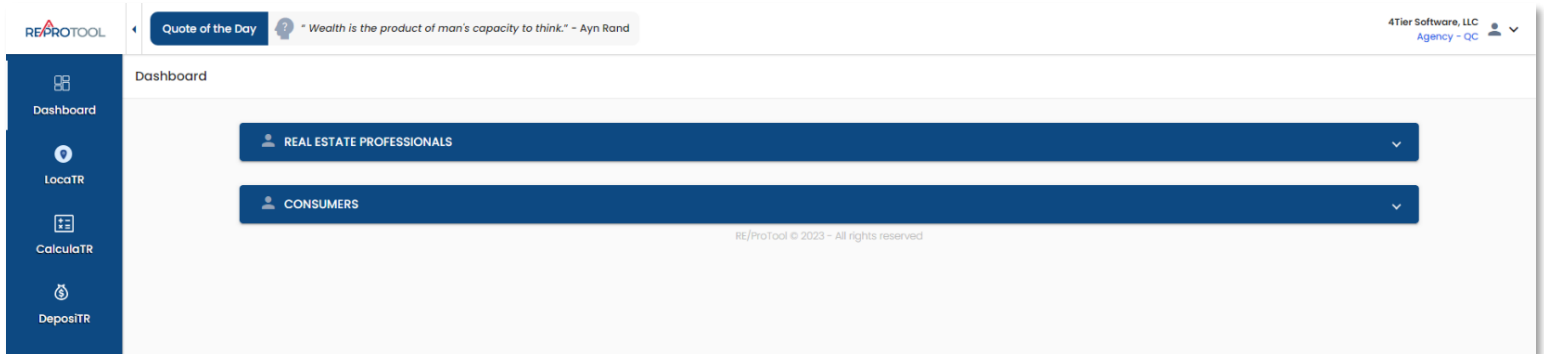


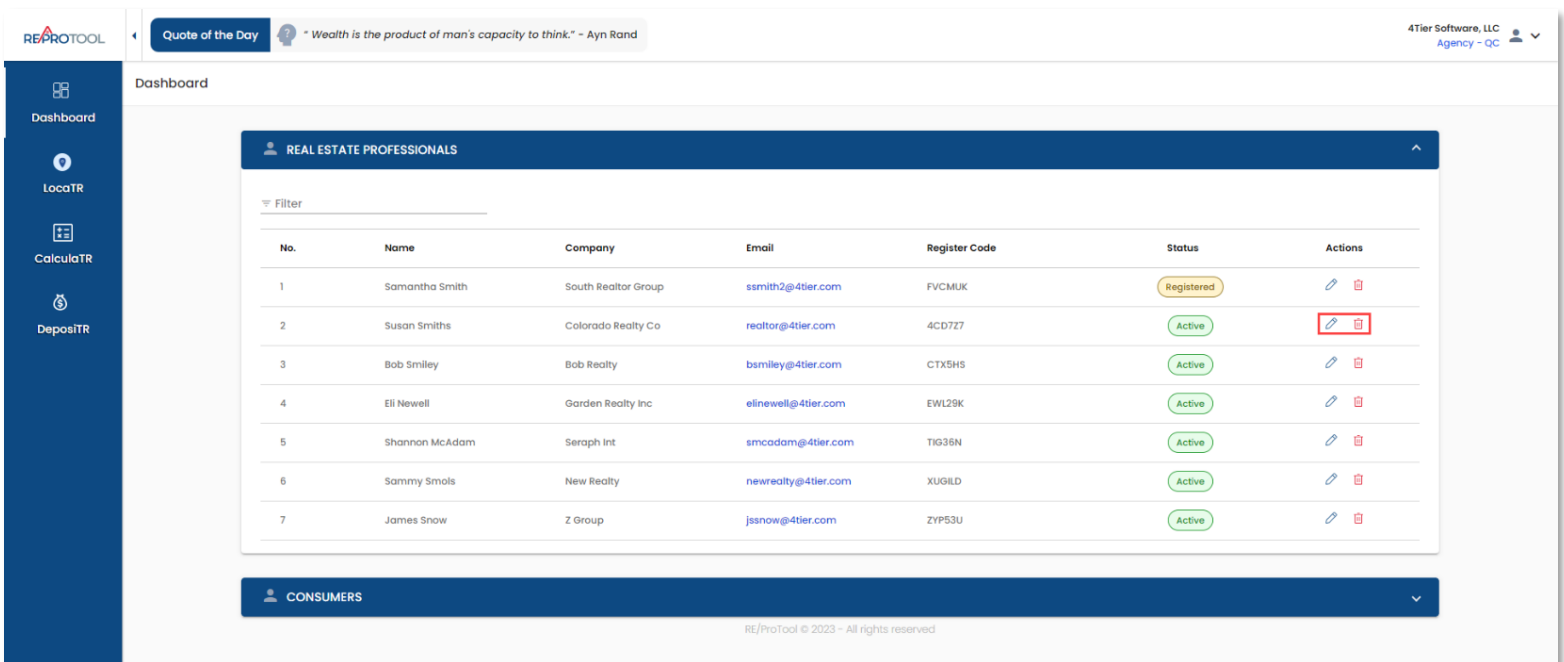
REProTool Agency User Guide

Agency User – Dashboard

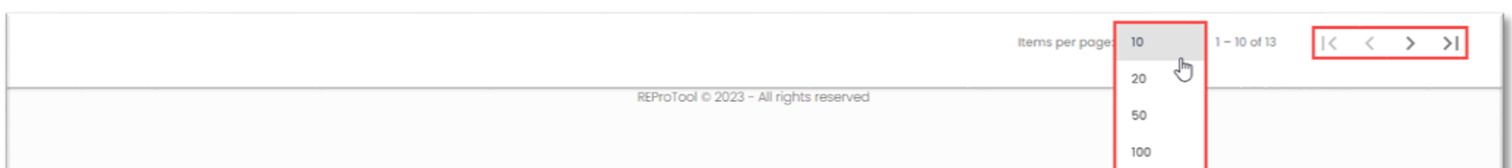
On login, you will be taken to the **Dashboard**. Here, you can see any associated **Real Estate Professionals** and **Consumers**.



Agency Users can edit or delete **Real Estate Professionals** from the **Dashboard**.



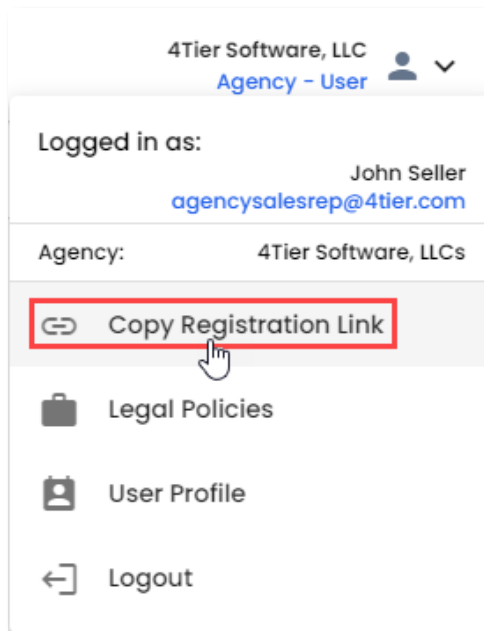
