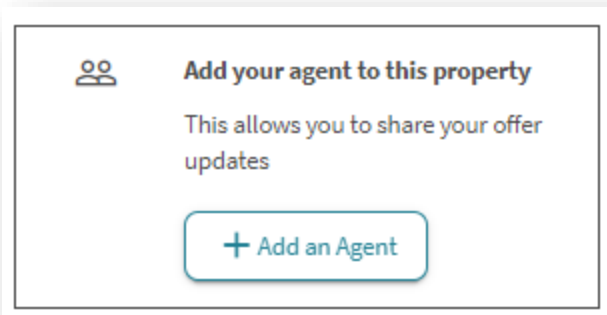
## How to Make an Online Offer on behalf of a Buyer

### Step 1 (Buyer Agent registers):

To submit an offer on behalf of a client, you must register at [www.homepath.com](http://www.homepath.com) as a Buyer Agent. Once registered, your Buyer must also register and select you as their agent.

### Step 2 (Buyer registers):

To do this, the Buyer visits [www.homepath.com](http://www.homepath.com), clicks Sign Up, and registers with a valid email address. Once registered, the Buyer logs in, searches homes, and once a home is selected, they click the option to “Add an Agent” and enter the email address for their Buyer Agent.



All email addresses must be valid as the email is used for DocuSign.  
The email address the Buyer enters for their agent must match the email the Buyer Agent used to register.

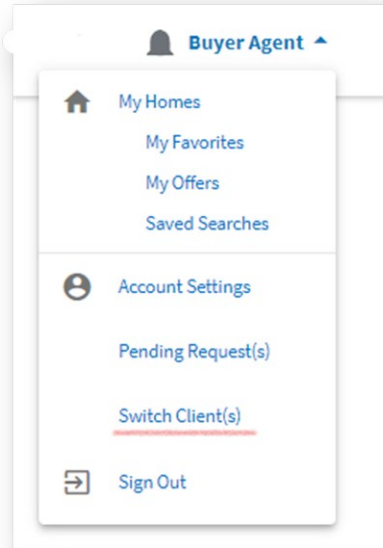
### Step 3 (Buyer Agent accepts):

Buyer Agent logs into HomePath and is asked to accept the Buyer request to represent them.



## Step 4 (Buyer Agent selects Client):

From the drop down under the Buyer Agent name, select the option to “Switch Client(s)” and select the Buyer.



## Step 5 (Buyer Agent submits offer):

After choosing the client, the agent selects “Shared Homes” from the dropdown. From “Shared Homes”, the Buyer Agent can “Make an Offer”.

