


## WEBForms® 2019 frequently asked questions

### Can I use the previous version of WEBForms®?

Yes. When logged in to WEBForms® 2019, you may switch to the previous platform by clicking the “Legacy Version” tab at the top of your screen. This feature will be supported until the end of the year, at which time the Legacy Version will be phased out.

It’s recommended to complete your existing transactions in the legacy version and to start new transactions in WEBForms® 2019.

### How do I access AREA forms?

You can access your AREA forms by clicking on “Go to Forms” from the Forms Widget on your main Dashboard or by clicking the Forms icon on the left-hand side of your screen –  [Forms](#)

AREA’s forms have been categorized by Representation and Transaction type, or you can search for the forms by name. We are working with CREA on additional organization so the forms are easier to find.

### How do I create a new form? Will it automatically populate content from the MLS® System?

- Click on the Forms icon on the left-hand side of the screen, or “Go to Forms” at the bottom of the Forms Widget on your main dashboard.
- Find your form (from one of the folders or using the search box).
- Click on the form. A popup window will open with the following options:
  1. “Create new Form, start a new transaction” will prompt you to enter an MLS® Listing number so form content will auto-populate. You will also be asked to add yourself as either the Listing Agent or the Selling Agent. If you are representing the buyer, be sure to select Selling Agent so your information populates properly.
  2. “Create a new standalone form” will open a blank form for you to fill in manually
  3. “Create new Form, add to existing transaction” will add the form to an existing transaction.

To download or print the form, click the vertical ellipses (stacked circles) icon on the right-hand side of the desired form.

Note: A blue dot on the form means that form is already open (the number in the dot will indicate how many times it is open). To open a new form, click on the vertical ellipses (stacked circles) icon on the right of the Form title and select New.

-  Purchase Contract Dower Consent & Acknowledgment
-  REALTOR® Disclosure Statement to a Represented Person
-  REALTOR® Disclosure Statement to an Unrepresented Person
-  Residential Purchase Contract

Preview  
 New...  
 Download  
 Print




Note: When creating a new Transaction, you will be asked to select if you are the Listing Agent or the Selling Agent. When representing a buyer in the transaction, you are the Selling Agent. Be sure to select the correct option so your information auto-populates properly.

### How do I link my DocuSign account to my WEBForms®?

To link WEBForms® to your DocuSign account, click the Shopping Cart icon on the left-hand side of the screen to access the Apps Store. Click on the green Link button in the DocuSign Widget and follow the prompts.

### Where can I find more help resources?

WEBForms® 2019 support includes training webinars, help guides, and videos:

- Click the Quick Start icon at the top of your screen –  Quick Start
- Click the Support icon from the menu on the left-hand side of your screen - 
- Click the “How Do I?” icon at the top of your screen - 
- Access CREA’s video library [here: https://hub.realtorlink.ca/pages/63/webforms-videos](https://hub.realtorlink.ca/pages/63/webforms-videos)
- Sign up for a Webinar (or watch a recorded session) [here](#).