Multiple pages will display when the user list surpasses 10 users. You may use the **Items per page** dropdown to select 10, 20, 50, or 100 users per page. You can use the |< to jump to the first page and the >| will jump to the last page. Using the < or > buttons will take you to the prior or next page.



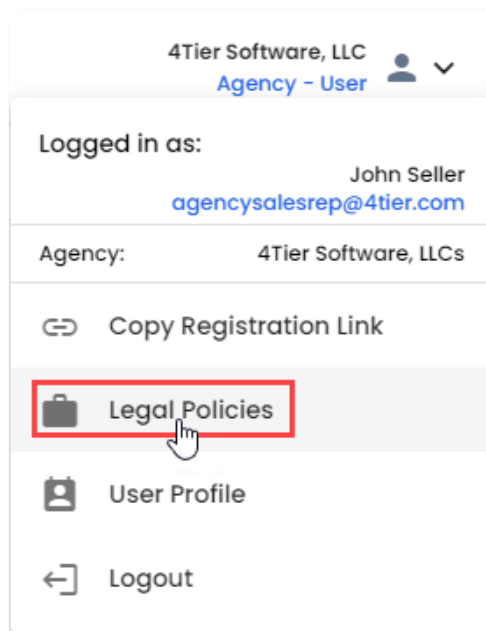
Agency User – User Menu

Agency Users have access to a user menu accessed by clicking the icon in the top right corner. This will display a menu with any options available to you.

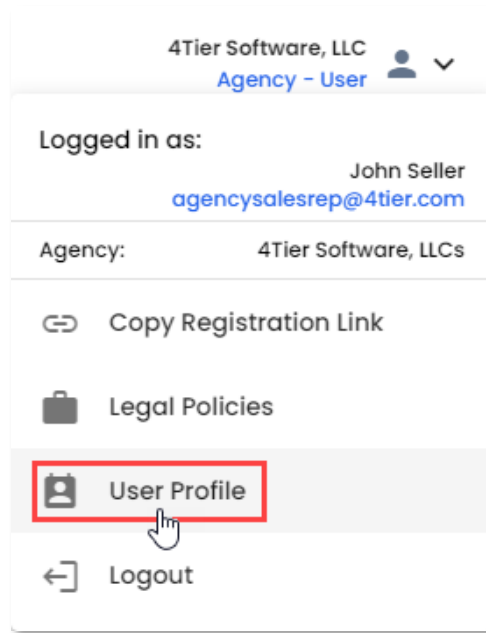
Agency Users have access to a **Registration** link via the user menu. This link can be copied from the menu and provided for others to register. Users that register with the link will be associated to the agency and the agency admin and will display under the **Real Estate Professionals** section on the **Dashboard**.



Legal Policies will display all policies used across the applications your agency has access to.



Under the user menu, as an **Agency User** you can update your **User Profile** information and profile image.



Changes can be made to your **First** and **Last Name**, **Cell Phone Number**, **Work Phone Number**, **Address**, **City**, **State**, **Zip Code**, **Website**, **Position/Title** and profile image. **Email** cannot be altered and as such is greyed out. Here your password can also be updated.

Update Agency User

Update Your Profile

[Update Password](#)

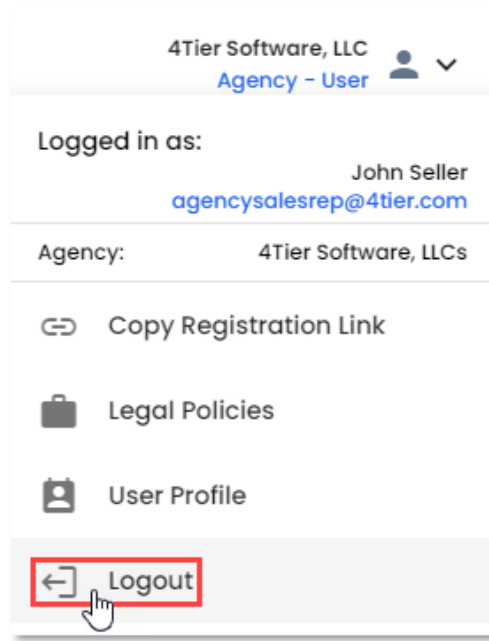
<input type="text" value="Email"/> agency-salesrep@4tier.com	<input type="text" value="First Name *"/> John	<input type="text" value="Last Name *"/> Seller
<input type="text" value="Cell Phone"/> (555) 123-1535	<input type="text" value="Work Phone"/>	<input type="text" value="Address Line 1 *"/> 1234 Agency Way
<input type="text" value="Address Line 2"/>	<input type="text" value="City *"/> Parker	<input type="text" value="State *"/> COLORADO
<input type="text" value="Zip Code *"/> 80134	<input type="text" value="Website"/> https://www.google.com/	<input type="text" value="Position / Title"/>

Update Profile Image (jpg, png, or gif image types)

[Browse](#)

[← Back](#) [Update User](#)

Logout is accessible via the user menu and will return you to the login screen.



Agency User – LocaTR

Agency Users have access to **LocaTR** to search for properties that may be added to **Net Sheets**. For detailed instructions on **LocaTR** please see the **LocaTR Guide**.

RE/PROTOOL

Quote of the Day ? "Wealth is the product of man's capacity to think." - Ayn Rand

4Tier Software, LLC
Agency - QC

LocaTR

Property Search

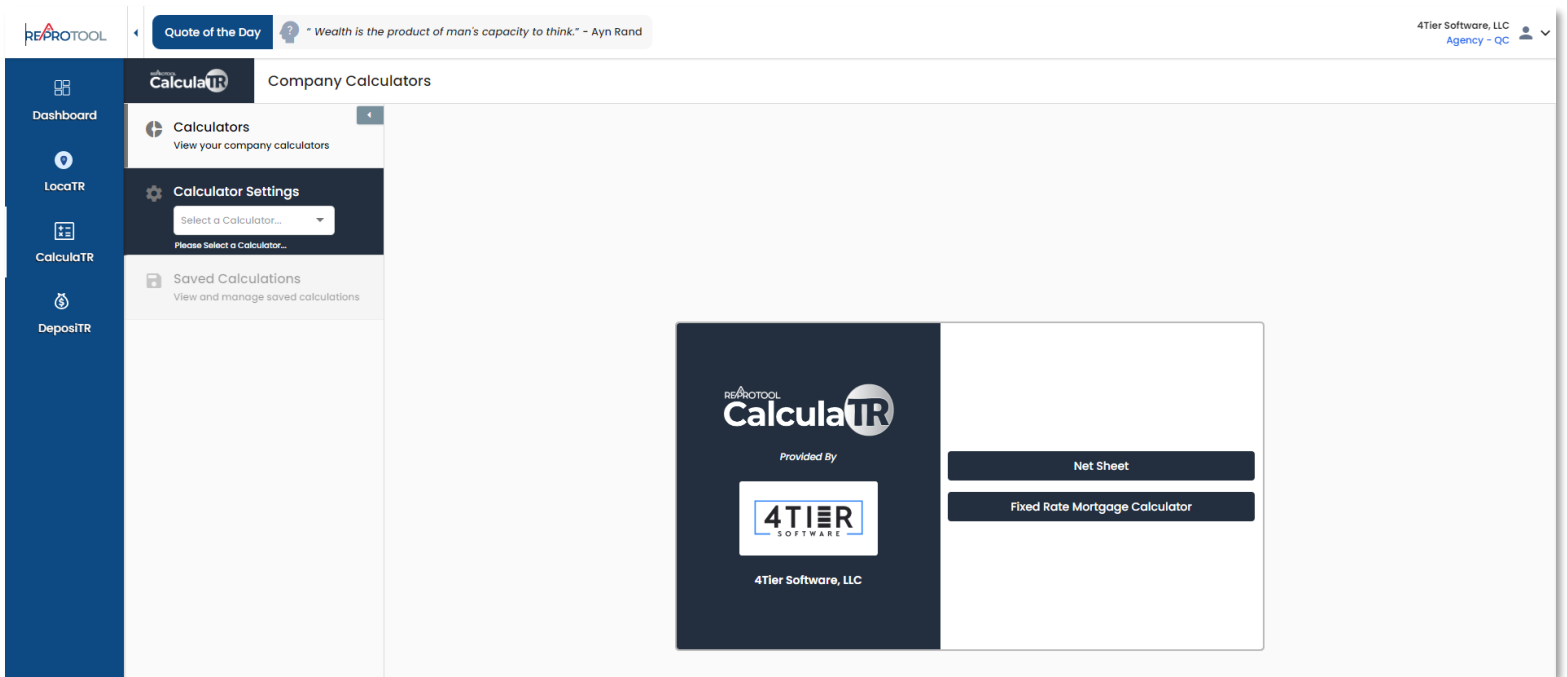
Search

Examples:
1234 Any Street, AnyTown, CO 12345
1234 Any Street, AnyTown, CO
1234 Any Street, CO

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Agency User - CalculaTR

Agency Users have access to **CalculaTR** which contains the **Net Sheet** and **Fixed Rate Mortgage Calculator**. For detailed instructions on how to use **CalculaTR**, please see the **CalculaTR Guide**.



Agency User - Depositr

Agency Users have access to **Depositr** which contains the **Deposit Queue** to manage deposits. For detailed instructions on **Depositr** please see the **Depositr Guide**.

The screenshot displays the Depositr web application interface. At the top, there is a navigation bar with the RE/PROTOOL logo, a quote of the day, and the user's name (4Tier Software, LLC Agency - User). The main content area is divided into a sidebar and a main panel. The sidebar contains navigation options: Dashboard, LocaTR, CalculaTR, and Depositr. The main panel shows the Deposit Queue section with a sub-section for Current Earnest Money Deposits. This section contains a table with 10 rows of deposit data.

No.	Name	Email	Realtor	Amount	Type	State	Submitted
1	Sam Peterson	samp@4tier.com	James Jones	\$100.00	ACH	EMD Submitted	07/31/2023 10:20 AM
2	John Smith	jsmith@4tier.com	James Jones	\$100.00	RDC	EMD Submitted	07/26/2023 03:23 PM
3	John Smith	jsmith@4tier.com	James Jones	\$100.00	ACH	EMD Submitted	07/25/2023 02:41 PM
4	John Smith	jsmith@4tier.com	James Jones	\$100.00	RDC	EMD Submitted	07/25/2023 01:59 PM
5	John Smith	jsmith@4tier.com	James Jones	\$100.00	ACH	EMD Submitted	07/25/2023 11:16 AM
6	John Smith	twilson@etinv.com	James Jones	\$100.00	ACH	EMD Submitted	07/25/2023 09:13 AM
7	Nacho Nacho	twilson@etinv.com	Steve	\$1,000.00	ACH	Trust Account Deposit Submitted	07/19/2023 09:31 AM
8	test nacho	twilson@etinv.com	tom the nacho man	\$985.00	ACH	Trust Account Deposit Pending	07/19/2023 08:24 AM
9	test test	twilson@etinv.com	test	\$850.00	ACH	QC Approved	07/18/2023 09:12 AM
10	John Test	rdcTest@testing.com	None	\$1,250.00	ACH	QC Rejected	07/17/2023 04:01 PM

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